



ODC Preschools Parent/Caregiver Handbook



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Welcome!

ODC Preschools are nature-based preschool programs for three and four-year-old children. Learning and exploration are emphasized through interactions with the natural world each and every day – and in all seasons! We are excited to have you join our ODC Preschool community and look forward to an exciting year together!

Mission

The mission of all ODC Preschools is to provide a quality early childhood experience that prepares young children to be active, independent learners who will have a lifelong connection to the natural world.

Philosophy

We believe that children are natural learners, eager to explore and create. The teaching staff promotes early learning by:

- Providing a natural environment that enables and encourages discovery, experimentation, and the opportunity to see the results of one's actions.
- Structuring a program that includes many opportunities for children to be outdoors, learning and exploring, reflecting the research that supports the advantages of these experiences.
- Offering opportunities for children to connect with nature while developing the skills of the whole child, as well as children's individual abilities and interests.
- Encouraging problem solving and reflection by asking open-ended questions and providing information in response to children's ideas, observations, and questions.
- Assisting children in their interactions with each other and supporting opportunities for learning to work in a group.
- Appreciating and celebrating the unique individuality of children and families.

Program & Facility Overview

The learning environment is designed to provide space for active, age-appropriate play and include open-ended equipment and supplies to encourage creative and cooperative learning. A team of three teachers lead activities and supervise a maximum of 18 students per class. Additionally, preschool classes have access to local natural areas around their school, as well as award winning naturalist staff visits from the ODC Network, and resident reptiles, amphibians, mammals, and birds.

Enrollment in any ODC Preschool includes an annual family membership to the Outdoor Discovery Center (ODC). Membership entitles families to participate in ODC programs throughout the year at no cost or at a reduced cost. If a family is already a member of the ODC, the membership renewal fee will not be required.

Instructions for activating your ODC membership will be sent in the September Parent/Caregiver newsletter.

ODC Preschools Curriculum

Planning Intentional Curriculum Experiences

ODC Preschools utilize research-based, comprehensive early childhood curricula that focus on the whole child, recognizing the characteristics of the young child, and promoting growth in physical, social, emotional and intellectual areas. *Creative Curriculum® for Preschool* provides the basic curriculum structure. *Creative Curriculum®* is a comprehensive, research-based curriculum for early childhood programs that is recognized by Michigan as a quality program, promoting school readiness.

Within this curricular framework, the emphasis at ODC Preschools is on nature-based learning and outdoor exploration. Each day, children spend a significant amount of time outdoors involved in active learning, both structured and self-directed. Recent [research studies](#) have affirmed the value of active outdoor exploration in building children’s problem-solving, self-regulation, organizational, and language skills, in addition to the health benefits.

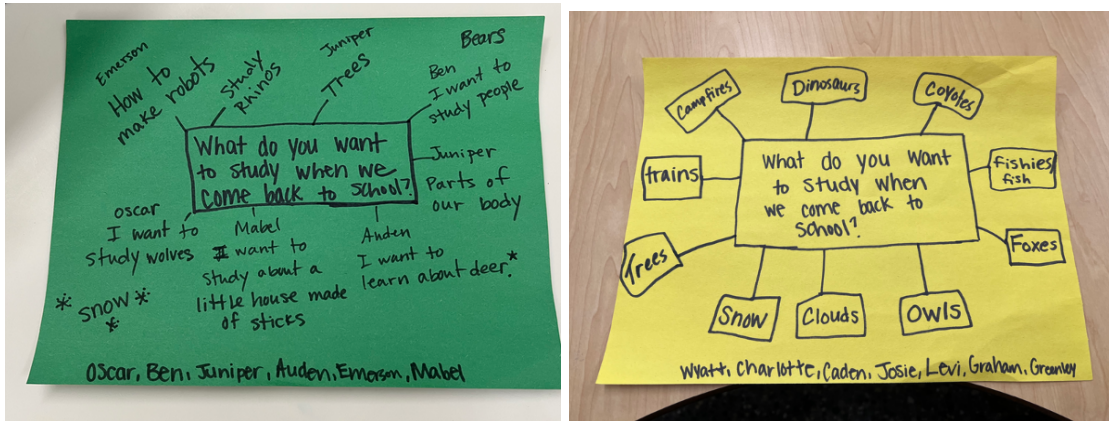
Below is an example of how nature-based learning is integrated within the preschool curriculum. In this example the preschool curriculum (or study) is focused on children’s interest in animal tracks. Our program is designed to prepare children to be ready for school – socially, emotionally, physically, and academically.

Social Emotional & Character Development	<ul style="list-style-type: none"> • Throughout an animal tracks study, students will practice taking turns using field guides to look up animal tracks. • Throughout the study, students will practice self restraint by slowly and calmly looking for tracks in the forest in a way that doesn’t scare animals. • Throughout the study, students will practice caring for the animals that live in the forest.
Physical Development	<ul style="list-style-type: none"> • On hike, students will practice finding different types of animal tracks and then moving similar to how the animals moved - experimenting with walking, running, hopping, leaping, etc.
Literacy Development	<ul style="list-style-type: none"> • In group meeting, students will listen to a story about animal tracks in the snow, working with a teacher to predict and recall parts of the story. • In small group, students will practice recalling the different types of animal tracks, what animal the tracks correspond to, and what the initial sound and first letter of what animal is.
Cognitive Development	<ul style="list-style-type: none"> • Throughout the tracks study, students will practice recognizing and recalling different types of animal tracks and will be able to verbalize how tracks are similar and different. • Throughout the study, students will learn to understanding the cause and effect that leads to the best looking tracks in the mud/snow. (Ex: Deep snow or mud produces tracks while concrete or hard soil doesn’t produce tracks.)

The Arts & Creative Expression	<ul style="list-style-type: none"> In small groups, students will create their own tracks scene using animal track stamp pads and/or stencils.
STEM - Science, Technology, Engineering, Mathematics	<ul style="list-style-type: none"> On a hike in the forest, students will measure the length of tracks In small group students will create a simple graph of which animal tracks they found the most of on their hike.

Student Voice in the Curriculum

ODC Preschools creates studies based on the Creative Curriculum framework that are based on student interests. These interests are often related to their experiences and the wonders they have about the natural world around them. Near the end of a study, student are asked to help create learning webs in group meeting and/or small group. This helps teachers discover more about where students' interests lie in order to help guide the direction of the class study (see example below.)



It is through these studies that teachers guide student learning in all domains of development (social emotional, cognitive, literacy, math, physical, etc.) When students are interested in the topic they are learning about their retention of the material and their love for learning increases!

