



*We are your neighborhood school.*

# ***Second Home Child Development Center*** **Parent/Guardian Handbook**

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## **Program Overview**

The Great Start Readiness Program (GSRP) is Michigan's state-funded preschool for eligible four-year-old children with a focus on supporting children's development of school readiness skills. The program is administered by the Michigan Department of Education (MDE), Office of Great Start (OGS). Research on preschool programs and specific research on GSRP indicates that children provided with a high-quality preschool experience show significant positive developmental differences when compared to children from the same backgrounds who did not attend a high-quality preschool program.

To support learning at home and increase positive child outcomes, programs must provide for active and continuous involvement of parents in the learning process. Through advisory meetings, parents assist to evaluate and make recommendations about the program.

## **Program Philosophy**

Our program is designed for children to have freedom to learn and play at his/her speed. A variety of educational and developmental activities will be available to the children as well as outdoor and indoor play time to promote physical development. All of these activities are to supplement a child's development and to promote success in experiencing the joys of learning.

## **Curriculum**

Connect4Learning (C4L) is a research-based curriculum that is comprised of six units and 32 weeks of learning centers and lessons. It aims to synthesize research based approaches in four domains of learning: mathematics, science, literacy, and social-emotional development. Connect4Learning uses a project-based approach, in which children work toward a larger goal, such as playing a coral-reef scavenger hunt or converting their classroom into a museum throughout a curriculum unit. Each lesson can be tailored to fit the schedule and requirements of any classroom setting. Observation opportunities and individualized instruction strategies are built into the curriculum.

## **Character Education Program**

Second Home Child Development Center is committed to the development of children becoming responsible citizens. We work to build a strong, supportive community of learners in each classroom. Communication skills, conflict resolution, grace and courtesy, teambuilding activities and character education are a vital part of our curriculum. A different character trait is discussed each month, such as respect, courage or citizenship.

## **Assessment**

Developmental Screening: In partnership with families we complete the Ages and Stages Questionnaire (ASQ) developmental screening for all GSRP children within two weeks of the child's first day of school. This information is entered online where it can be automatically scored. All families will receive their child's results and activities at or before the fall parent-teacher conference. Teachers and families will partner to use the information to plan for each child's success. If further evaluation is indicated by the results of the ASQ, the parents will be notified and a plan of action will be developed.

Ongoing Assessment: We use Teaching Strategies GOLD to support and plan for each child's progress throughout the school year. TS GOLD is an observation tool that helps tell the story of your child's growth and development throughout the program year. Notes are recorded and entered all curriculum areas. Families receive a, *My Child's Developmental Profile (Family Report)* three times per school year.

## **Child Care COVID Response & Preparedness Plan**

### **Our Commitment to Health & Safety**

Second Home Child Development Center is committed to protecting the health of our children, families, staff, and community. The following policies were designed in response to guidance from the Michigan Departments of Licensing and Regulatory Affairs (LARA) and Health and Human Services, in accordance with best practices from the Centers for Disease Control and Prevention, and with everyone's well-being in mind. To limit the potential spread of COVID-19, we will be making some temporary changes to our programming that include robust cleaning and disinfecting procedures and minimizing opportunities for person-to-person exposure (e.g., an infected person spreading respiratory droplets through actions such as coughing, sneezing, or talking). The following plan outlines the recommended practices and strategies will use to protect the health of our children, staff, and families while at the same time ensuring that children are experiencing developmentally appropriate and responsive interactions and environments.

### **Changes to Our Physical Spaces**

- Creating outdoor play schedules which minimizes the number of children outside together.
- Eating all snacks and meals within the classroom-no family style meals.
- Staggering pick up and drop off times where possible. ( see schedule and plan below)
- Limiting the amount of visitors in the building.
- Rearranging classroom furniture and sleeping equipment to encourage social distancing.
- No large group size activities (field trips, whole center gatherings, etc) will be held.
- Refraining from mixing different classrooms of children (no shared classroom experiences or lessons such as on the playground, in the gymnasium etc)

### **SHCDC Staggered Start & Dismissal Times**

If you are not at the building within your child's arrival time, you must contact Mrs. Michelle after 8:30am at 586-209-4267. Dismissal times must be followed in order to comply with all the cleaning precautions we must do for the health and well-being of our students.

#### **Arrival**

- **Parents will wait on designate circle until they are called/waived in**
  - Parents will scan QR code on door to sign child in My Kidz Day
  - Teacher/director will take and document child's temp within My Kidz Day
- Teacher will take child to his/her classroom (parents not permitted beyond check in table)
  - Parent and child must wear mask upon entering the building

Classroom	Door	Start Time
1 – Llama Room	12	8:00
2- Otter Room	11	8:00
6 -Panda Room	13	8:00
3- Ducklings Room	11	8:15
7 – Turtle Room	13	8:15
5 – Peacock Room	12	8:15
4 – Elephant Room	11	8:30
8 – Giraffe Room	13	8:30

### Dismissal

- During warmer weather children will be lined up outside and standing on a circle and teacher will have QR code available for you to sign your children in & out
  - During colder or rain weather teacher will be at door with QR code

Classroom	Door	Dismissal Time
1 – Llama Room	12	3:00
2- Otter Room	11	3:00
6 Panda Room	13	3:00
3- Ducklings Room	11	3:15
7 – Turtle Room	13	3:15
5 – Peacock Room	12	3:15
4 – Elephant Room	11	3:30
8 – Giraffe Room	13	3:30

Door 12 – SHCDC Main Entrance

Door 11 – Near classroom 3 & 4

Door 13 – Near Library & Kitchen

### Availability of Toys, Classroom Materials, and Nap Time

- Not permitting outside toys/objects being brought into the classroom with the exception of rest time blanket/comfort item.
- Blanket/comfort item will be kept in an individual cubby so that it does not touch another child's item.
- Blanket/comfort items will be sent home weekly to be washed.
- During this time, we are trying to limit the number of items brought into the facility because this can be a way to transmit the virus, so we ask that families refrain from bringing items from home as much as possible. However, we recognize that placing limits on children's comfort items may increase stress for children and staff as they may be especially needed during this time of transition.

### Screening Families & Staff for COVID-19 Symptoms and Exposure

Upon arrival to the program, staff and families are required to report if they or anyone in their household:

- have received positive COVID-19 results;
- been in close contact with someone who has COVID-19; and/or have experienced symptoms such as persistent cough, fever, difficulty breathing, chills, change in smell or taste, diarrhea, and/or vomiting.

**The procedures we will use to screen staff, children and families for symptoms and exposure include:**

The center will monitor symptoms of COVID-19 by:

- Ensuring all staff have received Coronavirus Awareness Training prior to caring for children.
- Developing and implementing a system for checking for COVID-19 symptoms when children and staff arrive daily including taking a temperature reading, asking parents basic questions and performing a visual screening.
- Continuing to monitor children for symptoms throughout the day and taking additional temperature readings if necessary.

Not permitting staff, children or parents to enter the building if they feel ill including but not limited to:

- Cough
- Shortness of breath/difficulty breathing
- Fever over 100.4
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Exposure to someone who has COVID-19 within the past 14 days

The center will practice social distancing, as developmentally appropriate by:

- Creating outdoor play schedules which minimize the number of children outside together.
- Eating all snacks and meals within the classroom-no family style meals.
- Staggering pick up and drop off times.
- Rearranging classroom furniture and sleeping equipment to encourage social distancing.
- No large group size activities (field trips, whole center gatherings, etc) will be held.
- Refraining from mixing different classrooms of children (no shared classroom experiences or lessons such as on the playground, in the gymnasium etc).

The center will ensure hygiene (including regular cleaning and disinfecting) via the following measures:

- Ensuring all staff complete sanitation and hygiene practices training.
- Ensuring staff wear disposable gloves while preparing and serving food.
- Providing soap and running water to children to use after toileting and prior to eating and other times as needed.
- Providing hand sanitizer for situations where soap and running water may not be readily available.
- Providing hand sanitizer in high traffic areas (pick up/drop off, reception areas, etc).
- Following licensing procedures for cleaning and sanitizing/disinfecting surfaces before/after meals.
- Temporarily removing objects/toys that cannot easily be cleaned and sanitized.
- Not permitting outside toys/objects being brought into the classroom with the exception of rest time blanket/comfort item.

