



Where Kids Come First and Futures Begin

Connections ♦ Curriculum ♦ Opportunities

Davison Community Schools

Cardinal's Nest Preschool

Parent Handbook





Communication with Cardinal's Nest Staff and Administration

How to Effectively Communicate with the Cardinal's Nest Preschool

The Cardinal's Nest preschool is committed to communication with parents and the community. We believe open lines of communication are essential to the educational process. Parents are advised to contact their child's teacher(s) or educator in charge of the class or program via voicemail or email when a question or concern arises.

If your child's teacher(s) does not have the ability to assist you in addressing your concerns in a satisfactory way, please follow the **communication contact ladder** below for questions or concerns. The chart also serves as a resource to parents and the community regarding communications with various departments for other concerns or questions.

District staff members will make a concerted effort to field all parent inquiries in a timely fashion (within one business day). Please note that staff members are not permitted to contact parents during instructional time and/ thereby, may not correspond to you immediately during the school day. Staff members are also not expected to check voicemail or email during evenings, school recess, or weekends. **In the event of an emergency during the school day, please contact the Main Office at 591-0821.**

Contact Ladder Procedure:

First: Please contact your child(ren)'s Cardinal's Nest Preschool Teacher(s).

Second: If the teacher(s) was not able to assist you with your concerns or questions please feel free to contact the following:

Lindsey Tate
Cardinal's Nest Preschool Director
810-591-0821
ltate@davisonschools.org

Adrienne Vickerman
Cardinal's Nest Assistant Preschool Director
Davison Latchkey Director
810-591-0821
avickerman@davisonschools.org

Melanie Berry
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810-591-0025
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**Davison Community Schools
Cardinal's Nest Preschool
Philosophy Statement**

Our objective is to provide a healthy, child centered environment where children's social, emotional, intellectual and physical needs are met.

The child's development is considered by the staff in planning and providing quality programs and care for children enrolled in the Cardinal's Nest Preschool Program.

Social growth includes opportunities to develop sharing and communication skills through interaction with other children and adults. Our goal is to guide the child in achieving self-regulation and the ability to relate to peers and adults in a cooperative manner.

Emotional growth is stimulated through learning and game activities which encourage critical thinking and reasoning processes.

Physical activities include opportunities for small and large muscle development through guided and free play.

It is our desire and objective to work closely with parents in order to best meet the needs of each child in our care.

The Cardinal's Nest Preschool is devoted to fostering a learning community that builds on the experience of each child and their families. Parents or other family members are welcome at any time, to share their cultural lifestyles. Special days in any child's life are treated with respect. We believe that all children regardless of race, religion, sex, cultural heritage or ability should be given quality care and appropriate opportunities to further their learning. Each of our programs are developmentally appropriate and offers the participants suitable learning challenges based on their diverse educational and developmental needs. Versatile curriculum, paired with predictable daily schedules, offers children the opportunity to develop self-confidence, positive self-worth and independence.

Staff members are offered training and attend educational conferences to help children who have special needs. Parents and children are given support through services offered by the school district. Children are evaluated using the ASQ screening. Staff and parents discuss the results of the ASQ. This evaluation will inform parents about where children are developmentally, and what special programs are provided if needed.

Children attending the Cardinal's Nest Preschool are treated with respect and the understanding needed to make them successful in life.

Program Overview

A. Curriculum--- Creative Curriculum

The *Creative Curriculum* for Preschool uses exploration and discovery as a way of learning, *The Creative Curriculum for Preschool* enables children to develop confidence, creativity, and lifelong critical thinking skills. *Creative Curriculum* is based on 38 objectives for development and learning, which are fully aligned with the Early Childhood Standards of Quality for Pre-Kindergarten. *Creative Curriculum* presents knowledge-building volumes and daily practice resources in tandem, giving every educator the “what”, “why” and “how” of early childhood education. *Creative Curriculum* offers daily opportunities to individualize instruction, helping teachers meet the needs of every type of learner. *Creative Curriculum* addresses all the important areas of learning, from social-emotional and math to technology and the arts, and incorporates them throughout every part of everyday life. *Creative Curriculum* offers daily, built-in opportunities for observation, helping teachers and administrators clearly see the strong relationship between curriculum and assessment. *Creative Curriculum* offers complete support for working with English and dual-language learners, including detailed guidance that helps to build teachers’ knowledge about best practices. *Creative Curriculum* contains guidance for working with all learners, including advanced learners and children with disabilities.

B. Developmental Screening and Assessments

Developmental Screening is the use of a brief procedure or instrument designed to identify, from within a large population of children, those who may need further assessment to verify developmental and/or health risks. Developmental screening is standardized and surveys abilities in broad terms: large and small muscle coordination, perception, language, cognitive development, and emotional and behavioral concerns. The Cardinal's Nest Preschool uses the Ages and Stages Questionnaire (ASQ III and ASQ-SE) as the programs screening tool. The Ages and Stages Questionnaire is conducted twice a year and the results are shared with families during parent teacher conferences. Conferences are considered necessary by the teaching team and will be scheduled twice a year.

Ongoing child assessment is a process in which the teaching staff systematically observes and records information about the child’s level of development and/or knowledge, skills, and attitudes; in order to make a determination about what has been learned, improve teaching, and support children’s progress. The assessment outcomes will be shared with the parent at teacher conferences.