A Typical Day at ODC Preschools

A predictable structure or schedule is important for young children, helping them to know “what is next”. We also value those “teachable moments” and spontaneous opportunities for learning. The basic structure of the day will form the backbone of our work, providing predictability while enabling flexibility. The following is a typical daily schedule (times reflect the beginning of the year routine; as the year progresses, the transitions are quicker and group times increase):

Daily Routine Components

Arrival: -Families drop off their child and children will transition to the teaching team.
Outdoor Choice Time: -Students will play and explore for an hour of uninterrupted choice time. Teachers will come alongside students in their play.
Clean-Up: -Students and teachers will work together to put away and care for materials.
Snack: -Students will be served a healthy snack daily. Students and teachers will sit together for a snack and engage in intentional conversation. Dietary restrictions and allergies will be accommodated.
Group Meeting: -The class will come together for a group meeting. This time will include music and movement, a read aloud, intentional teaching chants/songs, and/or games to build developmentally appropriate skills. Students will be encouraged to share ideas and contribute to the group meeting whenever possible.
Hike: The class will take a hike daily into the natural areas surrounding the school. Students will take part in conversations, teamwork, movement, music, stories, and participate in whole group activities/explorations on hike when applicable.
Small Group: Small group activities provide an opportunity for targeted instruction focusing on social-emotional and academic skills. Activities are often student led.
Ending Group Time: Teachers will tell about times they noticed students being safe, helpful, and/or explorers and add gems to the class treasure box accordingly. -Students will say the goodbye chant together. -Students will be released one by one when they hear their name called by a teacher.
Lunch (Full Day Only): Students and teachers will eat lunch together and engage in intentional conversation.
Rest Time (Full Day Only): Students will nap or read books/use fidgets quietly on their rest mats.

Student Directory

Student Directory information (e.g., student names, parent(s)/guardian(s) names, email addresses) will be made available to parents during the fall semester, after parents have been notified and have had an opportunity to “opt out” of the directory.

Attendance

Regular attendance is crucial to your child’s academic and social success in school. When a child has frequent absences, a child may feel uncomfortable in school because he/she may not know the

songs, activities, routine, or may have difficulty maintaining friendships. It is the parent/caregiver's responsibility to communicate with the Preschool staff if their child will be absent. If your child will be absent, the absence needs to be entered in Child Pilot. If a child is frequently absent, the Lead Teacher or Site Director will contact the parent/caregiver to determine the causes and to create a plan for a return to regular attendance. Children will not be excluded or expelled because of the need for additional medical or behavioral support, or assistance with toileting.

Illness

Consistent attendance is encouraged for your child to get the best preschool experience. However, there are times when it is best for a child NOT to be at school. Please make sure your child is fever free for at least 24 hours before returning to school.

If your child has one or more of the following symptoms, ***please do not send them to school.***

Staff and volunteers will also not attend if these symptoms are present:

- A temperature of 100 degrees or higher
- A low grade fever and acting ill
- An infectious disease
- Vomiting or upset stomach
- Runny nose
- Chronic cough
- Pain
- Diarrhea

ODC Preschools request that you inform the preschool staff if your child has been exposed to or contracts a contagious disease. Please use the Child Pilot Parent Portal to report when your child will not be in school due to illness.

Accident, Injury, Incident and Illness Notification Policy

Should your child become ill, sustain an injury, or if an incident occurs impacting your child - you, the parent/guardian, will be contacted first and as soon as possible following the illness or injury. This contact will be made by phone (please be sure that your contact information is always current). If necessary, we will request that you come to the preschool to pick up your child. If we are unable to contact you, we will contact the person you have listed as your emergency contact on the Child Information Record. If we are unable to reach you or the emergency contact by phone, we will keep your child at school and care for them until we can reach you or the emergency contact. However, if your child requires immediate medical assistance and we are unable to contact you or the emergency contact, we will call for emergency assistance (e.g., 911) and continue to try to reach you.

While waiting to be picked up, the sick or injured child will be moved away from the rest of the group, supervised by a staff member, and made comfortable until the parent arrives.

If a sick child or adult has handled toys or other items in the learning environment, the items will be washed, rinsed and sanitized before being used by other children or adults.

For minor injuries that do not require a child to be excluded from participation, parents will be notified by a staff member via telephone or email before the end of the day.

You will be notified if a child, staff member or volunteer has contracted a contagious disease. Notification will include the name and symptoms of the communicable disease.

Picking Children up from School

No child is permitted to leave or be taken from school by anyone other than an authorized adult (listed as approved on the Child Information Record). If you must have someone else pick up your child, please email the Office Assistant with the individual's first and last name who will be picking up your preschooler. We will require photo identification from that adult when they arrive to pick up your child.

Late Pick Up Fee

We recognize that everyone has busy schedules and at times things can happen that cause delays, however a late pick up fee will be charged when students are picked up late. There is a 10 minute grace window to pick your child up from the posted time that class ends before a late pick up fee will be charged. The late pick up fee schedule is as follows:

1st occurrence: \$5.00

2nd occurrence: \$10.00

3rd occurrence: \$20.00

4th occurrence and beyond: \$50.00

If you are more than 30 minutes late to pick your child up, no matter how many other late pick-ups you've had, the charge will be \$50.00.

We appreciate your help with timeline pickups. This helps our staff have time for lunch, prepping for the next class, to attend meetings and training, and overall allows their day to end on-time. Thank you for your support.

Learning through Play

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

- A child working hard to put a puzzle together may be learning how to problem solve and enhance his/her fine motor skills.
- Children playing a game together are learning to take turns and cooperate. They are developing language skills in communicating the rules to one another.
- A child climbing and using natural materials to build is building his/her large motor skills and using creativity.

Attending an ODC Preschool is a great opportunity for your child to experience various forms of play. Whether alone or in a group, your child's learning is fostered when there is a connection to something that interests him/her. We invite you to visit your child's learning environment and witness children learning through play each and every day!

Clothing & Outdoor Gear

Nature based learning can be a messy job! For this reason, it is important that children come dressed for messy, outdoor play. Children will need comfortable, protective shoes that enable them to run, jump, and climb. Flip flops and slides are not appropriate for the ODC Preschool setting.

Layers of clothing for the changing weather and moving from outdoors to the indoors are needed for your child to enjoy a variety of activities. Please expect all students to go outside every day. Each preschooler will need a backpack with spare clothes and inside shoes.

Rain suits are available to rent from ODC Preschools or parents/caregivers are welcome to purchase their own.

Clothing needs for each season include:

Fall	Winter	Spring
Rubber Boots	Snow Pants	Rubber Boots
Coat	Winter Coat	Coat
Rain Suit or Jacket and Pants	Waterproof Mittens	Rain Suit or Jacket and Pants
Sunglasses	Sunglasses	Sunglasses



Scarf
Wool Socks
Hat
Boots



Snack and Food Service

Meals and snacks are served family-style and will include healthy choices such as fresh whole fruits and vegetables, veggie straws, cheerios, etc. Milk and water are provided to drink. No items are cooked at the preschool. Raw fruits and vegetables will be thoroughly washed before being served. Items stored in the refrigerator will be labeled with the date the item is placed in the refrigerator. Staff and volunteers will wear food grade gloves when serving or preparing snacks. All tableware, utensils, food contact surfaces and equipment will be thoroughly washed, rinsed and sanitized after each use. Tables will be thoroughly washed, rinsed and sanitized before and after they are used for snacks. Multi-use tableware and utensils will be washed, rinsed and sanitized in a dishwasher after each use.