The center will use safety equipment (including PPE, when appropriate) by engaging in the following practices:

- Providing face masks for staff and children who do not have one of their own.
- Wearing masks while greeting families.
- Wearing masks in areas beyond their own classroom (common areas such as hallways, multi stall bathroom, etc).
- Requiring staff to wear masks while in their own classrooms.
- Requiring parents/guardians to wear their own mask at pick up/drop off.

The center's protocol for communicating with families to report symptoms or a positive test and policies on when children will be excluded from care are as follows:

- Parents are expected to notify the center director or classroom teacher if their child has contracted or been exposed to someone with COVID-19 OR the child is displaying or has been exposed to someone with the following symptoms:
  - Cough
  - Shortness of breath/difficulty breathing
  - Fever
  - Chills
  - Muscle pain
  - Sore throat
  - New loss of taste or smell

Children or staff displaying any of the following symptoms will be isolated until they can be picked up. Proof of a negative test and/or a doctor's note will be required to return to the center. If a test is given, a negative result must be provided prior to returning.

- Cough
- Shortness of breath/difficulty breathing
- Fever of 100.4 or higher
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

The center will implement the following isolation procedure in case of symptoms or confirmed cases onsite:

- Children displaying signs of illness will be placed in supervised isolation (could be within the classroom) until a parent/emergency contact is able to be notified and the child is picked up.
- Requesting parents/guardians pick up sick child(ren) within 30 minutes of contact.
- Staff displaying symptoms will be immediately isolated and removed from the center.

The center will ensure required staff to child ratios are maintained in the event that a staff member(s) becomes ill by:

- Making every effort to isolate the ill staff member immediately either by removal from the classroom or via social distancing until an additional staff member is available to support the classroom.

If families or staff are absent or otherwise off-site but experience exposure or symptoms, they should contact:

Michelle Nighbert

586-209-4267

[MichelleNighbert@choiceschools.com](mailto:MichelleNighbert@choiceschools.com)

## Daily Temperature Checks

As fever is the key indicator of COVID-19 in children, we will:

- Check each child's temperature upon daily arrival to the program.
- Second Home Child Development Staff will check each child's temperature upon daily arrival to the program.
  - The temperature of each child will be documented on The My Kidz Day app. If it is less than 100.4 it will be documented as normal.
- It is the parent's responsibility to review the Covid-19 questions prior to bringing their child to school.
- Staff will re-check children's temperatures throughout the day if they appear ill or "not themselves" (e.g., flushed cheeks, rapid or difficulty breathing without recent physical activity, fatigue, or extreme fussiness).
- Staff will also be asked to take their own temperatures upon arrival to work and complete a COVID questionnaire on the Crisis Go App.

Staff:

- Staff will also be asked to take their own temperatures upon arrival to work.
- Staff will respond daily to a survey on Crisis Go App.
- If there is a response that is in question, we will contact human resources for more guidance on specific questions/concerns. The survey will request information about Covid-19 related symptoms.

Parents/Guardians/Guests: (will be prohibited, unless it is an emergency situation. Arrival and dismissal will be done at appointed doors)

- When guests enter the building, they will be asked a series of health questions, have their temperature checked
- Sign themselves in/out documenting name, date, time, initial that they have read the questionnaire, location/reason (Pens will be disposed of or wiped down with a PPE approved wipe before being reused)
- Guests will have to wear a mask and sanitize their hands prior to entering the building, if they do not have one, we will provide them one.

## When children arrive to the program, temperature checks will occur

- Before children enter the building and prior to lunch

**Each child's temperature will be taken by:** program staff.

**The following staff members will be responsible for temperature checks:**

Michelle Nighbert - Program Director

All Lead Teachers

## **Responding to Symptoms and Confirmed Cases of COVID-19**

### **Responding to COVID-19 Symptoms On-Site**

If a child or staff member has a temperature above 100.4 degrees and/or symptoms such as persistent cough, difficulty breathing, chills, diarrhea, or vomiting, they will be sent home immediately with the recommendation to contact their primary care physician/medical provider. If anyone shows emergency warning signs (e.g., trouble breathing, persistent pain/pressure in the chest, new confusion, inability to wake or stay awake, or bluish lips or face), we will seek medical care immediately.

### **If a child develops symptoms during care hours:**

- Parents will be contacted for prompt pick-up.
- The child will be isolated from other children and as many staff as possible (the child will not be left alone).
- The child will wait with the following designated staff member(s): Michelle Nighbert, Deb Giddey, or Jenn Poster
- The child and designated staff will wait in the following safe, isolated location: Cot in the classroom or hallway with a staff member

### **If a staff member develops symptoms during care hours:**

- They will be asked to go home immediately.
- If no other caregiver is immediately available to be with children, the staff member will put on a cloth face covering (if not already on) and limit close interactions with children until they can be relieved by another staff member.
- Children may need to be picked up if no other caregiver is available.
- If the ill staff member needs to be picked up or otherwise cannot leave the facility immediately, they will wait in the following safe, isolated location: SHCDC Workroom

### **Reporting Exposure**

If a child, staff member, family member, or visitor to our program shows COVID-19 symptoms or tests positive for the virus, we will contact our local health department and licensing consultant. Based on the guidance of the local health department, we will determine whether to close individual classrooms or our facility, the duration of the closure, and other next steps. When communicating with families and staff about any COVID-19 cases, we will respect the privacy of individuals and not share health information of a specific person.

**Our local health department can be contacted at:**

586-783-8190

## **Returning to the Program After Experiencing Symptoms and/or a Positive COVID Test**

### **If a staff member or child has a fever OR a cough (but no other symptoms):**

Visitors, students, and staff, are to be excluded from the building if they exhibit or report any of the following:

- Elevated temperature >100.4, or they are experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath.
- They have been confirmed positive for COVID-19 in the last 14 days.
- They have had close contact in the last 14 days with someone with a diagnosis of COVID-19.
- They have traveled internationally, or to a known pandemic hot spots within the U.S., in the last 14 days, OR they have been in close contact with someone who has traveled to these areas and who are also exhibiting acute respiratory illness symptoms.

If visitors, students, or staff exhibit COVID-19 symptoms, they must remain home until they are symptom free for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers or other symptoms).

- Students and staff will be required to obtain a doctor's note clearing them to return, to the extent that is practical (OSHA is not requiring return to work notes if it means burdening a health system).
- If visitors, students, or staff tests positive for COVID-19, they will be directed to self-quarantine away from the building.
- They may return after 14 days and have been symptom free for the last 72 hours. Anyone hospitalized with COVID-19 may return to work when directed to do so by their medical care provider.
- Documentation to return to school or work will be requested from those who have tested positive, to the extent that is practical and not burdensome on the health system.
- Confirmed cases of COVID-19 in staff or students must be reported to the local public health department.
  - General exposure information must be reported to any students, co-workers, contractors, or suppliers that may have come in contact with the confirmed person, following local public health guidance.

If visitors, students, or staff had close contact with someone who tested positive for COVID-19, or came in close contact with someone who traveled internationally or to a known pandemic hot spot within the U.S., they will be directed to self-quarantine for 14 days from the last date of close contact. Close contact is defined as less than 6 feet for a prolonged period of time.

- Contact tracing and investigation - If the school or company learns that an staff or student has tested positive, they will conduct an investigation into others in the school community that may have had close contact with the confirmed-positive person in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive person to self-quarantine for 14 days from the last date of close contact with the carrier. If a student or staff learns that he or she has come into close contact with a confirmed-positive individual outside of the school, he/she must alert the school leader of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

Isolation - students or staff who have the aforementioned symptoms or report testing positive for COVID-19, and obtain access to the school building, will be directed to isolate in a room with closable doors until they can leave the building.

**If a staff member or child exhibits multiple symptoms of COVID-19, possible exposure is expected, OR an individual tests positive for COVID-19, the individual must stay home until:**

They have been fever-free for at least 72 hours without the use of medicine that reduces fevers AND Other symptoms have improved AND

At least 10 days have passed since their symptoms first appeared.

**As per [Executive Order 2020-36](#), if staff or their close contacts have possible or confirmed cases of COVID-19, staff will be allowed to remain home without penalty of discharge, discipline, or other retaliation.**

**To accommodate for the potential need to quarantine staff or allow for longer absences from work than normal, we will implement the following staffing plan to ensure we can meet staff to child ratios:**

Second Home Child Development Center will make sure to always stay within the ratio. We will ask our float, admin or in- house substitute teacher to assist us.