C. Staff Training Policy

Cardinal’s Nest Preschool staff have current certification in child and adult CPR and First Aid. Staff complete training on blood-borne pathogens. In addition to CPR, first aid, and blood-borne pathogen training all staff complete a minimum of 16 hours of additional training each year. Training topics include child development, curriculum, child discipline, health and safety, nutrition, working with parents and licensing rules.

D. Staff/Volunteer Policy

Cardinal's Nest Preschool staff are employed by the Davison Community School District. The lead teacher is qualified as outlined by the Michigan Department of Human Services. Michigan Department of Human Services will screen all staff for any possible criminal or substantiated child abuse history. All staff are fingerprinted to ensure that they have no criminal history. Associate teachers must meet the requirements of the Michigan Department of Human Services. A staff member will not be employed if he or she has been convicted of child abuse/neglect or a felony involving harm or threatened harm to an individual.

Parents and volunteers shall not have unsupervised contact with children within the Davison School District Cardinal's Nest Preschool Program. Volunteers will check in at the preschool office and be supervised by employed staff at all times. Volunteers must complete a volunteer application and screening process as determined by Davison Community Schools. Volunteers must **only** attend with enrolled children.

E. Registration and Enrollment

Preschool pre-registration- Opens March 1st for the up and coming school year and remains active throughout the year or until a class has reached Child Care Licensing ratios, whichever comes first. In order to pre-register, please create an account at <https://dcer.recdesk.com/Community/Home>. Then choose the corresponding age and schedule choice for your child and follow the prompts. There is a \$50 non-refundable deposit to hold your child's spot on the roster.

Enrollment – Parents/Guardians must complete an enrollment packet each year prior to the start of the school year. This packet can be found online or in the main office. Along with required licensing documents, a copy of your state issued ID, a copy of the child's birth certificate, his/her most recent health appraisal, and updated immunization record or health department issued waiver must be provided.

Sessions

Please note that sessions are 4 active weeks of school. The 5-6 week sessions include the weeks of pre scheduled breaks where there is no preschool held for Davison students. Payments must be made by the beginning of each four week session. There will be 10 payments to register for. Please make sure to register for all 10 sessions by the due date. If you do not register for each of the 10 sessions individually, your child's name will NOT be added to the roster and your child will not be able to attend. Online payments will be due on the Tuesday before the next session begins at <https://dcer.recdesk.com/Community/Home>.

Payment policy:

ALL FEES MUST BE PAID IN FULL AT THE TIME OF REGISTRATION
A LATE FEE WILL BE ASSESSED

Withdrawal/Refund policy:

-There will be NO refunds issued to those who withdraw after the registration deadline and/or for students who are no-shows. We appreciate your understanding. Thank you!

-There is a \$5 cancellation fee that will be collected for processing a refund if the customer's request is before the registration deadline.

Due to software limitations, we no longer offer a sibling discount, late registrations, or mid session changes.

Latchkey

Davison Community Schools offers latchkey to Preschool students. AM latchkey at the Cardinal's Nest is offered from 6:00AM to 9:00AM, Monday through Friday. PM Latchkey at the Cardinal's Nest is offered from 3:00PM to 6:00PM, Monday through Friday. Tuition is based on a flat-rate session payment, hourly rates do not apply.

Please sign up for latchkey services under the Davison Latchkey page, located on the DCER site. This registration is separate from the Preschool registration, but under the same family account at <https://dcer.recdesk.com/Community/Home>.

Intersession

Unfortunately, Intersession camp is not offered to 3 or 4 year old preschool students. They are ineligible to attend. Therefore, the Cardinal's Nest will be closed during:

Fall Intersession 1.0:

Winter Intersession 2.0:

Three and Four Year Old Preschool Programs

The Preschool programs are designed to give children a positive first school experience. We offer both three and four year old programs. The children can be enrolled in two to five day sessions per week.

Readiness skills such as memory and coordination are developed through songs, dances, finger plays and stories. Games, guided and free play are designed to promote large and small muscle skills. The social development of the child is a primary objective of the program. There are many opportunities for children to interact with their peers and adults. Our goal is for each child to have positive feelings about learning and coming to school. Kindergarten readiness is also a major focus for our four year old program.

All children must be 3 or 4 years old by September 1 and bathroom independent to begin the program in August.

3 and 4 Year-Old Preschool Options

Prices are for 4-5 week sessions

	<u>Price</u>	<u>4-5 week Session</u>
AM Preschool ~ 9:00AM – 12:00PM		
2 days per week (T & Th)		\$112
3 days per week (M,W,F)		\$168
5 days per week (M-F)		\$280
PM Preschool ~ 12:45PM – 3:45PM		
2 days per week (T & Th)		\$112
3 days per week (M,W, F)		\$168
5 days per week (M-F)		\$280
Full Day Preschool ~ 9:00AM – 3:00PM		
2 days per week (T & Th)		\$254
3 days per week (M,W,F)		\$381
5 days per week (M-F)		\$635

All children must be 3 or 4 years old by September 1 and bathroom independent to begin the program in August.

Daily Schedule

Cardinal's Nest Preschool - Full Day Sample Schedule

8:50-9:00 Parent Drop off Student Arrival/Greeting Time

9:00-9:15 **Large Group**- All adults and children participate in activities planned around children's interests, developmental levels, cooperative play and projects and events meaningful to children.