Lunch is provided by the local public school food service department:

The monthly snack calendar will be posted and shared with parents. Please communicate any food allergies your child may have to the Office Assistant in writing, including an allergy plan from your child's physician.

Sunscreen and Bug-Spray

Parents are responsible for applying sunscreen or bug spray before the children are dropped off at the preschool. Students in the full-day program require a signed parent permission slip in order for staff to reapply sunscreen after lunch.

Walking Field Trips

ODC Preschool classes may take walking field trips in the beyond (outside of the building or fenced/licensed areas). Parents/guardians sign a written permission form for walking field trips (daily hikes) at the beginning of each program year. Teachers take two-way radios or cell phones on these excursions to allow contact with the office in the event of an emergency.

Holidays and Birthdays

We do not celebrate holidays in the traditional sense at ODC Preschools. Our program will focus on changes in seasons and events in the natural world.

Birthdays are acknowledged by staff and students, however, birthday treats/gifts are not permitted.

Photography and Recording Technologies

Parents/caregivers may take photographs/videos of their preschooler ONLY. Photographs/videos may only be taken outside of the learning space. For privacy and safety reasons, no other children may be visible in any photos or video taken by parents/caregivers or volunteers without their parent/caregiver permission.

During the preschool program year, photographs and video will be taken by staff members of ODC Preschools, the ODC Network, or the Ottawa Area Intermediate School District for the purpose of documenting the events and activities of the preschool.

These images may be included in print or electronic materials (e.g., newsletters, brochures, and website). Your child's name (first or last name) will NEVER be associated with the images included in any of these materials.

Parents complete a permission form at the beginning of each program year for photos and videos of their child to be shared or to opt out.

Animals at ODC Preschools

Animals play a large part in our curriculum and there will be animals visiting throughout the school year. Families will always be notified of an animal visitor or a new learning environment pet. If you would not like your child to pet or interact with the animals, please contact your child's Lead Teacher. All children will wash their hands after touching any learning environment animal. All learning environment pet tanks/bedding will be cleaned once a week by learning environment staff. Please notify your child's teacher of any animal/other allergies your child may have, or other concerns you have regarding animals. Please do not bring pets at drop off or pick up time.

Pest Management Plan

Pesticide application may occur during the school year, if there are pest issues in the learning environment. You will receive an advanced notice of these applications through two means (email home and notice posted at the entrance of the preschool). The notice will inform you of the target pest, information about the pesticide, location of pesticide, and date of application. Pesticide would only be applied to the concerned area during non-program hours.

Immunizations

ODC Preschools encourage families to vaccinate their children. Immunizations are effective in controlling the spread of disease. Your vaccination decision affects not only the health of your child, but also your family, your child's friends, their families, families your child attends school with and your community.

Students must be up to date on vaccinations at the time of enrollment. An immunization record is a required form for enrollment. If you have chosen to waive vaccinations for your child, you must obtain a vaccine waiver from your county's health department.

If you have chosen to waive vaccinations for your child and there is an outbreak or report of a vaccine preventable disease in our school or community, your child may be required to stay out of school. This could be for 21 days or longer. Time out of school depends on multiple factors, including the disease, incubation period, means of spread, and the nature of the outbreak. Your child's lack of vaccination puts all other children at risk and could contribute to the spread of a vaccine preventable disease. You are still responsible to fulfill your tuition agreement and make any payments due during this time.

Medication and Health Services

No medication shall be given at ODC Preschools except on written order by the child's doctor. Parents/Caregivers must also complete the "Medication Permission and Instructions" Form (updated annually if medication is given on an ongoing basis). The medication will be stored according to the label instructions and in the original container. The container MUST have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication. All medication is to be stored out of the reach of children and returned to the child's parent or destroyed when the parent determines it is no longer needed or it has expired. All medication is to be given according to the label directions. The U.S. Food and Drug Administration and the American Academy of Pediatrics have both recommended that cold and cough medications NOT be used with children under 6. It is for this reason that we require a written order from the child's physician prior to administering any medications.

ODC Preschool Discipline Policy

Positive discipline enables children to be problem solvers with guidance and modeling from adults. ODC Preschools follow the Conscious Discipline approach. The techniques used are brain researched and help children develop discipline from within. Teachers will help students label their emotions,

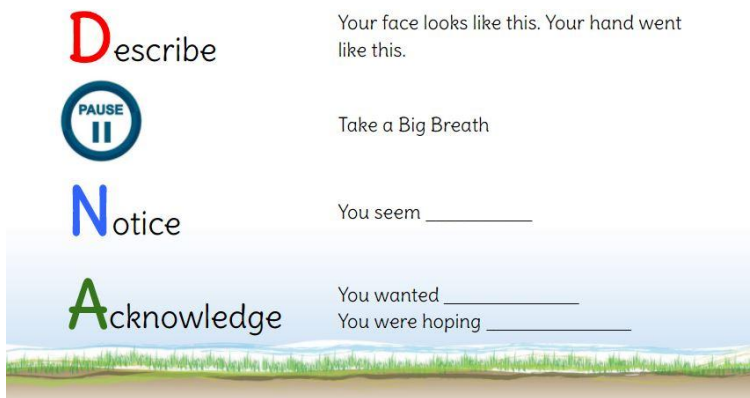
provide language support, and implement structures to create a school community. We view all behaviors as communication and believe conflict is an opportunity to teach.

Children will learn how to label their emotions, build upon words to communicate wants/needs, and learn how to solve conflicts with their peers. Teachers will work closely with parents to ensure a positive experience that is the best for each child and family.

You can find more information on Conscious Discipline at consciousdiscipline.com

We will utilize redirection, modeling, and Conscious Discipline problem solving techniques. The staff will work closely with parents to ensure a positive preschool experience that is the best for each child and family. In extreme situations where behavior is detrimental to the learning atmosphere on a continuing basis, teachers will work with the parents on a plan to help the child function more appropriately in the learning environment.

Our Teachers will use Conscious Discipline's DNA process with children during emotionally charged conflict situations.



1. Approach calmly, stopping any hurtful actions
2. Quickly identify a child's brain state (Survival, Emotional, Executive). Then identify if you start with describing (brain stem) or move to noticing (Limbic)
3. Name children's feelings: "You seem _____ (sad, mad, frustrated, etc.)"
4. Gather information: "Something must have happened." If you do not know what occurred or Acknowledge with "You wanted/were hoping _____"
5. Restate the problem
6. Ask for ideas for solutions and choose one together
7. Be prepared to give follow-up support

		Conscious Discipline Skills		
Step 1: I Am I have a big feeling. I can go to the Safe Place, get the We Care Bag or find a trusted adult.	Step 2: I Calm I breathe by choosing calming strategies.	Step 3: I Feel I name my feeling by choosing the feeling image.	Step 4: I Choose I choose a calming tool.	Step 5: I Solve I choose a solution to solve my problem.

PBIS: Positive Behavioral Interventions and Supports

ODC Preschools utilize the PBIS structure to create and maintain the focus of positive behavior. The PBIS structure creates common language and expectations. Staff are expected to implement the common language and expectations.