**Because child care staff members are part of Michigan's essential workforce, they are eligible to be tested for COVID-19.**

Staff can visit [this resource](#) to locate a nearby test site.

### **Maintaining Consistent Groups**

**To support these smaller group sizes, we will implement the following policies:**

Second Home Child Development Center will enroll with a "slow" start. We will enroll 8 children and add children to the classroom until each classroom has 16 children.

**Other policies related to minimizing exposure risks include:**

- We will space seating as far apart as possible (ideally 6 feet apart) by limiting the number of children sitting together and rearranging seating.
- We will modify our family-style meal service and have staff plate each child's meal so that multiple children are not using the same serving utensils.
- Staff and children will wash their hands before and immediately after children have eaten.
- There will be no large gatherings or extracurricular activities to assure safety guidelines are met.
- Second Home Child Development Center will not be hosting before and after school childcare until further notice.

### **Drop off and Pick up Procedures**

#### **Arrival**

- **Parents will wait on designate circle until they are called/waived in**

- Parents will scan QR code on door to sign child in My Kidz Day
- Teacher/director will take and document child’s temp within My Kidz Day
- Teacher will take child to his/her classroom (parents not permitted beyond check in table)
- Children must wear mask upon entering the building

**Dismissal**

- During warmer weather children will be lined up outside and standing on a circle and teacher will have QR code available for you to sign your children in & out
- During colder or rain weather teacher will be at door with QR code

See designated time and door locations below

Classroom	Door	Arrival Time	Dismissal Time
1 – Llama Room	12	8:00	3:00
2- Otter Room	11	8:00	3:00
6 -Panda Room	13	8:00	3:00
3- Ducklings Room	11	8:15	3:15
7 – Turtle Room	13	8:15	3:15
5 – Peacock Room	12	8:15	3:15
4 – Elephant Room	11	8:30	3:30
8 – Giraffe Room	13	8:30	3:30

Door 12 – SHCDC Main Entrance

Door 11 – Near classroom 3 & 4

Door 13 – Near Library & Kitchen

**Handwashing**

**We will reinforce regular health and safety practices with children and staff and continue to comply with licensing regulations and CDC hand washing guidelines as follows:**

- Staff and children will wash hands often with soap and water for at least 20 seconds.
- Soap and water are the best option, especially if hands are visibly dirty. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Staff and children should cover all surfaces of their hands with hand sanitizer, rubbing them together until they feel dry.
- Staff should assist children with hand washing (especially infants who cannot wash hands alone) and use of hand sanitizer to ensure proper use and prevent ingestion.
- Staff and children (with frequent reminders and support) will cover coughs and sneezes with a tissue or sleeve and wash hands immediately after.
- Wearing gloves does not replace appropriate hand hygiene.
- Hand hygiene is especially important after blowing one's nose, going to the bathroom, before eating or preparing food (or helping children do any of these actions).

**Other policies related to hand washing include:**

The center will ensure hygiene (including regular cleaning and disinfecting) via the following measures:

- Ensuring all staff complete sanitation and hygiene practices training through GCN.
- Ensuring staff wear disposable gloves while preparing and serving food.
- Providing soap and running water to children to use after toileting and prior to eating and other times as needed.
- Providing hand sanitizer for situations where soap and running water may not be readily available.
- Providing hand sanitizer in high traffic areas (pick up/drop off, reception areas, etc).
- Following licensing procedures for cleaning and sanitizing/disinfecting surfaces before/after meals.
- Temporarily removing objects/toys that cannot easily be cleaned and sanitized.
- Not permitting outside toys/objects being brought into the classroom with the exception of rest time blanket/comfort item.

**Cleaning and Disinfecting**

Other policies related to cleaning and disinfecting include:

- Requiring all staff complete sanitation and hygiene practices training through GCN.
- Ensuring staff wear disposable gloves while preparing and serving food.
- Providing soap and running water to children to use after toileting and prior to eating and other times as needed.
- Providing hand sanitizer for situations where soap and running water may not be readily available.
- Providing hand sanitizer in high traffic areas (pick up/drop off, reception areas, etc).
- Following licensing procedures for cleaning and sanitizing/disinfecting surfaces before/after meals.
- Temporarily removing objects/toys that cannot easily be cleaned and sanitized.
- Not permitting outside toys/objects being brought into the classroom with the exception of rest time blanket/comfort item.
- Blanket/comfort item will be kept in an individual cubby so that it does not touch another child's item.
- Blanket/comfort item will be sent home daily to be washed.

**Face Mask/Coverings for Staff****Our plan for staff around face masks/coverings is as follows:**

Staff are required to wear face coverings at all times on-site.

## **Use of Gloves**

Staff will wear gloves in a manner consistent with existing licensing rules (for example, gloves should be worn when handling contaminants, changing diapers, cleaning or when serving food). Staff members should wash hands before putting gloves on and immediately after gloves are removed. Gloves are not recommended for broader use and do not replace hand washing.

## **Face Masks/Coverings for Children**

### **Our plan regarding children wearing cloth face coverings during care is:**

The center will use safety equipment (including PPE, when appropriate) by engaging in the following practices:

- Providing face masks for staff and children who do not have one of their own.
- We have purchased disposable masks and face masks with a clear panel.
- Staff will follow proper procedures to sanitize these daily with PPE sanitizing wipes.
- Masks will be replaced as recommended.
- Cloth masks will be washed at home, for those providing their own masks.
- GSRP students are expected to wear masks into the building, in our common areas and hallways.
- GSRP students are encouraged to wear masks within the classroom.
- Students must wear either a cloth or disposable level one basic grade surgical mask in all common areas.
- We have purchased disposable masks for students who demonstrate this preference.
- Masks will be disposed of daily.
- For those who are choosing a cloth mask, the expectation is that they are washed daily by the students wearing cloth masks.

If anyone is incapacitated or unable to remove the facial covering without assistance, they may not wear a facial covering. If any GSRP student refuses to wear a mask without a medical concern, a conversation will take place between the student and school leadership. If a resolution is not agreed upon, an additional conversation will involve parents. GSRP students and staff who have documented medical needs that limit their ability to wear masks will provide those documents to school leadership.

## **Partnering and Communication with Families and Staff**

### **Communicating with Staff and Families**

**We will actively communicate with staff and families to determine when they will return to work/care if they have been out, discuss concerns or questions, share new policies and expectations, and confidentially discuss any extenuating circumstances that have emerged and/or any health concerns/conditions that may elevate risk for complications if exposed to COVID-19.**

The staff responsible for handling questions and outreach for **staff** is: Michelle Nighbert

The staff responsible for handling questions and outreach for **families** is: Michelle Nighbert

## **Training Staff**

To support staff in effectively engaging in best practices and making personal decisions, we will provide learning opportunities to help all of us understand how COVID-19 is transmitted, the distance the virus can travel, how long the virus remains viable in the air and on surfaces, signs and symptoms of COVID-19, and our new policies and procedures as outlined in this plan.

## **Supporting Children's Social-Emotional Needs**

Staff and families will partner together to support the needs and emotional reactions of children during this time. We anticipate that children will experience a wide range of feelings during this transition period. Some children will be relieved, some will have initial challenges with separation from their parent(s), some may demonstrate anger at the "disappearance" of their child care provider, and some may act out toward other children. Whatever the reactions, we acknowledge that staff and families may need some new tools in their toolkit to assist the child with emotional regulation and we will work together to support all caregivers.

## **We will make the following resources available for staff and families to support children:**

[Crisis Parent and Caregiver Guide](#), from the Michigan Children's Trust Fund

[Talking with Children about COVID-19](#), from the CDC

[Helping Young Children Through COVID-19](#), from Zero to Thrive (includes Arabic and Spanish translations)

[Georgie and the Giant Germ](#), from Zero to Thrive and Tender Press Books

## **Supporting Staff Members' Social-Emotional Needs**

To ensure the well-being of the children, it is also imperative to ensure the well-being of their teachers and caregivers, and to provide them with the emotional and administrative supports necessary during this time of re-integration, and in the months ahead. As essential workers in the COVID-19 pandemic, we understand our staff may have worries about their own physical or psychological health, and the potential risk to their family members at home. Because young children internalize the stress of the adults who care for them, we know it is vitally important to provide supports and services to ensure the emotional well-being of our staff.