9:15-9:30 **Small Group**- An adult-initiated learning experience based on children's interests and development where children explore, play, work with materials, and talk about what they are doing. Individual children explore and use the same set of materials in their own way.

9:30-10:00 **Outside**- Children have many choices about how they play in the outdoor learning environment, much as they do during Choice Time indoors. Adults supervise children for safety and also join in their active outdoor play, supporting their initiatives and problem solving. Your child's outdoor time may vary depending on the classroom.

10:00-11:00 **Choice Time** (children's hour of uninterrupted choice time)- children always initiate activities and carry out their intentions. Children make many choices about where and how to use materials. During Choice Time, adults participate as partners in child initiated play and encourage children's problem solving both with materials and during times of social conflict.

11:00-11:15 **Clean Up**- Children and adults clean up together keeping the spirit of play and problem solving alive. Children make many choices during clean up. Adults accept children's level of involvement and skill while supporting their learning.

11:15-12:10 **Lunch**- Families will bring a lunch and 2 snacks for their child. Children choose whether to eat, what to eat, and how much to eat. Adults eat and have meaningful conversations with the children. Children are encouraged to clean their own space including disposal of leftovers and garbage, wiping of tables, and pushing in their own chairs.

12:10-12:20 **Read Aloud**- Teachers read to children to reinforce concepts of print and vocabulary.

12:20-1:20 **Quiet/Rest Time**- Resting is a time for sleeping or quiet, solitary on-your-own-cot play. Rest times plans should be individualized to meet the needs of each child. Quiet play could include books, soft music, baby dolls, or fine motor manipulatives.

1:20-1:40 **Wake Up/Restroom/Music and Movement**- As children wake up, adults and children work together to put away cots. Adults and children participate in music and movement.

1:40-2:00 **Small Group**- An adult-initiated learning experience based on children's interests and development where children explore, play, work with materials, and talk about what they are doing. Individual children explore and use the same set of materials in their own way.

2:00-2:15 **Snack**- Adults and children set up for snack. Children are encouraged to clean their own snack space including disposal of leftovers, wiping tables, and pushing in their own chairs.

2:45-2:50 Backpack

2:50-3:00 Dismissal

Cardinal's Nest Preschool - AM/PM Half Day Sample Schedule

8:50-9:00/12:40-12:45 **Day Begins**- Children enter the classroom at their own pace. Children have choices about whether to spend time with books, or interact with adults and one another. Once all children have arrived, adults share the daily announcements.

9:00-9:20/12:45-1:05 **Large Group**- All adults and children participate in activities planned around children's interests, developmental levels, cooperative play and projects and events meaningful to children.

9:20-9:35/1:05-1:20 **Read Aloud**- Teachers read to children to reinforce concepts of print and vocabulary.

9:35-10:05/1:20-1:50 **Outside**- Children have many choices about how they play in the outdoor learning environment, much as they do during Choice Time indoors. Adults supervise children for safety and also join in their active outdoor play, supporting their initiatives and problem solving. Your child's outdoor time may vary depending on the classroom.

10:05-10:20/1:50-2:05 **Snack**- Adults and children set up for snack. Children are encouraged to clean their own snack space including disposal of leftovers, wiping tables, and pushing in their own chairs.

10:20-11:20/2:05-3:05 **Choice Time**- (children's hour of uninterrupted choice time)- children always initiate activities and carry out their intentions. Children make many choices about where and how to use materials. During Choice Time, adults participate as partners in child initiated play and encourage children's problem solving both with materials and during times of social conflict.

11:20-11:30/3:05-3:15 **Clean Up**- Children and adults clean up together keeping the spirit of play and problem solving alive. Children make many choices during clean up. Adults accept children's level of involvement and skill while supporting their learning.

11:30-11:45/3:15-3:30 **Small Group**- An adult-initiated learning experience based on children's interests and development where children explore, play, work with materials, and talk about what they are doing. Individual children explore and use the same set of materials in their own way.

11:45-11:50/3:30-3:40 Backpack

11:50-12:00/3:40-3:50 Dismissal

Parent involvement information, including advisory committees:

Parent Involvement

Parent engagement is crucial to positive child outcomes. The Cardinal's Nest Preschool provides a variety of opportunities for parents to become involved in the preschool program and regularly seeks input from parents. Opportunities to volunteer in the classroom, on field trips and on special occasions are open to parents.

Parents will be invited to participate in a minimum of two informal evenings. The topics will include curriculum, assessments, and Transition to Kindergarten.

Parent Teacher Conferences

Parents play an integral role in their child's development. A strong partnership between staff and families is crucial to child success. Families in the Cardinal's Nest Preschool program will participate in two parent teacher conferences during the program year. Teachers discuss overall development, child strengths, areas of concern, and results of assessments. Parents are provided with activities to help foster kindergarten readiness. A Spring conference will summarize the child's development and transition to kindergarten.

Proof of Immunizations is required as follows:

A copy of your child's immunization records and any updates along with a well-child check-up form must be on file at the preschool. If your child has not yet received all required vaccinations (4 DPT, 1 MMR, 3 Polio, 3 Hepatitis B, Hib series, PCV series and Varicella (chicken pox), a schedule of appointments to receive age appropriate vaccinations must be provided. Failure to comply may result in the child's removal from the program. Additional items may be requested as evidence of the Michigan Department of Education's at-risk factors (i.e., proof of income, doctor's notes for health risks or IEP's, etc.) and will need to be provided. Necessary enrollment and registration forms must be completed prior to the beginning of school. This includes the Child Information Record.