ODC Preschools Behavioral Expectations

Location	Be Safe	Be Helpful	Be An Explorer
Meadow	See a teacher Boots or shoes on	Pick up garbage Voice off when teacher speaks Ask for help Include others Follow hike instructions	Ask before picking Observe
Mudroom	Walking feet Take gear off and place in backpack	Help others with changing Ask for help Match teacher's voice	Take care of natural materials collected
Playscape	See a teacher Boots or shoes on Change cold wet clothes	Ask for help Include others Put materials away	Try new ideas Keep living things alive
Pond	See a teacher Bottom or belly on dock Walk in middle of dock Boots and shoes on	Pick up garbage Voice off when teacher speaks Follow hike instructions Ask for help	Keep living things alive Try new ideas Ask before picking Observe

Small Group	Stay with your small group Give others space	Put materials away Share ideas with peers Voice off when teacher speaks Ask for help	Share wonders Follow instructions
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Behavior Plans

If a pattern of aggressive behavior develops where a child injures self or others and/or a child's behavior impacts his or her education or their classmates then ODC Preschool staff will meet with the child's family to create a behavior plan to support the needs of the child.

Corporal Punishment

In accordance with state law, the use of corporal punishment shall not be permitted. No employee, volunteer or contractor employed or engaged by the ODC shall threaten to inflict physical pain upon a student as a penalty or punishment for a student's offense. Staff members may, within the scope of their employment, use and apply reasonable force and restraint in self-defense, to quell a disturbance threatening physical injury to others, to obtain possession of weapons, or for the protection of persons or property. If any employee inflicts unreasonable, inappropriate or unlawful force upon a student, he or she may be subject to disciplinary action, up to and including termination of employment.

Incident Reports

A State of MI, Department of Licensing and Regulatory Affairs, Incident Report will be completed anytime an accident or illness occurs at the preschool causing a child to seek medical attention. The staff member who attended to the sick or hurt child will be responsible for completing the report. Staff members are required by law to report suspected incidents of child abuse/neglect.

Ouch Reports

Teachers will complete Ouch Reports that document an injury (skinned knee, bumps, etc.). These forms are reviewed by parents and the Site Director.

Procedures Related to Concerns

ODC preschools and the ODC Network strive to provide a positive environment for all. However, at times concerns may arise. If you have any concerns, please bring them to the attention of your child's teacher. If you are unable to resolve your concerns with your child's teacher, the Site Director and/or the Director of Support Services may be contacted. If you feel ODC Preschool is in violation of a licensing regulation, reports may be made to the state of Michigan's Child Care Licensing Bureau. A copy of the regulations is available on the Parent Information Bulletin Board.

ODC Preschools - Social Emotional Health Observations

Assessment Information

Teaching Strategies Gold® is the assessment tool used by ODC Preschools. Developmental observations on children's social-emotional health (see chart below) are routinely collected on each student. These developmental observations are evidence of each child's growth. Your child's teacher will use these observations to complete progress reports that will be shared with you during Teacher Conferences. Teacher Conferences will occur in November and February.

<https://teachingstrategies.com/the-objectives-for-development-and-learning/>

Social/Emotional Development
<p>Sense of Self</p> <ul style="list-style-type: none">*Shows ability to adjust to new situations*Demonstrates appropriate trust in adults*Recognizes own feelings and manages them appropriately*Stands up for rights
<p>Responsibility for Self and Others</p> <ul style="list-style-type: none">*Demonstrates self-direction and independence*Takes responsibility for own well-being*Respects and cares for learning environment and materials*Follows learning environment routines*Follows learning environment rules
<p>Prosocial Behavior</p> <ul style="list-style-type: none">*Plays well with other children*Recognizes the feelings of others and responds*Shares and respects the rights of others*Uses thinking skills to resolve conflicts

Referral Protocol

If a parent or staff member suspects that there is a need for additional assistance from an outside agency or professional (for example, if there are concerns about a child's speech or language, if there are suspected physical or mental health needs, if there is a need for food or clothing support, etc.) a member or members of the staff will consult with the Director of Support Services or Counselor and may possibly schedule a meeting with the parents to gather input and discuss concerns. Together, a plan of action will be determined to address the concern. The Director of Support Services will monitor progress on the plan. If it is determined that a child would benefit from an evaluation for special education services, parents/guardians should contact the student's resident elementary school. All evaluations for Special Education services are conducted through the student's home district. This includes establishing a plan to accommodate/support individuals with disabilities.

Cultural Awareness Policy

Preschool age children begin to notice similarities and differences at a young age. By age three, children begin to show signs of being influenced by societal norms and biases and may exhibit "pre prejudice" toward others on the basis of gender or race or being differently abled (Derman-Sparks, etl). ODC Preschools will create meaningful experiences that celebrate and acknowledge our families similarities and differences. We will represent a more diverse society and inclusive environment. We strongly believe:

- Nature-based education should be accessible to all children and families
- Diversity in our education programs makes them stronger
- High demand for our programming, systemic inequities, and registration logistics create barriers for families to enroll in our program
- These barriers disproportionately affect children of color and economically disadvantaged families
- Program decisions should be based on more than just input from existing Little Hawks families and must include the interests of those who aren't represented

Parent/Caregiver Involvement

The partnership between parents/caregivers and teaching staff is important for a child's well-being, growth and development. Formal opportunities for parent/caregiver involvement include home visits (GSRP scholarship families only) and Teacher conferences. Topics typically discussed during conferences and home visits include student progress, assessment results, recommendations for additional support, and adjustment to preschool.

Additionally, parent/caregiver classes on a variety of important topics including discipline, typical development, and temperament sessions are offered throughout the year as a support for parents of our preschoolers. The sessions, free to ODC Preschool parents, are led by the Directors of Support Services.

Parents may also participate in our regional advisory group, the Great Start Collaborative Parent Coalition. All parents are encouraged to actively participate. Please email: ottawaparentcoalition@gmail.com for more information.

See below for Parent/Caregiver Expectations and specific Opportunities for Family Involvement.

Parent/Caregiver Expectations:

- Read emails, newsletters and flyers that are distributed digitally.
- Report all child absences in Child Pilot.
- Ensure your child is appropriately dressed for the weather.
- Drop off and pick up your child on time.
- Attend the ODC Preschool Orientation. Orientation is for parents/caregivers and individuals who will be providing transportation for students. The purpose of Orientation is to equip parents/caregivers and whomever will be transporting your child to and from preschool with

all of the important details of that process and to learn what to expect in order to have a wonderful school year.

- Attend the Open House with your child. The Open House provides the opportunity for families to meet the preschool staff and see the learning environment.
- Attend conferences with your child's teacher held in the fall and late winter.