## **We commit to supporting our staff in the following ways:**

### **Mental Health Needs**

Students who need social and emotional support due to the pandemic should be referred to their primary teacher or school social worker for assistance or referral. The HR Team will be available to assist and support staff during this time. In addition to reaching out to HR at any time, if you feel the need to utilize the Choice Employee Assistance Program, please know that there is no cost to you and it is completely confidential. No one at Choice Schools will know that you used the service. Choice Mutual of Omaha's Employee Assistance Program provides professional, confidential quality consultation, 24 hours a day. A support representative can be reached by phone at 1-800-316-2796 or by visiting the website at [mutualofomaha.com/eap](http://mutualofomaha.com/eap). EAP professionals can assist you by locating affordable support and solutions in your area.

## Parent Involvement

Parent involvement is welcomed and encouraged. To establish and maintain a strong school-home connection, which benefits children, we offer the following ways for families to be involved:

- For the safety and well-being of our preschoolers, staff, and families in classroom volunteering will not be permitted.
- Home Visits and Parent-Teacher Conferences: Teachers work with families to schedule two home visits and two parent-teacher conferences. Home visits and parent-teacher conferences will be held via Zoom, phone calls, or outside while practicing social distancing. Additional meetings can be arranged.
- Parent Orientation: Takes place at the start of the school year to support relationships, invite input, share community resources, and encourage future involvement in program decision making. Our parent orientation will be done via Zoom or Facebook Live.
- Parent Advisory Meetings\Local Advisory Committee: Two or more are scheduled to share program goals, share community resources, and attain input related to program decisions. Meeting minutes will be available 1 week after the meeting. Parent Advisory Meetings will be done via Zoom.

## ~~Volunteers~~—Until further notice

Volunteers are welcome in the program provided that they are at least 18 years of age, complete the same interview and reference check process as Staff, and are cleared through the Department of Human Services Central Registry and ICHAT systems. Candidates will not be accepted to volunteer in the program if they have been convicted of either of the following:

- a. Child abuse or neglect.
- b. A felony.

Volunteers will serve under the direct supervision of assigned childcare staff and never left alone with children.

## Hours/Days of Operation

The school day program is scheduled to operate Monday through Thursday for 7 hours, which is the same length as a full elementary school day for at least 120 days during the school year.

## Calendar

Each family is provided a program calendar prior to the first day of school. Refer to the calendar for information regarding the first day of school, last day of school, school breaks, or other days the classroom may not be open. If you are in need of another copy of the program calendar please contact your child's teacher or the program administrator. See attachment C for the full yearly calendar, which may change throughout the school year.

## Inclement Weather

Inclement weather, power outages, or other building problems may require that classes be closed. Families are encouraged to tune in to school closings listed on the local TV, our Facebook Page, My Kidz days App, and radio stations to learn if school is closed for the day. If school is in session and needs to be closed, families will be contacted via phone and/or electronically to pick-up their child.

## Typical Daily Routine

This is a sample daily routine for a school day GSRP classroom. The daily routine for your child's classroom is posted outside the classroom as well as displayed at a child's level inside the classroom.

7:45-8:15	<b>Arrival/Greeting/Wash Hands</b> – Children enter classroom at their own pace, they spend time with books, or interact with and their peers. Children wash and dry their hands.
8:20-8:45	<b>Breakfast</b> – Children have choices about what they serve themselves and whether they want to eat breakfast.
8:45-9:00	<b>Morning Meeting-</b> Adults and children discuss the events for the day, new classroom work, the weather, review letters/numbers, and a read aloud.
9:00-9:30	<b>Outside / Gross Motor</b> – Children have many choices outdoors, while interacting with adults and peers.
9:30-9:45	<b>Small Group/Planning-</b> In a small group, children explore play, work with materials and talk about what they are doing. Children use materials in their own way while adults discuss what they are seeing to extend on learning.
9:45-10:45	<b>Work Time</b> – Children are encouraged to follow their plan or revise their plan as they work. Children make many choices about where they want to work and decide how to use materials. Adults participate as partners and encourage children's problem solving with materials and social conflict.
10:45-10:50	<b>Clean-up</b> – Children and adults clean up together, keeping it fun. Children make many choices where and how to clean, with adults supporting children's level of involvement.
10:50-11:00	<b>Recall</b> – Adults provide a variety of materials and strategies to maintain interest as they encourage children to talk about their experiences during work time.
11:00-11:15	<b>Bathroom and Read Aloud</b>
11:20-12:00	<b>Lunch</b> – (family Style) Children choose where they want to sit for a “family style lunch”. They serve and clean up after themselves.
12:00-12:30	<b>Work Cards-</b> Students chose Montessori work to complete their work cards. When they finish the activity, they explain it to the teacher and it gets written on their work card before moving to the next activity.
12:30-12:45	<b>Bathroom and set up rest mats</b>
12:45-1:45	<b>Rest (Quiet) Time</b> – Children are resting or sleeping. Children who are awake choose quiet play such as books, soft music, stories or fine motor manipulatives.
1:45-2:00	<b>Clean up rest time and bathroom</b>
2:00 – 2:20	<b>Snack</b>
2:20 – 2:50	<b>Outside / Gross Motor</b> - Children have many choices outdoors, as much as work time indoors.
2:50 – 3:10	<b>Art/Music/Movement/ Table Toys</b>
3:10 -3:15	<b>Pack up &amp; Depart from School</b>
3:15 – 4:45	<b>Free Choice/Work Time</b> – see a.m. description
4:45 – 5:00	<b>Clean up/Dismissal from after-care</b>

## Rest Time

All children will be provided with a cot or mat on which to rest. Children will be placed on their cots head to toe 6ft apart and in the same spot daily. X's with the child's name will be placed on the floor. Families are welcome to provide their child with a small blanket. A large blanket or pillow should NOT be sent. Talk with your child's teacher if you would like to bring other rest items for your child. Please remember to label all items sent to school. Rest items provided by families will be sent home at the end of each week for laundering.

Transitioning into rest time, children are encouraged to gather their nap belongings and place them on their cot. The lights dimmed and soft music may be played. Rest time is scheduled to last no longer than one hour. Children that do not rest are welcome to participate in a variety of quiet activities on a cot, on a mat, or at a table. After an hour, the lights are turned on and children are encouraged to return their rest items to their cubbies. Children that are still resting will be gently encouraged to wake up but not forced to get up.

## **Outdoor**

Your child will go outside every day, as long as the real feel is 20 degrees Fahrenheit or above. Outdoor play time is structured to be a healthy, educational and enjoyable time for children. Please make sure your child is dressed in clothing that is appropriate for the weather conditions. If it has recently rained, your child will need to have a pair of boots to wear outside. If there is snow on the ground and/or the temperature outside is very cold, your child will need a snowsuit, hat, gloves or mittens, and snow boots. Each child must have a complete change of clothes (underwear, socks, shirt, and pants) that will be kept in the classroom. Each piece of clothing must be clearly labeled with your child's first and last name. If you are in need of any of these items please let your classroom teacher or program administrator know. Kindly remember if your child is too sick to go outside and play he/she is too sick to come to school.

## **Conflict Resolution/Discipline**

Second Home Child Development Center believes that discipline is designed and implemented to help each child learn self-control, choose appropriate alternatives, identify feelings, and when possible, develop an understanding and respect for the feelings of others. Discipline should not damage the child's self-image or embarrass the child who is being disciplined. When possible, the child being disciplined should contribute to resolving the conflict in which he or she is involved.

Staff supports children as they begin to understand their behavior choices and learn acceptable ways of interaction with others. The approach we use promotes and encourages self-regulation, self-direction, self-esteem, and a spirit of cooperation. We use a six-step process to resolve conflicts. The steps are:

1. Approach children calmly and stop any hurtful actions
2. Acknowledge children's feelings
3. Involved children in identifying the problem by gathering information
4. Restate the problem in children's vocabulary
5. Ask children for solutions and encourage them to choose one together
6. Give follow-up support when children act on their decisions

We encourage you to help us give children a consistent message by trying to use the six steps at home.

Staff is prohibited from using forms of punishment:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
- Restricting a child's movement by binding or tying him or her.
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- Depriving a child of meals, snacks, rest, or necessary toilet use.
- Excluding a child from outdoor play or other gross motor activities.
- Excluding a child from daily learning experiences.
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.