Waiver

In 2014, Michigan modified the administrative rules that changed how nonmedical waivers for immunizations will be processed for school and childcare programs. This rule went into effect on January 1, 2015. The new rule allows the parent/guardian the opportunity to have their concerns and questions about immunizations addressed. It allows scientific-based education and resources to be provided.

The new rule requires parents/guardians who want to claim a nonmedical waiver to receive education from a county health department about the benefits of vaccination and the risks of vaccine-preventable diseases before claiming the waiver. A nonmedical waiver is a parent's/guardian's written statement indicating the religious or philosophical (other) objections to a particular vaccination(s). Based on the new rule, parents/guardians will no longer be able to submit an uncertified immunization waiver form to the school or childcare center.

Parents/guardians will need to:

1. Contact the county health department to receive immunization waiver education and to obtain a certified State of Michigan Immunization Waiver.
2. Waiver are automatically entered into MCIR by the county health department.

Students who do not comply with having either a completed immunization record or a certified waiver form are to be excluded from school or childcare unless they are in the "dose waiting" (provisional) period.

Referral policy to meet child and family needs, including follow-up procedures:

Special Needs Policy

If a parent has concerns about their child's development, they should begin by contacting the lead teacher. The lead teacher will initiate the Response to Intervention process. If further interventions are needed a team will be formed to discuss how to best meet the child's needs. The team may include: parents, the teachers, the building principal or program director, the Early Childhood Specialist, or special education staff. If a child is already receiving services for a disability, the GSRP program staff will join the IEP team and continue services. For information about referring your child for a developmental evaluation log onto: www.1800earlyon.org

Confidentiality

All staff are required to exhibit ethical, professional behavior with respect to the confidentiality of student academic records and disciplinary records. All registration and program qualification information will be maintained in the Cardinal's Nest office and will be kept confidential. It is unethical for staff to discuss a specific student's behavior or academic progress with people who have no professional experience with that student.

Weekly Schedule and Attendance Policy

Davison Board of Education believes that regular school attendance is essential to quality education. Parents who wish to excuse their child from school should contact the Cardinal's Nest Preschool office. Excused absences shall be granted for personal illness, head lice, death in the family, illness of a family member (at the discretion of the program administrator), doctor/dental appointments, required court appearances and religious holidays. Frequent absences, excused or unexcused, or tardiness in a class may seriously affect the student's learning. Attendance patterns of a student are the responsibility of the parent.

Children in the Davison Community Schools Cardinal's Nest Preschool Program will attend classes 2 to 5 days per week. If a child must miss school, please notify the office with a reason for absence. There are times when it is appropriate for your child to miss school. If your child is sick, please do not send them to school. If your child becomes ill during the school day, you will be called to pick him/her up. If you cannot be reached the person you named as your emergency contact or named as other persons to be released to on the Child Information card will be contacted.

Students who have excessive absences will receive written notification from the school. At the discretion of administration, medical documentation may be required for excessive absences.
Please call the Cardinal's Nest Preschool Office at 591-0821 to report your child's absence.

Drop Off/Pick up

Teachers only have a limited amount of time in between classes to dismiss children, clean up the classroom, prepare for the next class, check emails, return phone calls, and have a quick lunch break. So please be courteous in picking your child up on time.

Children in Davison School District Cardinal's Nest Preschool Program cannot be dropped off prior to the start of your child's school day. Each program has its own specific arrival time. The teachers open the door 5 minutes prior to class starting.

- **A.M. 8:50-9:00**
- **P.M. 12:40-12:45**

Chronic or Continuously Late Pick Up

In the event that a child is not picked up within 30 minutes after the end of their class, and all attempts to contact the parent/guardian or other emergency card designee have been unsuccessful, this will constitute an "emergency situation." The site director/teacher will take steps to ensure the safety of the child, which may include contact with Emergency Card Contacts/Children Protective Services and/or the local police. The incident will be documented and the site director/teacher will meet with the parent/guardian to complete a corrective action plan.

Release of Children

Parents should know that classroom staff, including substitutes, are required to monitor the arrival and signing out of children at dismissal, to avoid releasing children to unauthorized persons. Parents must use the fingerprint security system to check in and check out children for the day. Children can only be released to their parent/legal guardian, or to other individuals who are listed on the child's emergency card. In instances of uncertain identity, staff **must** ask for identification to confirm that the individual is listed on the emergency card. This is a licensing rule.

No child will be released to a person if their name is not listed as an authorized person to pick up the child. Written notifications of changes or additions may be given to the office staff by the parent ahead of time. If necessary, staff will call the parent to confirm that an individual is authorized to pick up the child. The parent should add this name to the emergency card. Staff will periodically review the emergency cards with parents to ensure accuracy. Parents are asked to notify the child's teacher and office staff to report any changes on the emergency cards. Parents are responsible for updating the emergency card with current phone numbers and adults authorized to pick up the child.

In both the preschool and latchkey programs, parents (or designated pick up person) must accompany their children to the appropriate classroom. Parents must also sign their children out of the program per state licensing.

General Calendar/Snow Days

The Cardinal's Nest Preschool Program will follow the Davison Community Schools district calendar for holidays, intersessions, early release days and breaks.