Opportunities for Parent Involvement

- **Parent/Caregiver & Teacher Conferences**
Parent/Caregiver & Teacher Conferences are designed to listen to parents, celebrate the child, and set goals for the upcoming months. Teachers share assessments ([TS Gold](#) and [ASQ - Ages and Stages Questionnaire](#)), observations, and opportunities for home and school to work in partnership.
- **Parent/Caregiver Classes**
At ODC Preschools we have a strong desire to build a parent learning community where all feel welcome and supported. We strive to connect our families to one another as well as provide resources to assist families along their unique parenting journey. One of those opportunities are Parent/Caregiver Classes that focus on equipping parents with the knowledge, tools, and strategies to support the healthy development of their preschooler. Parent/Caregiver Classes are led by ODC Preschool's Support Services team.
- **Parent/Caregiver Chat**
Parent/Caregiver Chats are another opportunity for parents to receive support on their parenting journey. Topics for the monthly chats are driven by parent interest and are facilitated or led by ODC Preschool's Support Services team. Presenters from local agencies such as Ele's Place (grief and loss) and Children's Advocacy Center (keeping kids safe) also lead Parent/Caregiver Chats based on their expertise and the services their agencies provide.
- **Family Engagement Group**
The purpose of the Family Engagement Group is to give voice and opportunity for families to be involved both behind the scenes in planning events and volunteering in ways that support the classroom work. The site directors will send out an invitation via Child Pilot.
- **Literacy Nights / Night Hike**
During the winter months, when the days are short, we recognize that families welcome opportunities for their families to be out together. The ODC Preschool provides two separate evenings in February and March. Family Literacy Night will include an outdoor hike with activities and early literacy strategies that center around a nature-based book. Our Night Hike is a time to explore our trails at the ODC under the light of the moon. We will concentrate on what animals do at night!

- **VIP Day**
The students at the ODC Preschools will have the chance to share the joys of their school experience with a “very important person”. This event occurs in late April.
- **Spring School Fundraising Event**
The staff, students, and families benefit from a quality, nature-based educational experience. From professionally designed Nature PlayScapes, gear to keep us warm and dry in all seasons, quality teachers, small teacher to student ratios, parenting classes, family events, on-staff social workers and counselor to support children and parents and intentionally built facilities to support our mission, we are committed to doing preschool well. This takes resources. We welcome all to participate in a family adventure evening at the ODC to help raise funds to keep our preschools thriving.
- **Free membership / Discounted Summer Camps**
With enrollment, the ODC Preschool families receive a one year membership to the [Outdoor Discovery Center](#). The membership includes invitations and discounts to our events, camps, and programs.

In addition to the opportunities above we want to highlight **Learning Alongside Your Preschooler**.

Learning Alongside Your Preschooler and Volunteering

Parents/Caregivers and other family members are welcome to become ODC Preschool volunteers. Volunteering looks different at our schools. Listed below are opportunities to help in the learning environment or with support activities:

- *Learning Alongside Your Preschooler* - Having an opportunity to share in your preschooler’s experience allows you a chance to see school through their eyes. During this time we encourage you to play and explore with your child. Cell phones, cameras and other recording devices are not to be used while learning alongside your child. Preschool teachers will share dates and times for parents/caregivers to sign up for this opportunity. A maximum of 2 adults will be scheduled per class session.
- **Volunteering** - There will be opportunities to assist your child’s teacher/school with specific tasks. An email request will be sent when there are needs.

Confidentiality: Students’ personal information is protected under the Family Educational Rights to Privacy Act. This includes any learning or disciplinary needs of students; this information is confidential and may not be shared or discussed outside of the learning environment.

If you are ever asked about a student, simply say that as a volunteer you cannot discuss or share information about students.

Before being scheduled, ALL persons wishing to volunteer or learn alongside their preschooler must complete a Volunteer Application and Child Abuse & Neglect Reporting Form. Requests for volunteers are sent by email. Volunteers will sign in and out in the preschool office. Volunteers are supervised by

preschool staff at all times and will not be alone with individual children, unless the volunteer is the child's parent or guardian.

All volunteers are screened through the Public Sex Offenders Registry (PSOR). Any individual registered on the PSOR is prohibited from volunteering.

Volunteers are mandated reporters in Michigan. This means that all volunteers, as well as staff members, have a responsibility to report any suspected child abuse or neglect. More information and a guide for volunteers is included later in this handbook.

Drug, Smoke, Vape and Weapon Free Zone

Every ODC Preschool campus is a drug, smoke, vape-and weapon free zone. Please extinguish cigarettes and properly discard smoking products, including chewing tobacco, prior to entering any ODC property. Help us stay a drug, smoke, vape and weapon free zone by informing anyone that will be escorting your child to and from school of this policy. According to state law it is illegal for any person to carry weapons, concealed or otherwise, in a preschool/daycare facility.

Weather Conditions

Parents/Caregivers should see that their children are dressed appropriately for changing weather. Children play outside each day, unless there are high winds and/or thunderstorms. Staff will determine the amount of time spent outside based on current weather conditions as well as gauging the children in care. The National Weather Service's Wind Chill Chart is also referenced when making this decision. The goal is that all children have a positive outdoor learning experience.

ODC Preschool is closed when the local public school is canceled for snow days. If there is a two (2) hour delay due to severe weather, full-day preschool will begin two hours later. Morning preschool sessions are canceled, and afternoon preschool classes will be held as normal.

Dragonflies: West Ottawa Public Schools, Ottawa County

Little Hawks: Hamilton Community Schools, Allegan County

Seedlings: Holland Public Schools, Ottawa County

Severe Weather Policy

The following procedures will be used in a severe weather situation:

Severe Thunderstorm Watch

A possibility of severe thunderstorms with high wind and hail in a defined area.

- Schools remain in session.
- Parents may pick up their children if they wish.

Severe Thunderstorm Warning

Severe thunderstorms are in process in the area.

- Schools remain in session.
- Parents may pick up their children if they wish.

Tornado Watch

A possibility of tornadoes in the area.

- School will remain in session until normal time of dismissal.
- Parents may pick up their children if they wish.

Tornado Warning

Tornadoes reported in a defined area by local weather spotters.

- Schools will remain in session and students will be sent to prearranged protected areas.
- Teachers will remain with their students until released by the program director.

School Closing or Delay

When it becomes necessary to close or delay school due to weather conditions, area radio and television stations will be notified. These stations will also be contacted if the students must be dismissed early.

Unforeseen Circumstances Policy

When unforeseen circumstances arise that may impact children's health and well-being, we will make every effort within our control to mitigate any risks to children's health. To do this, we will look to local, state, and national authorities for guidance as well as outdoor- and nature-based organizations who may have faced the situation before. We will communicate with families as soon as possible when an issue arises and keep families informed as the situation develops.

Emergency Policies and Safety Drills

ODC Preschool staff are committed to providing a safe learning and work environment. Unfortunately, natural and manmade disasters do occur. Such emergencies are best met by preparedness and planning.

A system of emergency preparedness has been developed that addresses the following goals and/or objectives:

- a. The health and safety of students and staff are safeguarded.
- b. The time necessary for instructional purposes is not unduly diverted.
- c. Minimum disruption to the educational program occurs.
- d. Students are taught self-reliance and trained to respond sensibly to emergency situations.

All threats to the safety of ODC Preschool facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness. We shall conduct at least three (3) evacuation/fire drills (fall, winter and spring), and two (2) tornado drills between the months of March and November. Staff will practice lockdown drill procedures three (3) times per year at a time when children are not present.