Children must not be excluded or expelled because of the need for additional medical or behavioral support; assistance with toileting, or staff attitudes and/or apprehensions.

## **Attendance**

Please make every effort to arrive at school on time. If you arrive after your scheduled start time, you must call Second Home Child Development at 586-209-4267. When children arrive after the day has started, they miss out on important parts of the routine. Children who consistently arrive on time and are in school every day quickly master the routine, learn more, are happier to be in school and receive the maximum benefit from our preschool program. If your child will not be in attendance, please call 586-209-4267 before the program day begins and let them know your child's name, the classroom, and the reason for not attending.

If a child is absent and the program is not contacted by the parent, the program will attempt to make contact with the parent. If the program cannot make contact with the parent for 3 consecutive days, then a letter will be sent to the parent. If the program does not receive a response within 7 days of the date of the letter the child may be moved to the program's waitlist.

It is important that children are picked-up on time. If a child is still in attendance 10-minutes after the end of their classroom specific GSRP day, and contact cannot be made with the parent, the program will contact the local police station to pick-up the child.

If a child is consistently absent, resulting in the child missing 15% or more of the program, the program will partner with the family to resolve the situation. If the situation cannot be resolved, then the child may be moved to the waitlist.

## **Referrals for Child and Family Needs**

We strive to meet the individual needs of all children in the program. To determine each child's needs, the program conducts screenings within the first two weeks of the child's first day of school to assess children's developmental, behavioral, and language development. If these screenings - as well as information gathered from observations or provided by parents, doctors, or other specialists - result in a concern about the child's development or functioning, we will begin a process to follow up on that concern, including further evaluation if needed.

If your child enters the program with a documented special need, the documentation will need to include a notation that GSRP is a suitable setting in light of the needs of the child.

Families may also need services unrelated to special education. To provide this support, families are asked to provide information related to the child's life experiences and current living situation. If there is a non-educational need that your family has, please notify a staff member. Staff will assist in seeking the resources you need and follow-up accordingly.

We will work with families to locate support needed in the areas of medical, mental health, food, clothing, and housing. If there is additional support needed, please see office staff for assistance.

## **Confidentiality**

Out of respect for the privacy of each family in our program, all information pertaining to students and families will be kept confidential. If a student is attending a program administered by a public school, the student's TS Gold assessment and attendance records may be passed on to the students' Kindergarten school building. Information may be reviewed by Macomb Intermediate Schools and/or the MDE to ensure and support program compliance. The only instance in which information will be shared about a child or family without a parent's written consent is when staff has reason to suspect the child may have experienced abuse or neglect.

A parent has the right to:

- a. Inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit request. The Custodian of Records will notify parent or adult student of the time and place where records can be inspected.
- b. Request amendments if the parent or adult student believes the record is inaccurate, misleading or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- c. Consent to disclosures of personally-identifiable information contained in the student's education records except to those disclosures allowed by the law.
- d. Challenge District non-compliance with a parents request to amend the records through a hearing. If the Custodian of Records decided not to amend the record, the parent or adult student will so be notified and provided an opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- e. File a complaint with the US Department of Education, 600 Independence Avenue, Washington D.C., 20202

## **Notice of Program Measurement**

GSRP sites are required to work with the MDE to measure the effect of the state-wide GSRP. Information is sometimes collected about GSRP staff, enrolled children, and their families. Program staff or a representative from MDE might:

- Ask parents questions about their child and family.
- Observe children in the classroom.
- Measure what children know about letters, words, and numbers.
- Ask teachers how children are learning and growing.

Information from you and about your child will not be shared with others in any way that you or your child could be identified. It is protected by law. If you have questions about this, contact:

Address: MDE  
Office of Great Start  
608 W. Allegan, P.O. Box 30008  
Lansing, MI 48909

E-mail: [mde-gsrp@michigan.gov](mailto:mde-gsrp@michigan.gov)

Phone: 517-373-8483

## Admission

Children must meet criteria based on the MDE, Department of Licensing and Regulatory Affairs (LARA), and federal guidelines if the program is a GSRP/Head Start blend. Priority is given to families with greatest need. Students are not selected on a first-come, first-serve basis. Prior to admission, the following documents need to be completed and on file:

- Proof of age (four years old on or before September 1), which could be one of the following:
  - Birth certificate (a district may require a certified copy)
  - Passport
  - Hospital record
  - Baptismal record
  - Other governmental form such as a Medicaid Card
- Proof of income, which could be one of the following:
  - Tax return
  - Paycheck stub
  - W-2 Form
  - Written Statement from employer(s)
  - Public assistance
  - Signed Income Verification Form or local equivalent
- Eligibility factor information and related documentation
- Head Start Waiver (if applicable)
- Immunization records
- Child Information Record
- Application
- Free and Reduced Meal Family Application

Once the above documentation is on file, a determination regarding admission will be made. A child will either be admitted to the program or placed on the waiting list. Children will be on the wait list in order of need, listing those with greatest need first.

A Health Appraisal must be on file within the first 30 days of initial attendance or the child will not be able to attend until it is submitted. The Health Appraisal must have a physician's signature, stamp, and the date.

Fee (sliding scale) – the Great Start Readiness Program is a grant provided by the state of Michigan. Tuition fees only apply if you are above 250% Federal Poverty Level. We will comply with Macomb County Great Start Readiness Tuition Sliding Scale.

## Sliding Fee Tuition Scale\*

- Families whose income falls below 250% of the Federal Poverty guidelines pay no fee for preschool tuition.
- Families whose income is above 250% of the Federal Poverty guidelines will pay the following fee for preschool tuition:

Weekly Tuition Rates	Below 250% of the Federal Poverty Level	251%-300% of the Federal Poverty Level	Above 300% of the Federal Poverty Level
<b>½ Day Programming</b>	GSRP Eligible- No tuition	<b>\$5/week</b>	<b>\$10/week</b>
<b>School Day Programming</b>	GSRP Eligible- No tuition	<b>\$10/week</b>	<b>\$20/week</b>

### Emergency Cards

Parents will complete an emergency card at the time of enrollment. Your child will ONLY be released to someone authorized on that card. Please keep us up to date if the information on that card should change.

### Sign-In and Sign-Out Procedure

Second Home Child Development Center does not assume responsibility for a child until he/she is signed in by the parent/guardian or person designated on the emergency card. A child may not sign himself or herself in or out of school. Parents/Guardians/Designated drop off or pick up person will scan the student in and out of school using a printed QR code and the My Kidz Day app. If they do not have the app, the teacher will verify the person and sign the child in/out through their My Kidz Days App. The only person who can sign in a child or pick up a child is the parent or person designated on the emergency card. The person picking up or dropping off must come to their designated location and await assistance from Second Home Child Development Staff. Parents/Guardians/Designated drop off or pick up person will not be permitted in the building without a Covid-19 scan and signing the log. Calling ahead does not meet the standard of signing the child in or out. Sign-in and out procedures must be followed or services will be terminated.

### SHCDC Staggered Start & Dismissal Times

If you are not at the building within your child’s arrival time, you must contact Mrs. Michelle after 8:30am at 586-209-4267. Dismissal times must be followed in order to comply with all the cleaning precautions we must do for the health and well-being of our students.

**Arrival**

- **Parents will wait on designate circle until they are called/waived in**
  - Parents will scan QR code on door to sign child in My Kidz Day
- Teacher/director will take and document child’s temp within My Kidz Day
- Teacher will take child to his/her classroom (parents not permitted beyond check in table)
  - Parent and child must wear mask upon entering the building

Classroom	Door	Start Time
1 – Llama Room	12	8:00
2- Otter Room	11	8:00
6 Panda Room	13	8:00
3- Ducklings Room	11	8:15
7 – Turtle Room	13	8:15
5 – Peacock Room	12	8:15
4 – Elephant Room	11	8:30
8 – Giraffe Room	13	8:30

**Dismissal**

- During warmer weather children will be lined up outside and standing on a circle and teacher will have QR code available for you to sign your children in & out
  - During colder or rain weather teacher will be at door with QR code

Classroom	Door	Dismissal Time
1 – Llama Room	12	3:00
2- Otter Room	11	3:00
6 Panda Room	13	3:00
3- Ducklings Room	11	3:15
7 – Turtle Room	13	3:15
5 – Peacock Room	12	3:15
4 – Elephant Room	11	3:30
8 – Giraffe Room	13	3:30

Door 12 – SHCDC Main Entrance  
 Door 11 – Near classroom 3 & 4  
 Door 13 – Near Library & Kitchen

**Release of Children**

Only those people listed on the Emergency Card will be allowed to pick your child up from school. All “Pick-Up People”, other than parents, must be at least 18 years old and will be asked to show photo ID before your child is released. This policy must be strictly adhered to for your child’s safety and compliance with Day Care Licensing Rules. We understand that situations may arise where someone who may not be on the Emergency Card will need to pick your child. We will not be able to release

your child to that person unless we have written consent from you. The person picking up will also need to show identification in order for the children to be released.