School/Snow Day Cancellations: Please check ABC 12 News, TV5 (WNEM), abc12.com, wnem.com and WCRZ 107.9 fm. Closings are also listed on the Davison Community Schools website at www.davisonschools.org. If Davison Community Schools are closed or delayed due to weather, so is the Cardinal's Nest Preschool Program.

Snow days will not constitute a refund for any unused session dates.

Exclusion Policy

Children will be excluded from the program if there are injuries or contagious illnesses that endanger the health and/or safety of others. Children will not be excluded because of the need for additional support, assistance with toileting, or disabilities.

Weather Policy

Outdoor time is held on a daily basis unless there is inclement weather or special circumstances. Davison Community Schools cardinal's Nest Program will adhere to the rule of 20 degrees or below for children to remain inside. **Children need to have weather appropriate clothing for participation in outdoor activities.**

Rest/Quiet Time Policy for Full Day Programming

Students attending a full day program will participate in a rest/quiet time daily. Children will be provided with a cot to lie on. Children wishing to use a pillow or blanket will need to bring one from home. These will be sent home weekly for laundering. Children will not be required to rest for more than one hour and alternate quiet activities will be provided for those children who do not sleep. Children who are sleeping and do not wake up independently will be gently awakened using soft touches, opening of the blinds, and conversation. Children are expected to assist with putting away their sleeping materials.

Medication Policy

This policy has been revised to comply with the Michigan Department of Education Model Policy and Guidelines for administering medication to students at school. It has been reviewed by the Genesee County Health Department and our school nurse. If you have questions about this policy or any health issues that relate to school, please contact the school nurse at 591-0641 ext 1241.

Definition: Medication includes prescription, non-prescription, and herbal medications and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops or mist to nose, ears or eyes, or medications applied to the skin.

The administration of medication by school personnel shall be authorized in writing and only performed in exceptional circumstances when administration by the parent at home is impossible or extremely difficult. Medication will be administered only by authorized school personnel. This authorization to administer medication shall be issued only in compliance with the following conditions:

1. Any medication, including non-prescription and herbal medications, must be accompanied by an **Authorization to Administer Medication** form completed by the parent and the prescribing physician.
2. Written instructions signed by the parent/guardian and the student's physician must be furnished and shall include:
 - a. Student's name, address, telephone number;
 - b. Physician's name, address, telephone number;
 - c. Pharmacy name, address, telephone number;
 - d. Name of medication, beginning date of administration;

- e. Prescribed dosage, frequency and duration; parents shall be responsible for informing the office if the child has experienced side effects from the medication the child is to receive, termination date for administering the medication, special handling and storage instructions.
3. Medication for students in preschool must be brought to school by an adult and in a container appropriately labeled by the pharmacy. Refill of the medication is the sole responsibility of the student's parent/guardian.
4. Due to the possibility of an allergic reaction, the first dose of any medication will not be administered at school.
5. Forgotten doses of the home medication will not be made up at school.
6. Student self-possession and/or self-administration of medication for preschool are prohibited unless the student's health is endangered by this prohibition.
7. The medication must be contained in the original, properly labeled container as prepared by a pharmacy, physician, or pharmaceutical company. Measuring liquids or dividing pills, is the responsibility of the parent. Pharmacies may supply unit doses of liquids upon request. All medication will be counted in the presence of the parent. The school staff member and parent will document the amount received by signing the medication log.
8. Office personnel cannot administer medication in any way different from the instructions on the authorization form from the physician. Therefore, if there is a change in medication dosage or time to be administered, please have your physician update the authorization form or fax a change to the school office.
9. A log of the administration of this medication will be kept.
10. Prescription and medication supply renewal is the responsibility of the parent/guardian.
11. Medication left over at the end of the school year or after a student has left the district, must be picked up by the parent/guardian or the school will appropriately dispose of the medication according to the local Health Department regulations.
12. Please notify the office if your child has any medical or physical problems that may need attention at school.
13. Students who receive medication for potentially life-threatening situations (glucagon, inhalers, Epi-Pens) will have, to the extent possible, a written emergency care plan which contains specific instructions for that student's needs, prepared by a physician and/or their designee, in collaboration with the parent/legal guardian and the school health professional.

Health policies and practices on physical activity and nutrition for children:

Health Care Policy

If a child shows any signs of illness, he/she will be evaluated further and staff will determine if a parent needs to be called. Please consider keeping your child home if they are exhibiting any signs of illness.

Outdoor Policy

Children who are in a full-day program will receive a minimum of 60 minutes per day of physical outdoor activities. Children in a half-day program will receive a minimum of 30 minutes per day of physical outdoor activities.

Wellness and Nutrition Policy

Davison Programs recognize that good nutrition and regular physical activity affect the well-being and health of all students. Parents are asked to provide their child with a sack lunch as well as 2 snacks each day.

Out of consideration to the students with allergies to peanuts and nuts, Davison Community Schools Cardinal's Nest Preschool will make reasonable effort to ensure that no foods with obvious peanuts and/or tree nuts will be consumed or distributed in classrooms. This includes daily snacks as well as birthday celebrations.

Sun Screen

According to licensing rule R400.8152 (8) for child care centers, topical non prescription medication, including but not limited to sunscreen and insect repellent, require written parental authorization annually. A permission note will be signed and returned to the preschool office.

Accident and emergency policies:

Our goal is that every child will remain safe while in our care.