Emergency procedures for fire, tornado, serious accident or injury and crisis (such as natural disasters, intruders or bomb threats) are posted on the parent bulletin boards . If evacuation is required due to a natural or man-made disaster, parents will be notified of the event by phone and/or text message. The location and method for reuniting families will be included in the message. Students with special needs (such as mobility issues) will be assisted or accommodated according to individual plans determined by the staff and parents.

Licensing Notebook

ODC Preschools each maintain a licensing notebook on the premises that includes all licensing inspection and special investigation reports and related corrective action plans for the last 5 calendar years, and a summary sheet outlining the documents contained in the notebook. This notebook is

available for parents to review during regular business hours. Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the Child Care Licensing Bureau's website at www.michigan.gov/michildcare.

ODC Preschools Health Care Plan

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

Many communicable diseases can be prevented through appropriate hygiene and sanitation practices. Contamination of hands, toys, and other equipment in the room appeared to play a role in the transmission of disease in child care settings. Illnesses can be spread by:

- Human waste, such as urine and feces
- Body fluids, such as saliva, nasal discharge, eye discharge, open skin sores, and blood
- Direct skin to skin contact
- Touching a contaminated object
- The air, in droplets that are a result of a sneeze or cough

Since many infected people carry communicable diseases without symptoms, and many are contagious before symptoms, caregivers protect themselves and the children by carrying out, on a routine basis, universal precautions and sanitation procedures. The following policies are implemented at ODC Preschools:

Handwashing

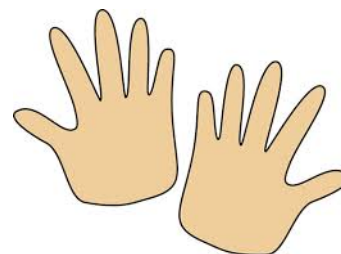
Staff must wash their hands:

- When arriving at school if the day begins with indoor activities
- Before preparing or serving food or drink
- After handling animals or insects
- After sneezing or blowing nose
- When hands are dirty
- Before administering medication
- Before and after giving first aid
- After using the restroom

After washing hands, it is important not to touch anything (such as a child, chair, doorknob, etc.) before handling food. If you are using gloves to prepare food, you still wash your hands before putting on the gloves. After any contact with a child's bodily fluids: including blood, vomit, sputum and mucus (from wiping noses) your hands must be washed.

Children must wash their hands:

- When arriving at school if the day begins with indoor activities
- Before eating
- After toileting
- After sneezing or blowing the nose
- After outdoor activities
- After handling animals or insects
- When hands appear dirty



How hands should be washed:

1. Wet both hands.
2. Apply a small amount of liquid soap.
3. Rub hands together for at least 15 seconds to work up a good lather.
4. Be sure to wash between fingers, under nails, and all hand surfaces from the tips of the nails to beyond the wrists.
5. Rinse hands well under a stream of warm running water.
6. Leave water running while you dry your hands. You do not want to turn off the “dirty” faucet with your now clean hands.
7. Dry your hands well.
8. Use the towel to turn off the faucet.
9. Dispose of the towel in the trash.

Teaching the children: Time should be taken to teach children the correct hand washing technique as described above.

- When to wash hands.
- How to wash hands (demonstrate correct hand washing).
- Observe the child hand washing.
- Correct his/her technique as necessary.

Handling Bodily Fluids

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

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

Cleaning and Sanitizing of Equipment

ODC Preschool staff shall complete regular cleaning and sanitizing of equipment, toys, and surfaces. Cleaning procedures should be conducted according to the timeline below and anytime a child contracts a communicable disease. We use a three-step process for cleaning: Wash, Rinse, Sanitize.

Area	How Often	With What?
Countertops and tabletops	Daily/when soiled Before/After food is served	Spray/bucket bleach solution
Student Coat Hooks	Weekly	Spray/bucket bleach solution
Bare Floors	Swept daily, mopped weekly	Commercial floor cleaner
Small rugs	Vacuum daily, launder weekly or when visibly soiled	Laundry detergent
Carpets and Large Area Rugs	Vacuum daily, shampoo every 3 months or when visibly soiled. Must be dry when children return.	Commercial Cleaner
Door and cabinet handles	Daily or when visibly soiled	Spray/bucket bleach solution
Telephone Receivers	Weekly	Spray/bucket bleach solution
Toys (not contaminated with bodily fluid)	Bi-Weekly	Spray/bucket bleach solution
Dress-Up Clothes, stuffed toys	Bi-Weekly and when head lice or skin infection is identified	Laundry Detergent
Water Table	Weekly	Spray/bucket bleach solution
Trash cans	Bi-weekly or when visibly soiled, empty daily	Spray/bucket bleach solution
Food Preparation and food service area	Before and after food activity; between preparing raw and cooked foods	Spray/bucket bleach solution
Eating Utensils	After each use; do not reuse single use service items	Residential dishwasher with sanitizing capability
Hand washing sinks, faucets, counter tops, soap dispensers, cabinet handles, and floors	Daily and visibly soiled	Spray/bucket bleach solution
Toilet seat, flush handles, and door knobs	Daily and visibly soiled	Spray/bucket bleach solution
Any surface contaminated with bodily fluids	Immediately	Spray/bucket bleach solution

Health Related Resources

ODC Preschools are involved with a wide variety of agencies in and around Allegan and Ottawa Counties. Information is shared and referrals are made to agencies such as:

- Michigan Early Childhood Connect – c/o Ottawa Area ISD Early Childhood Dept.
 - Allegan and Ottawa County Health Departments
 - Community Mental Health
 - Child Protective Services
 - Early On
 - Early Head Start
 - Love, INC
 - Whole Family Connection
 - United Way Resource Center for Ottawa and Allegan Counties: www.mi211.org or call 211: for free and confidential hotline that provides information and referrals open 24 hours.
- Additional Information can be found at Ottawa County Resource Guide

Planning for Transition to Kindergarten

In an effort to make the transition from preschool to kindergarten a smooth and efficient one, activities and procedures will be implemented at ODC Preschools to help children and parents be ready for the kindergarten year. For example, newsletters will include information about how early readiness skills are being developed. Procedures to help the children be independent and self-sufficient as kindergartners will be taught and practiced, including procedures like dressing and undressing themselves, opening snack packages, and carrying items on a lunch tray. Information about kindergarten registration and enrollment requirements will be shared with parents. Our end of the year will not be a “graduation”, but will celebrate all your child has learned during this first step in their education! Additionally, our support services staff will hold a “Beyond Preschool” *parent chat* in late winter.

[2023 Beyond Preschool Parent Chat](#)

Questions to Ask a When Choosing an Elementary School

What is the daily schedule for kindergarteners?

- Start and end time?
- How long is lunch? Where is it served and how many classes are with kindergarten?
- Do kindergarteners travel to specials like PE, music and art? How many a day?
- How many recesses are there and how long are they?
- How many classes are on the playground during kindergarten recess?

What is the physical environment like for kindergarteners?

- How large are the classrooms?
- What’s the layout in the classroom? Individual desks in a row or tables for groups?