For your child's safety, we will not release them to someone not on their Emergency Card, or to anyone on the card who does not appear to be a safe pick up person, due to intoxication or other impairments. The following steps will be taken when a parent or other pick-up person appears to be intoxicated or otherwise impaired.

### **The Staff will attempt:**

- To contact the other parent or another person responsible for the child.
- To keep the child until another authorized person can pick up the child.
- If the pickup person insists on leaving, the staff will tell the pickup person that they feel it is not safe for the children to ride with him/her and notify the local police as soon as they leave the facility.

### **Custody Issues**

We realize that for our families, sometimes custody is an issue. We must have a copy of custody order on file outlining your child's custody arrangement. Only with this order may we respect any wishes you might have for our child not to be released to the non-custodial parent.

### **Withdrawal Process**

Our GSRP withdrawal process consists of two parts: 1) the steps we ask families to take if they decide to leave our program and 2) reasons why a child might be asked to stay home or leave a GSRP program.

#### **1. Parent initiated withdrawal**

- If you decide to withdraw from our program, please let Michelle Nighbert, Program Coordinator know as soon as possible so that we can notify a family on our wait list.

#### **2. Program initiated withdrawal**

- Once enrolled in GSRP, the only reason we will initiate permanent withdrawal from our program is due to low attendance (see page 10 for more information)
- Children will be asked to stay home while they have a contagious illness that endangers the health and/or safety of children or others. (see page 15 for more information)
- According to the MDE, children enrolled in GSRP programs "must not be excluded or expelled because of the need for additional medical or behavioral support." If your child is struggling in our GSRP program, we will partner with you to help your child succeed. (See page 10 for more information)

### **Accidents/Emergencies**

In case of an accident/injury a staff member will identify the injury and notify the certified CPR/First Aid staff member. An incident report will be completed by staff and submitted to the office by the end of the school day. A parent can obtain a copy of the report by request.

When a child incurs a minor injury, staff will take the following steps:

1. Immediate care is provided to the child
2. A phone call, written report (“Incident Report”), or both will be provided to the parent at or before dismissal on the day of the minor injury

When a child incurs a serious injury, staff will take the following steps:

1. A staff member calls 9-1-1 and then immediately phones any other required personnel that need to be notified when 9-1-1- is called, while the certified CPR/First Aid staff member remains with the injured child.
2. Ensure the scene is safe. If so, provide care and comfort to the injured child until EMS personnel arrive.
3. EMS personnel will determine if the injured party needs to be taken to the hospital.
4. The parents will be contacted by phone once the situation is under control. If the parents cannot be reached the next person on the emergency card will be contacted until either the program is able to talk with someone or all individuals have been phoned.
5. A staff member will ride in the ambulance if the parent is unable to do so.
6. Within twenty-four hours of the injury, a call will be made to the Department of Regulatory Services Licensing Division followed by a written report within three days of the injury.

## **Emergency Procedures and Precautions**

Severe emergency situations including fire, tornado, serious accident/injury and man-made disasters, as well as, a crisis management plan has been written for GSRP. Emergency procedures and evacuation plans are posted for your review in each classroom and includes detailed instructions on specific emergency procedures.

The GSRP defines crisis as an unexpected, critical event that disrupts normal business operations and could threaten people’s safety and welfare on the property where the program is located including, but not limited to: intruders, bomb threats, custody disputes, power outages, or violence. Both internal and external communication takes place in cooperation with local law enforcement. Phone numbers for emergency personnel, as well as the building address and nearest cross streets are posted in GSRP classroom or GSRP Family Board for immediate and effective response to any emergency situation.

### **Building Evacuation Plan**

In the event of a building evacuation, a relocation site has been predetermined to ensure that all children and adults are effectively and safely moved to an alternate clean and secure site. Children with special needs will be accommodated in accordance with the special health care plans on file.

### **Lockdown Procedure**

Lockdown procedures have been created to ensure the safety of all children and adults in the building. Children with special needs will be accommodated in accordance with the special health care plans on file. The severity of the threat will determine how lockdown procedures are enforced. In a ‘Lockdown Code’, family members will not have access to the building until law enforcement has issued an ‘all clear’.

## **Pick up after an all school emergency**

In the event of an all-school or site-wide emergency, site protocol will be followed, including the format of how families shall be contacted. Once law enforcement determines that an emergency has been resolved, family members/designated adults will be contacted via phone using the contact information provided on your child's information card. Adults will be provided details on how, when, and where to pick up their child.

## **Hazardous Exposure Policy**

A plan for responding to a situation of hazardous exposure has been put in place to ensure the safety of all children and adults in the building. Children with special needs will be accommodated in accordance with the special health care plans on file. In this situation, family members will not have access to the building until law enforcement has issued an 'all clear'.

## **Pest Management**

Per licensing regulations, liquid spray or aerosol insecticide applications will not be performed in any classroom unless the room will be unoccupied for at least 4 hours or longer if required by the pesticide label use directions. Families will receive advanced notification of pesticide applications through these two methods; letters sent home with students and notices posted at the center entrance and on classroom Family Information Boards.

The advanced notice shall contain the following information:

- Information about the pesticide, including the target pest or purpose
- Approximate location and date of the application
- Contact information at the Center
- National Pesticide Information Center (NPIC) toll-free number: 1-800-858-7378

## **Health Guidelines**

Regardless of the precautions taken at home or school, your child may become ill during the course of the school year. If your child becomes ill, you will be called and asked to pick up your child. If you are unavailable, we will call someone on your Child Information Record. The child should be picked up within one hour of being notified. If your child has been absent due to a communicable disease, such as strep throat or pink eye, you may be required to present a doctor's note documenting that the child is able to return to school.

There are times when a child should not be sent to school. These times include when a child has:

- A fever (temperature of 100 or more)
  - Child must be free of fever for 24 hours (without fever reducing medication) in order to return.
- Diarrhea or vomiting
  - Child must be symptom free for 24 hours in order to return
- Discharge or redness of the eyes
- Discharge from the ear
- Green or yellow discharge from the nose
- Persistent or productive cough
- Sore throat

- Skin rash

Ringworm, lice, hand-foot-mouth or any other communicable disease .

Parents must notify the school if a child has a communicable disease or an extended illness. When applicable, the school will notify families of an illness. A doctor's note for treatment of a communicable disease or an extended illness may be required for re-admittance to school.

## **Exclusion or Dismissal of Children Due to Health Concerns**

The parent, legal guardian or the person the parent authorizes shall be notified immediately when a child has any sign or symptom that requires exclusion from the center. The center shall ask the parents to consult with the child's health care provider. The staff shall ask the parents to inform them of the advice received from the health care provider. The advice of the child's health care provider shall be followed by the center.

## **Universal Precautions/Handling Bodily Fluids**

As a protection against blood-borne pathogens, staff members are to use universal precautions when coming in contact with the blood or bodily fluids of any person. Strict adherence to universal precautions prevents exposure to blood-borne pathogens including HIV and Hepatitis B. The following universal precautions apply:

- Wear latex gloves when coming into contact with blood, skin and mucous membrane cuts, or any open lesion.
- Wear latex gloves when coming into contact with urine, stool or vomit.
- Use gloves for the care of only one child and then discard the gloves.
- Wash hands after discarding the gloves.
- Properly dispose of contaminated materials in a properly labeled biohazard container.

## **Cleaning Up Body Fluids**

Treat urine, stool, vomit, blood and body fluids as potentially infectious. Spills of body fluid should be cleaned up and surfaces sanitized immediately.