Illness Care Plan

When a child shows signs of illness such as cough, nausea, or lethargy a call will be made to the parent for transportation home. If unable to reach a parent, the next person on the emergency card will be notified. Students with a fever above 100 degrees, vomiting, diarrhea or constant cough will be sent home.

I NEED TO STAY HOME IF...						
I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching and/or "crusty" drainage from eye.	Hospital stay and/or ER visit

I AM READY TO GO BACK TO SCHOOL WHEN I AM...						
Fever free for 24 hours without the use of fever reducing medication i.e. Tylenol, Motrin	Free from vomiting for at least 2 solid meals	Free from diarrhea for at least 24 hours	Free from rash, itching, or fever. I have been evaluated by my doctor if needed	Treated with appropriate lice treatment at home and proof is provided by the county health office	Evaluated by my doctor and have a note to return to school	Released by my medical provider to return to school

Accidents/Injuries/Incidents

For minor injuries such as small cuts, bruises or abrasions:

Students will be given immediate first aid care by the preschool staff in accordance with their first aid training. Parents will be notified in writing or by phone and an accident report will be filled out.

For more serious injuries such as open skin wounds or bloody noses:

Students will be given immediate first aid care by the preschool staff in accordance with their first aid training. The parent will be notified by note or phone call and an accident report will be filled out.

If a child has bumped their head and display signs of a concussion such as:

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can't recall events prior to the hit, bump or fall
- Can't recall events after the hit, bump or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes

9-1-1 will be called immediately, the school nurse will be notified, parent will be called right after and parent will be made aware of the situation that took place and action that followed.

If a child has bumped their head and display signs that worsen over time such as:

- One pupil (the black part in the middle of the eye) is larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously) 911 will be called immediately, school nurse notified, parent will be called right after, and parent will be made aware of the situation that took place and the action that followed.

For major emergencies such as seizure or unconsciousness:

- 9-1-1 will be called from the nearest phone. The school nurse and parent will be notified immediately. The MERT Team will be called and the emergency plan will be followed.

Davison Schools Cardinal's Nest Preschool shall make a verbal report to the Michigan Licensing Department of Regulatory Affairs within 24 hours of the occurrence of any of the following:

- A. Lost child or left unsupervised
- B. Incident involving an allegation of inappropriate contact
- C. The death of child in care
- D. Fire on the premises of the preschool that requires the use of fire suppression equipment or results in loss of life or property
- E. School is evacuated for any reason
- F. If a child is taken to the hospital or urgent care by the school or parent; the appropriate form must be filled out and faxed to the department
- G. The school shall keep a copy of all reports on file

Weather and Emergency Procedures

Fire/Tornado/Lock-down Drill

Fire, tornado and lock-down drills are a necessary precaution for safety.

- Fire drills will be conducted at least 5 times during the school year.
- There will be no warning signal. As the bell sounds, all students should form a line ready for exiting.
- No talking
- Move quickly without running
- Go where directed
- Lock-down drills will be conducted at least three times per school year.
- When in "lockdown" only law enforcement and emergency personnel will be permitted to enter or exit the building.
- Tornado drills will be conducted at least twice per school year. Students are to follow classroom instructions and remain silent while the drill is taking place.

The area in which we live makes it advisable to have some procedures for the protection of lives during certain weather or other emergencies. In the case of an emergency, it is very important for students to listen carefully and to follow all staff directions during tornado or other emergency drills.

Written procedures for the care of children and staff for each of the following emergencies shall be developed and implemented:

1. Fire
2. Tornado
3. Other natural or man-made disasters
4. Serious accident/illness/injury
5. Crisis management including, but not limited to intruders and bomb threats

Our staff members have been trained to follow the district's safety and crisis plan. We regularly conduct safety drills.

In the event of an emergency or school closing, parents signed up through the district's ED-Alert system will be notified by text or email. Further information may also be available on the district's website and on local radio and television stations. Please note that the district will not bombard you with texts once you sign up through the Ed-Alert system. The district only sends text messages in the case of emergencies or school closings.

Child Discipline/Conflict Resolution

The Cardinal's Nest Preschool Program uses discipline as a learning opportunity. As a result, we implement guidance that is caring, but firm. Consequences are short, consistent, immediate and logical. Emphasis is placed on providing affection, order security, and unconditional positive regard for every child. Negative procedures or consequences will not be used. This includes shaming, threatening, depriving, or corporal punishment. Enrollment will not be denied and children will not be excluded based on challenging behavior, disability, or the need for individualized planning and intentional teaching.

The adults in the Cardinal's Nest classroom will assume the following roles:

- Encourage children to do things for themselves
- Treat conflict situations with children matter-of-factly
- Approach children calmly and stop any hurtful actions
- Acknowledge children's feelings
- Teach conflict resolution strategies
- Ask children for solutions and encourage them to solve the conflict together;
- Support children when they make decisions

Policy for Child Abuse and Neglect

Staff at the Cardinal's Nest Preschool Program are aware that abuse and neglect of children is against the law. As teachers/child advocates we are required by Child Protection Law as mandated reporters to immediately report suspected abuse and neglect of children to Children's Protective Services. The staff reviews the Child Abuse and Neglect reporting procedures annually.

Child Custody Policy

In cases where the child is the subject of a court order (i.e., Custody Order, Restraining Order, or Protection from Abuse Order) the Cardinal's Nest Preschool Program must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed. In the absence of a court order on file with the Cardinal's Nest Preschool Program, both parents shall be afforded equal access to their child as stipulated by law. The Cardinal's Nest Preschool Program cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, the Cardinal's Nest Preschool Program suggests that the parent keeps the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's rights to immediate access.