- How much open space is there indoors and outdoors?
- Does the classroom feel peaceful or overstimulating?
- Where do the students eat lunch?
- How much travel is involved in the building throughout the day
- Do the classrooms have bathrooms?
- Do kindergarteners have a separate entrance and exit from the rest of the school?

What's the student-to-teacher ratio?

- How many students are in the kindergarten class(es)?
- Is there a teacher's aid in the kindergarten classroom(s)?
- Do they routinely have parent volunteers?

How are behavior problems handled? How would they describe their disciplinary climate?

- Is it strict or lax?
- Is it punitive? Based on demerits and potential suspension?
- Is there a PBIS system in place? (Positive Behavior Interventions & Supports)
- Is there a bullying policy in place? Have staff participated in anti-bullying training?
- Is it possible for a student to lose recess as a consequence for behavior/choices?

What distinguishes this school from others?

- Is there a specific focus or commitment...to nature, the arts, technology or science?
- Be sure to get a general sense of who they are and what they are committed to.

How do they support children with different learning styles and needs?

How are teachers held to a high standard and how are teachers supported at the school?

What are the school's expectations for its students and families?

Here's a spot to go to find more information about all of the local schooling options available:
www.oaisd.org/about-us/local-schools

Enrollment Policy

To enroll your child in an ODC Preschool, you will need to register online and pay a \$50 registration fee. This registration fee is non-refundable and non-transferable. If you withdraw your child after registration is complete, the registration fee is not refunded.

Enrollment in tuition-based sessions will be based on the date and time that registrations were completed. Applications for the Great Start Readiness Program (GSRP) should be completed at the time of registration. However, placement in GSRP will not be determined until the official allocation is received from the Ottawa Area Intermediate School District. This generally happens in July and is

based on need. You can apply for GSRP by filling out the [Michigan Early Childhood Connect](#) application online.

Age Eligibility, School Year, Tuition and Schedule

Eligibility for ODC Preschool is determined by the child's age on September 1st. Children must be 3 years old on or before September 1st of the year of enrollment to register for our 3 year old sessions or 4 years old on or before September 1st of the year of enrollment to register for our 4 year old sessions. The school year will run from September through May. We require a commitment for the entire school year. A calendar of the year can be found at the end of the handbook.

2023-2024 Sessions

Scholarships and Tuition Assistance

Families may be eligible for tuition assistance based on family size and income. One universal application form, the [Michigan Early Childhood Connect](#) application, is used for all tuition assistance applications. Applications should be completed in the spring or summer before preschool begins.

The Great Start Readiness Program is Michigan's state funded program that provides tuition-free preschool for qualifying 4-year-olds attending a 4-session a week program. Our Monday-Thursday sessions qualify for GSRP. ODC Preschools receive a limited number of GSRP grants, and they are awarded based on need. Once all income eligible families are enrolled, families that fall outside the income guidelines may be considered for enrollment. These families will pay a sliding scale tuition as described by the OAISD guidelines. Information regarding tuition costs will be provided to families meeting the criteria. Families applying for the GSRP funded tuition are not required to pay the registration deposit. If it has been paid and the family is enrolled in GSRP, the deposit will be refunded.

The ODC Preschools Tuition Assistance fund was established within the ODC Network to provide an opportunity for all children to attend preschool. This scholarship is also based on economic need and special circumstances and is open to families who are not able to apply for GSRP or Ready for School scholarships.

Payment Schedule and Options

Tuition may be paid in one payment for the whole year, in two payments at the beginning of each semester or in eight monthly payments September - April at the beginning of each month.

If you are unable to make your monthly tuition payment and fall behind, please reach out to the VP of Early Childhood Administration about updating your payment plan or the potential of applying for GSRP or a scholarship. We want to work with families to fulfill their tuition agreements or set up assistance as needed. In the case that a family falls behind and fails to speak with the VP of Early Childhood Administration regarding an update to the payment plan, the following steps will be taken.

Step 1: If payment is not made in full for the month, speak with the VP of Early Childhood Administration about a payment plan for the month. A full or partial payment must be made during the month.

Step 2: If a full or partial payment and payment plan is not created or fulfilled by the end of the month, the tuition account will be placed on probationary status, meaning that if no full or partial payment is made by the end of the second month the child will be withdrawn from the program.

Withdrawal Policy

It is required for parents/caregivers and students to fulfill the responsibilities outlined in this handbook. As problems arise, communication with ODC Preschool staff is desired and encouraged. When staff members are informed of the situation, most problems can be resolved as staff and families work together. If a child is withdrawn from preschool during the program year, tuition for the current semester will still be due.

Developmental Screening

All parents must complete The Ages and Stages Questionnaire (ASQ), a developmental screener, in September and March. The ASQ is discussed during home visits for students in the GSRP session and during Teacher Conferences for all students. Parental agreement will be obtained for any additional individualized support recommended based on the ASQ results. The ASQ is available for all parents through the Ottawa Area Intermediate School District. The online version can be found at: [ASQ Online Questionnaire](#)

Assessment Information

Student Assessment: *Teaching Strategies Gold®* is the assessment tool used by ODC Preschools. Developmental observations (see chart below) are routinely collected on each student. These developmental observations are evidence of each child's growth. Your child's teacher will use these observations to complete progress reports that will be shared with you during Teacher Conferences. Teacher Conferences will occur in November and February.

Additionally, ODC Preschools use the PELI (Preschool Early Literacy Indicators) assessment in 4 year old classes to measure developing literacy skills and to plan our assessment to meet students' needs. This assessment is given three times each year and the results are shared with parents during conferences.

<https://teachingstrategies.com/the-objectives-for-development-and-learning/>

Social/Emotional Development	Physical Development	Cognitive Development	Language Development
<p>Sense of Self</p> <ul style="list-style-type: none"> *Shows ability to adjust to new situations *Demonstrates appropriate trust in adults *Recognizes own feelings and manages them appropriately *Stands up for rights <p>Responsibility for Self and Others</p> <ul style="list-style-type: none"> *Demonstrates self-direction and independence *Takes responsibility for own well-being *Respects and cares for learning environment and materials *Follows learning environment routines *Follows learning environment rules <p>Prosocial Behavior</p> <ul style="list-style-type: none"> *Plays well with other children *Recognizes the feelings of others and responds *Shares and respects the rights of others *Uses thinking skills to resolve conflicts 	<p>Gross Motor</p> <ul style="list-style-type: none"> *Demonstrates basic locomotor skills (running, jumping, hopping, galloping) *Shows balance while moving *Climbs up and down *Pedals and steers a tricycle (or other wheeled vehicle) *Demonstrates throwing, kicking, and catching skills <p>Fine Motor</p> <ul style="list-style-type: none"> *Controls small muscles in hands *Coordinates eye-hand movement *Uses tools for writing and drawing 	<p>Learning and Problem Solving</p> <ul style="list-style-type: none"> *Observes objects and events with curiosity *Approaches problems flexibly *Shows persistence in approaching tasks *Explores cause and effect *Applies knowledge or experience to a new context <p>Logical Thinking</p> <ul style="list-style-type: none"> *Classifies objects *Compares/measures *Arranges objects in a series *Recognizes patterns and can repeat them *Shows awareness of time concepts and sequence *Shows awareness of position in space *Uses one-to-one correspondence *Uses numbers and counting <p>Representation and Symbolic Thinking</p> <ul style="list-style-type: none"> *Takes on pretend roles and situations *Makes believe with objects *Makes and interprets representations 	<p>Listening and Speaking</p> <ul style="list-style-type: none"> *Hears and discriminates the sounds of language *Expresses self: using words and expanded sentences *Understands and follows oral directions *Answers questions *Asks questions *Actively participates in conversations <p>Reading and Writing</p> <ul style="list-style-type: none"> *Enjoys and values reading *Demonstrates understanding of print concepts *Demonstrates knowledge of the alphabet *Uses emerging reading skills to make meaning from print *Comprehends and interprets meaning from books and other texts *Understands the purpose of writing *Writes letters and words