For small amounts of urine and stool on smooth surfaces wipe off and clean away visible soil with a little detergent solution. Then rinse the surface with clean water. Apply a sanitizer to the surface for the required contact time.

For larger spills on floors, or any spills on rugs or carpets:

Wear gloves while cleaning. While disposable gloves can be used, household rubber gloves are adequate for all spills except blood and bloody body fluids. Disposable gloves should be used when blood may be present in the spill. Take care to avoid splashing any contaminated material onto the mucous membranes of your eyes, nose or mouth, or into any open sores you may have. Wipe up as much of the visible material as possible with disposable paper towels and carefully place the soiled paper towels and other soiled disposable material in a leak-proof, plastic bag that has been securely tied or sealed. Use a wet/dry vacuum on carpets, if such equipment is available. Immediately use a detergent, or a disinfectant-detergent to clean the spill area. Then rinse the area with clean water.

For blood and body fluid spills on carpeting, blot to remove body fluids from the fabric as quickly as possible. Then spot clean the area with a detergent-disinfectant rather than with a bleach solution. Additional cleaning by shampooing or steam cleaning the contaminated surface may be necessary. Sanitize the cleaned and rinsed surface by wetting the entire surface with a sanitizing solution of bleach in water (1/4 cup of household bleach in 1 gallon of water) or an industrial sanitizer used according to the manufacturer's instructions. For carpets cleaned with a detergent-disinfectant, sanitizing is accomplished by continuing to apply and extract the solution until there is no visible soil. Then follow the manufacturer's instructions for the use of the sanitizer to be sure the carpet is sanitized by the treatment. Dry the surface.

Clean and rinse reusable household rubber gloves, then treat them as a contaminated surface in applying the sanitizing solution to them. Remove, dry and store these gloves away from food or food surfaces. Discard disposable gloves.

Mops and other equipment used to clean up body fluids should be:

- Cleaned with detergent and rinsed with water
- Rinse with a fresh sanitizing solution
- Wring as dry as possible
- Air-dried

Wash your hands afterward, even though you wore gloves. Remove and bag clothing (yours and those worn by children) soiled by body fluids. Put on fresh clothes after washing the soiled skin and hands of everyone involved.

### Sanitizing Process and Solution

The following steps are to be followed for cleaning and sanitizing:

- Clean surface with detergent and water.
- Rinse the surface with clean water
- Submerge, wipe or spray surface with bleach solution.
- Wipe bleach solution over the surface with a paper towel. Do not dry off.
- Allow to air dry for 2 minutes.
- Cloths can be rinsed in solution for food preparation areas, large toys, books, and activity centers.
- Objects, such as small toys, can be dipped into a container filled with the sanitizing solution.

Sanitizer solutions can be applied in various ways to surfaces that have been cleaned with detergent and rinsed: spray bottles for diaper changing surfaces, toilets, doorknobs, cabinet handles, phone receivers, countertops, and tables. Note: Spray bottles and other containers should ALWAYS be labeled with the name and strength of the solution they contain and kept out of reach of children. In addition, fresh air should be moving about when sanitizing (a large fan or windows open).

A bleach solution is recommended:

- Made fresh daily (the solution loses strength once it is mixed).
- 1/4 cup household (not industrial strength) bleach + 1 gallon of cool water OR 1-tablespoon bleach + 1 quart of cool water.

Other examples of sanitizing solutions include but are not limited to:

Commercial sanitizers specified on the label to be safe for food contact surfaces and used according to the manufacturer's directions. Bleach being used for sanitizing must have an EPA number indicating an approval for food sanitizing.

## Handwashing

Hands shall be washed with soap under running water. The following are **not approved** substitutes for soap and running water: hand sanitizers, water basins, and pre-moistened cleansing wipes.

### The following procedures are considered best practice for hand washing:

- Have a clean single service towel available.
- Turn on the water to a comfortable temperature between 60° F to 120° F.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry, and the back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean, disposable paper or single-use cloth towel. If taps do not shut off automatically, turn taps off with the disposable paper or single-use towel.
- Dispose of the single service towel in a lined trash container.
- Use hand lotion to prevent chapping, if desired.

### Additional Hand Washing Information:

- By using a paper towel to turn off the water faucet, staff that have just completed hand washing prevent recontamination of their hands.
- Shared cloth towels can transmit infectious disease.
- Taps that turn off automatically or those that can be turned off without using hands avoid the recontamination problem.
- When hand-washing facilities are not available at a remote work site, use appropriate antiseptic hand cleaner or antiseptic towelettes. As soon as possible, rewash hands with soap and running water.
- Good practice mandates that staff members always wash their hands, upon arrival for the day or when moving from one child care group to another

Before and after:

- Eating, handling food, or feeding a child
- Giving medication
- Playing in water that is used by more than one person
- After:
  - Handling bodily fluid (mucus, blood, vomit), from sneezing, wiping and blowing noses, from mouths, or from sores
  - Handling uncooked food, especially raw meat and poultry

- Handling pets and other animals
- Playing in sandboxes
- Cleaning or handling the garbage

## Medication

In order to establish and maintain a system of safe storage, handling and administering of medications at school, an Authorization to Administer Medication Form is required. We will follow all steps noted in the Licensing Rules for Child Care Centers, Rule 400.8152, including:

- Medication, prescription or nonprescription, shall be given to a child by an adult caregiver only.
- A caregiver shall give or apply medication, prescription or non-prescription, only with prior written permission from a parent. A physician’s permission may also be required.
- All medication shall be in its original container, stored according to instructions, and clearly labeled for a named child.
- Prescription medication shall have the pharmacy label indicating the physician’s name, child’s name, instructions, and name and strength of the medication and shall be given according to those instructions.
- Topical nonprescription medication, including, but not limited to sunscreen and insect repellent, requires written parental authorization annually. Any nonprescription medication needs to be provided by the parent.

## Dress Code

Dress should allow students to participate comfortably in a variety of physical and outdoor activities. The following items are recommended not to be worn for health and safety reasons: open toe shoes, flip flops, hats, and spaghetti strap tank tops. We recommend shorts under skirts and dresses. Sunglasses, hats, coats, and jackets may be worn outdoors only. Parents are urged to see that their children are properly dressed for inclement or cold weather. Students will go outdoors if the temperature is above 20 degrees Fahrenheit (wind chill factor). Dress code is subject to change for special events.

## Health Care Resources

Macomb County Health Division	586-465-8090	27690 Van Dyke	Warren, MI 48093
St. John Hospital of Macomb	586-573-5000	11800 E 12 Mile	Warren, MI 48093
National Capital Poison Center	1-800-222-1222		<a href="http://www.poison.org">www.poison.org</a>
General Health & Wellness	American Academy of Pediatrics		<a href="http://www.aap.org">www.aap.org</a>
	Healthy children		<a href="http://www.healthychildren.org">www.healthychildren.org</a>
	Bright Futures		<a href="http://www.brightfutures.org">www.brightfutures.org</a>
Nutrition	My Plate (USDA)		<a href="http://www.choosemyplate.gov">www.choosemyplate.gov</a>
	American Dietetic Association		<a href="http://www.kidseatright.org">www.kidseatright.org</a>
Violence & Bullying			<a href="http://www.stopbullying.gov">www.stopbullying.gov</a>

## Food Service

A planned food service program will be part of the school day. There is no cost for snacks or meals. The following meals/snacks will be served at the following times:

- Breakfast at approximately 8:30am
- Lunch at approximately 11:10am
- Afternoon snack at approximately 2:00pm

All meals will be fully compliant with the final rule for nutrition standards in the Child and Adult Care Food Program. Menus with noted food substitutions will be posted in a place visible to parents. If there is a need for a child to receive substitutions due to medical or religious reasons, a CACFP Request for Special Dietary Needs Accommodations must be submitted. The center will comply with rule 400.8330 (3) to ensure children with special dietary needs receive meals/snacks in accordance with the child's needs.

Families are not allowed to send in food for their children simply because the child does not like the food served or prefers something from home. A child may have to be exposed to a food that is new 12 or more times before becoming comfortable with it. Through our family style dining approach, children will build relationships with each other while learning healthy eating habits.