Withdrawal Policy

If you withdraw your child from the preschool, please provide notice in writing. We would like to recognize your child's involvement and participation in our program, and allow classmates time to say their goodbyes.

A child may no longer be included in the program if:

- They do not meet the health/licensing requirements by the required deadlines
- The parent fails to follow program rules
- The program is determined to be an inappropriate setting

Withdrawal/Refund policy:

There will be NO refunds issued to those who withdraw after the registration deadline and/or for students who are no shows. We appreciate your understanding. Thank you!

There is a \$5 cancellation fee that will be collected for processing a refund if the customer's request is before the registration deadline.

Teacher Contact Policy

If you need to contact a teacher during the school day, please call and leave a message. Teachers avoid answering the phone during class hours so the focus can be on your child. If you have an emergency, please let the office know when calling.

Grievance Policy

If a parent has a concern about their child, classroom, or program:

1. Concern should be discussed with the teaching team.
2. If a solution is not agreed upon, the parents should contact the program director.
3. If a solution is still not agreed upon, the Early Learning Administrator would become involved as well. The Early Learning Director is Melanie Berry and she can be reached at 591-0025 or mberry@davisonschools.org.

Culture and Diversity in the Learning Environment

Materials in the classroom are developmentally appropriate, clean, safe, foster learning and are to reflect the home and community cultures and special needs of children in the program. Materials depict a wide range of non-stereotyped role models and cultures. The home and community cultures of each class are used to choose materials included in the classroom. Materials reflect children's interests, potential hobbies, employment, and community traditions. Each child and family will be supported in their cultural values and norms of the home. All staff will have training opportunities annually to further their knowledge of enhancing their daily communications and curriculum planning.

Classroom Celebrations and Guidelines

Holidays are very special occasions which many children and families enjoy. Families and teachers must understand and respect that not all people celebrate holidays or may celebrate in different ways. If parents choose to bring a snack for the children, a healthy, store bought, peanut free choice would be accepted.

Allowable items for celebrating in the classroom:

- Invite families to volunteer
- Ask children and families to share how they celebrate
- Serve healthy snacks or provide non-food items
- Research birthday traditions around the world and present to children in a variety of formats

Unallowable items for celebrating in the classroom:

- Homemade treats
- Foods with peanuts or that have been exposed to peanuts

Hand Washing and Universal Precautions:

Children and Staff Hand Washing

Hand-washing has long been established as one of the most important things we can do to prevent the spread of illness.

In our preschool, hand washing recommendations for workers are as follows:

- Upon arrival at school
- Before and after setting up snacks/food for student consumption.
- Before and after helping students use the bathroom.
- After handling items soiled by body fluids such as blood, drool, urine, stool, or discharge from nose or eyes.
- After handling an ill child.
- After using the bathroom or taking care of other personal needs (i.e. nose wiping), and eating.

In our preschool, hand-washing recommendations for students are as follows:

- Upon arrival in the morning.
- After using the bathroom.
- Before and after eating food.
- After they have touched a child who may be sick or who has handled soiled items.
- After blowing/wiping their nose.

Recommendation method for hand-washing is as follows:

- Rub hands vigorously for at least 20 seconds using warm water and soap.
- Wash between fingers and back of hands and wrists.
- Rinse hands well under running water and dry thoroughly with a clean paper towel.
- Turn off water using a paper towel instead of bare hands. This helps prevent acquiring new germs on already clean hands.

Handling Children's Bodily Fluids

In preschool, universal precautions shall be observed in order to prevent contact with blood or other potentially infectious materials (OPIM). Gloves will be worn for all tasks that may cause exposure to blood or OPIM shall be considered infectious regardless of the perceived status of the source individual. After removing gloves, preschool workers will wash their hands as recommended in our hand-washing policy.

Cleaning and Sanitizing of all Equipment, Toys and Surfaces

Tabletops will be washed before and after food is served and as they become soiled. Toys will be washed when they come in contact with a child's mouth or saliva. Equipment will be washed weekly or as needed.

3 Step Process for Sanitation includes:

1. **Clean with soap and water.**
2. **Rinse thoroughly**
3. **Spray with bleach water.**

Process for sanitation while on field trips:

Bleach wipes will only be used while on field trips and out of the proximity of running water.

Smoking/Drug/Alcohol Policy

Smoking tobacco, consuming alcohol, and/or using/possessing illegal drugs are prohibited in and outside of the preschool at all times, including field trips.

Child Care Licensing Bureau

CENTER MUST CHECK ONE

- ☐ The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigations, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians during regular business hours. Reports from at least the past three years are available at www.michigan.gov/michildcare.
- ☒ The center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at www.michigan.gov/michildcare.

I have read the above statement issued by

Davison Cardinal's Nest

Name of Child Care Center

Child(ren)'s Name(s):	
--------------------------	--

Parent
Name

Parent
Signature



ACKNOWLEDGEMENT OF PARENT HANDBOOK
CARDINAL'S NEST PRESCHOOL PROGRAM
(R.400.8146)

This parent handbook outlines the policies and procedures of the Cardinal's Nest Preschool Program as required by (R.400.8146) licensing. An understanding of and adherence to the policies and procedures will ensure positive parent-school relations and that the children's needs are adequately met. To ensure that your child's needs are adequately met, children enrolled in the Great Start Readiness Program will be screened by the Ages and Stages (ASQ), and the program will be assessed using the Preschool Quality Assessment (PQA) twice a year. The child outcome data from the Teaching Strategies Gold (TSG) will be assessed three times a year. Therefore, the preschool requires that all parents and/or guardians of children enrolled in Cardinal's Nest Preschool Programs read, sign, and return to the teacher the statement that follows:

- Criteria for admission and withdrawal.
- Schedule of operation, denoting hours, days, and holidays during which the preschool is open and services are provided.
- Fee policy
- Discipline policy
- Food service program
- Program Philosophy
- Typical daily routine
- Parent notification plan for accidents, injuries, incidents, illnesses
- Exclusion policy for child illnesses
- Notice of the availability of the preschool's licensing notebook.
 - o The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.
 - o The licensing notebook is available to parents during regular business hours.
 - o Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at www.michigan.gov/michildcare.

I certify that I have received all of the above items.

Parent/Guardian Signature:_____ Date:_____

Cardinal's Nest Preschool Program Policies

To avoid misunderstandings regarding our policies, we ask that you read the following information and then sign the bottom portion.

Absences- Due to staffing requirements by our state license and in order to keep our adult to child ratio If your child will not be in attendance for the day, please call the Cardinal's Nest at (810) 591-0821 to report any absences. We will not deduct tuition if your child is absent from school.

Bathroom Independence- Preschool children should be able to use the bathroom independently. Please make sure your child is wearing clothing they can easily get in and out of without assistance. If your child is not bathroom independent, they may not be ready for preschool at this time.

Emergency Numbers- Parents must leave a current and working phone number where they can be reached, as well as two additional names and telephone numbers to call in the event the parents cannot be contacted. If your phone numbers changes or any other information changes, please notify the office immediately. Failure to do so may result in dismissal from our program.

Enrollment- Our center is open to any child, 3 years old on or before September 1st, providing space is available and the center can meet the needs of the child. Before your child attends school, the following must be complete:

- The State of Michigan – Department of Licensing and Regulatory Affairs- Child Care Licensing Information Record
- Health Appraisals completed by Physician
- Acknowledgement of Preschool Policies

Your child's physician must complete the Health Appraisal form before attendance is permitted ***for all preschool children***. This is mandated by the State of Michigan.

Field Trip: Permission forms must be filled out for **each** field trip your child plans to attend this school year. Failure to have a signed permission form will result in your child not being able to attend.

ALL students- Please bring a full sized backpack and a water bottle labeled with the child's name daily.

Full Day Preschool Students- Cold lunches, labeled with the child's name, need to be provided by parents for preschool children, as well as 2 snacks for each day in attendance. Please note that we are a peanut, tree nut free school.

Sleep Equipment- Please send a blanket and pillow for daily rest period. Every Friday, take your child's blanket home, launder, and return any sleep equipment the following week.

Half-Day Preschool Students: 1 snack, labeled with the child's name, needs to be provided by parents for preschool children each day in attendance. Please note that we are a peanut, tree nut free school.

Latchkey - A.M. Latchkey will be offered from 6:00am- 9:00am and P.M. latchkey will be offered from 3:00pm-6:00pm (please sign up for latchkey services separately on the DCER website).

Late Pick-Up- Charges will be assessed for late pick-up. If a child is not picked up by the dismissal time of their program, a late pick-up fee of \$10 per quarter hour (per child) will be assessed. Habitual abuse of this practice or non-payment of assessed fees may result in dismissal from our program.

Medication- If medication will be administered to your child during the school day, we will need an authorization form to administer medication, the medical plan provided by your physician and the medication needed for your child. This includes any daily medication, rescue inhalers, Emergency pens such as an Epi-pen or Auvi-Q.

Payments- Payments must be made by the beginning of each four week session. There will be 10 payments to register for. Please make sure to register for all 10 sessions by the due date. If you do not register for each of the 10 sessions individually, your child's name will NOT be added to, the roster and your child will not be able to attend

Payment policy: ALL FEES MUST BE PAID IN FULL AT THE TIME OF REGISTRATION

Withdrawal/Refund policy:

- There will be NO refunds issued to those who withdraw after the registration deadline and/or for students who are no shows. We appreciate your understanding. Thank you!
- There is a \$5 cancellation fee that will be collected for processing a refund if the customer's request is before the registration deadline.

Playground Use- Your preschool/latchkey student will be occasionally using the playground. Some areas are designed for school age children. If your child is under 4, he/she will use the equipment designated for preschool students only. The equipment meets the standard and safety requirements per state licensing.

Schedule- We operate within Davison schools, if for any reason administration deems necessary due to a storm advisory, snow days, mechanical problems, plumbing issues, etc., the Cardinal's Nest will also be closed. This includes both latchkey and preschool programs. There is no refund for unscheduled school closings.

Sign-In/Sign-Out- In both the preschool and latchkey programs, parents (or designated pick up person) must accompany their children to the appropriate classroom. Parents must also sign their children in and out of the program per state licensing.

I have read the above information, and acknowledge that I have access to the Parent Handbook at <https://www.davisonschools.org/domain/1470> and agree to abide by the policies and procedures therein.

Signature Parent/ Legal Guardian

Print Child's Name

Date