## USDA Non-Discrimination Policy

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:8008778339). Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call [\(866\) 632-9992](tel:8666329992). Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, [1400 Independence Avenue, SW, Washington, D.C. 20250-9410](#); (2) fax: [\(202\) 690-7442](tel:2026907442); or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **Child Abuse and Neglect**

The Child Protective Services Act is designed to protect the welfare and best interest of all children. Under the act, our employees are considered Mandated Reporters and are required, by law, to report any suspicion of abuse or neglect to the appropriate authorities. Under the Act, Mandated Reporters can be held criminally responsible if they fail to report suspected abuse or neglect. Our employees are not required to discuss their suspicions with parents before reporting the matter, nor are they required to investigate the cause of any suspicious marks, behavior, or condition before making a report. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities.

## **Grievance Policy**

We strive to provide a positive, nurturing environment for all. However at times, concerns may arise. If you have a concern about something related to your child's preschool program the best place to start to resolve the issue or concern is with the child's teacher. Talk about the concern with the teacher and try to reach a solution. If that does not work, you are welcome to contact the program administrator. We will work with all families to arrive at an agreeable resolution for all parties.

If an agreeable resolution cannot be attained between the parent and program staff, a parent can contact the Macomb County's Early Childhood contact, Kelly Adamek, Great Start Readiness Coordinator at (586) 228-3468. If resolution cannot be found with Great Start Readiness Coordinator, families can contact the MDE at (517) 373-8483.

## **Prohibited Behaviors**

### **Drug Free School Zone**

The use of any alcohol, drug, or tobacco products including E-Cigarettes, within the school buildings, the school facilities or on the school grounds by any individual, including school personnel, is prohibited.

### **Firearms – Weapon free School Zone**

This program is located inside of a weapon free school zone. Weapons/firearms are not permitted. The federal Gun-Free Schools Act of 1994 requires school districts to expel a student from school for a period of not less than one year if it is determined that the student brought a firearm to school.

## **Licensing Notebook**

The program licensing notebook is available on-site for parental inspection. The licensing notebook includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP) since May, 2010. The notebook is available to parents during regular business hours. Licensing inspection and special investigation reports from at least the past two years are also available on the child care licensing website at: <http://www.michigan.gov.michildcare>.

## **Staff**

Employees are carefully selected through an evaluation of written applications, personal interviews and reference checks. In addition, staff are cleared through the Department of Human Services Central Registry and ICHAT (Internet Criminal History Assessment Tool).

## **Staff Training**

There will be at least one employee with current certification in infant, child and adult CPR and current first aid certification on duty in the center at all times. All employees will complete blood-borne pathogen training within 6 months of initial hire and annual thereafter. All employees will complete 12 clock hours of annual training, not including CPR, first aid, and blood borne pathogen training.

This handbook was developed under a grant awarded by the Michigan Department of Education.

## **Attachment A**

### **Field Trips- Until further notice all field trips will be virtual**

*Our classrooms may participate in field trips. Field trip locations are determined based on the development and interests of the children in the class. For example, if children are interested in wooded areas and the animals that live within them we may take a field trip to our local nature center. With the goal of maintaining a consistent daily routine, the number of field trips will be limited. We will also prioritize field trips that are part of the day, rather than the whole day, so that children who need to rest will still have the opportunity to do so.*

*Whenever a field trip is scheduled we will be sure to arrange transportation. Any associated costs, like entrance fees, will be incurred by the program. Parents are welcome, not required, to attend as well. If there are entrance fees, the number of adults per student that can attend for free may be limited to one.*

### **~~Guests/Visitors/Volunteers-Until Further Notice 8/20/2020~~**

*~~We welcome special guests and visitors into our classroom to support children's growth in knowledge, experiences, and relationships with family and community members. We may have a special guest share on a topic that the children are interested in, like a veterinarian. We may have a community member who has gone through our volunteer training join the classroom to interact with children during work time. We may have a family member join a table during lunch. If you have any suggestions for a special guest or visitor, please talk with your child's teacher or the program director.~~*

### **Picture Day**

*School pictures are an important part of many cultural heritages in our community. To honor that, we have picture day in the fall every year. Your child will have the opportunity to be in a class picture, as well as individual pictures. Additional classroom and individual pictures can be purchased if you choose to do so. If you do not want your child to participate, please let your classroom teacher and program director know.*

### **Toys from Home are not permitted until further notice 8/20/2020**

*~~We recognize children may want to bring an item from home to school. As a program, we do not take any responsibility for damage to or loss of items brought from home. If challenges in the classroom are created by bringing toys from home we will work with the child and parent to determine a solution.~~*

AUGUST '20						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

2/15 – President's Day No School

SHCDC - 15

9/28-9/30 – Virtual Home Visits

SHCDC Student - 0

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3/11 - Parent/Teacher Virtual Conferences

3/17 - Parent/Teacher Virtual Conferences

3/18 - Parent/Teacher Virtual Conferences

3/19 No School for Students & Parent/Teacher Virtual Conferences

3/25 - Virtual Kindergarten Readiness meeting with Ms. Cheryl @ MMA 6pm

SHCDC - 19

10/1-10/2 – Home Visits Cont.  
10/5 – SHCDC Students 1<sup>st</sup> Day  
10/7 – Great Start Macomb Literacy Drive Through Event 3pm -4pm

SHCDC - 17

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

4/2 –4/9 – No School Spring Break  
4/13 - Virtual Parent Meeting 4pm-5pm (Zoom Link sent out closer to date)

4/21 - Virtual Kindergarten Readiness meeting with Ms. Cheryl @ MMA 6pm

4/28 – Virtual Kindergarten Readiness meeting with Ms. Cheryl @ MMA 2pm

SHCDC - 13

11/25 – 11/27 – No School Thanksgiving Break

SHCDC - 15

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5/4 - Virtual Kindergarten Readiness meeting with Ms. Cheryl @ MMA 6pm

5/17 - Virtual Kindergarten Readiness meeting with Ms. Cheryl @ MMA 6pm

5/31 – No School Memorial Day

SHCDC - 16

12/2 – Virtual Parent Meeting 4pm-5pm (Zoom Link sent out closer to date)

12/10 – Parent/Teacher Virtual Conferences

12/11 – No School for Students & Parent/Teacher Virtual Conferences

12/17 - Parent/Teacher Virtual Conferences

12/18 – No School for Students & Parent/Teacher Virtual Conferences

12/21 – 12/31 – No School Winter Break

SHCDC - 11

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE '21						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

6/1 – End of Year Presentation (Rooms 1-4)

6/2 – End of Year Presentations (Rooms 5-8)

6/3 – Last Day of School Drive through Field Day

6/7-6/11 – Virtual Home Visits

SHCDC – 3

1/4 – Students return to school  
1/18 – No School MLK Day

SHCDC - 15

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Red – No School  
Teal – Virtual Home Visits  
Green – Parent/Teacher Conferences Via Virtual  
Yellow – Virtual Parent Meeting  
Pink – Virtual Kindergarten Readiness Meeting

Virtual – phone call, face time, Zoom, Google Hangouts

SHCDC Students – 124  
Weeks 31

**Virtual Education**  
**10/19/2020 – 1/4/2021**  
**Monday - Thursday**

Expectations for remote learning in GSRP emphasize the continuation of child-centered, developmentally appropriate experiences that incorporate learning objectives across all domains of development. It is essential that remote learning be designed with family needs, connectivity/device limitations, and children’s social and emotional needs at the forefront.

The framework was constructed to support virtual learning settings and to guide GSRP programs as teaching teams develop remote learning plans. It includes valuable information related to remote session guidelines, curriculum and assessment, monitoring student participation, educational resources, and support for families. Screen time should be balanced with learning that occurs offline and encourages authentic and hands on learning experiences. It is important that GSRP teaching teams work with families to create a consistent daily routine for the child to engage in play and learning.

We realize we will be facing some unique challenges as we approach the start of the school year. Our goal is to meet the needs of our youngest learners, help them grow and learn in a positive learning environment, and engage families. Ensuring children are supported emotionally during this time of uncertainty is the foundation of any instruction we may provide.

***Additional Expectations:***

- Children must have a computer, smart phone or tablet in order to interact with teacher(s).
- Teaching teams will meet with their children daily on GSRP days for 20-30 minutes minimum of virtual learning with a maximum of 60 minutes for each child utilizing a district-approved platform.
- Teaching teams will share resources with families. Screen time should be balanced with learning that occurs offline and encourages authentic and hands on experiences.
- Teaching teams must assess each family’s needs during the weekly communication and share resources with all families and individual families as needed.