ODC Preschool Program Assessment: The *Classroom Assessment Scoring System® (CLASS®)* is an observational tool that focuses on the effectiveness of the learning environment. Periodically the Early Childhood Specialist team from the Ottawa Area Intermediate School District observes student and teacher interactions through the lens of best practice indicators and shares feedback with the teaching team. We strive to deliver the highest quality preschool program and learning experiences for your child.

Confidentiality Policy

Students' personal information is protected under the Family Educational Rights to Privacy Act (FERPA). This includes any learning or disciplinary needs of students or any data gathered as part of the referral process; this information is confidential and may not be shared or discussed outside of the learning environment. Assessment data (e.g., developmental screening results) will only be shared as "group results" and only with parental consent. If you, as a parent or learning environment volunteer, are ever asked about a student, simply communicate that you cannot discuss or share information about students. If you have a question about confidentiality, please talk with the Site Director.

Family Educational Rights & Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies. Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading.

If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

School employees who have a need to know;

- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law.

For additional information or technical assistance, you may call (202) 260-3887 or TDD (202) 260-8956 or contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Child Protection Policy/ Mandated Reporting

All staff and volunteers are mandated by law to report any suspected case of child abuse, neglect, child sexual abuse or sexual exploitation to the Department of Human Services. Any reasonable suspicion will be reported including a child telling a staff member about abuse, witnessing the abuse, a parent's statement of abuse, or any physical or behavioral signs of abuse. A copy of this law may be obtained from the Site Director.

Non-discrimination

The ODC Network does not discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, handicap, disability, or limited English proficiency in any of its programs or activities. The following office has been designated to handle inquiries regarding the nondiscrimination policies:

Travis Williams, Chief Executive Officer
ODC Network, 4214 56th Street, Holland, MI 49423

ODC Network Diversity Policy Statement

The ODC Network (ODCN) strives to incorporate the principles of racial and ethnic diversity as one of its core organizational values. Achieving and engaging diversity among our Board of Directors and staff is critical for our organization in order to represent and serve the West Michigan community(s) of which we are a part. Our goal is to ensure that these commitments, reinforced by our values, are embedded in our day to day working practices with all our customers, stakeholders, team members, and community members.

We will provide equality of opportunity and will not tolerate discrimination on grounds of: a sex, gender identity, marital status, sexual orientation, race, ethnicity, nationality, religion, age, disability, HIV positivity, or political beliefs – or any other grounds.

We will demonstrate our commitment by:

- Promoting equality of opportunity and diversity within the West Michigan communities in which we work and with all our partners and workforce;
- Aiming to build a workforce which reflects our customer base, within the diverse West Michigan communities in which we work, with the aim of having parity of representation across our Board of Directors and staff;
- Encouraging recruitment from groups currently under-represented in our organization;
- Treating our customers, stakeholders, partners and team members fairly and with respect;
- Promoting an environment free from discrimination, bullying and harassment, and addressing behavior which contradicts our policy;
- Recognizing and valuing the different individual contributions that people make;
- Providing support and encouragement to staff to develop their careers and increase their contribution to the organization through the enhancement of their skills and abilities;
- Building Board membership requirements and best practices that guide and promote our Board of Directors to accurately reflect and represent the demographics of our Ottawa and Allegan County community as a whole.

Every person working for, on behalf of, or in representation of the ODC Network has a personal

responsibility for implementing and promoting these principles in their day-to-day dealings with customers, stakeholders, partners, team members and the community. Diversity is not an end in itself, but a means of insuring that our organization is responsibly and adequately reflecting the West Michigan community which we serve. Accordingly, the ODC Network shall regularly review the objectives outlined in this policy and make every effort to insure that the organization is meeting our mission and the desired goals and values represented in this Diversity Policy.

ODC Preschools Home Language Statement

At ODC Preschools we believe that every family and student brings value and unique experiences into our learning communities. Students and staff who are linguistically and culturally diverse bring their own unique value into our community that has the potential to enrich the experience of other students and educators. Students and staff who are multilingual contribute to the vibrancy of our nature-based programming by sharing their experiences, culture, skills, interests, and home language with peers.

Research shows that multilingual children benefit from continuous use of their home language at all levels of English language development (Schwartz, 2014). Much of multilingual children's language development, like other children, happens through engagement in play-based activities with peers (Huerta & Riojas-Cortez, 2014). In order to best support the language development of all students in our care, ODC Preschools is committed to encouraging the use of students' home language in the classroom setting.

ODC Preschools will support students' home language by:

- Fluent staff members speaking students' home language in class
- Using greetings or simple phrases in the home languages of students
- Reading multilingual texts in students' home language
- Labeling the classroom items in the students' home language
- Providing learning experiences and materials that showcase all students' identities and cultural backgrounds

Breastfeeding Policy

The ODC Preschools supports the parents' right to breastfeed their child(ren) and will provide privacy options for this purpose. The ODC Preschools will provide privacy screens in a quiet and safe location within our school buildings upon parent request. [Image of screens](#)

GREAT START READINESS PROGRAM (GSRP)

The Great Start Readiness Program is Michigan's state funded preschool program for four-year-olds with factors which may place them at risk for low educational attainment, and is free for those who qualify. ODC Preschools GSRP is a cooperative effort of the Ottawa Area Intermediate Service District, local school districts, and other local child care/preschool providers. The programs receive funds from the Michigan Department of Education and every learning environment is licensed by the Michigan Department of Human Services.



Great Start Readiness Program Philosophy:

Our goal is to provide every preschooler with the best educational opportunities through our child-centered, hands-on curriculum set in a rich learning environment which is created through our families, community and professional staff.

We believe that young children learn to the best of their ability when given:

- A safe, healthy, nurturing environment
- Development of strong teacher-child relationships in combination with strong family-teacher relationships in which all are valued
- Many opportunities for play and learning through play experiences
- Families are involved and we work together to help your child
- The activities are geared toward your child's current skills and interests
- Our decisions are made from a child-centered focus which includes looking at the Early Childhood Standards of Quality- Prekindergarten, the curriculum, assessment information, feedback from parents and the diverse social, economic, cultural and family needs that exist within the learning environment.

Staff

The staff of the GSRP is committed to providing a high-quality program for young children and their families. Classroom teachers hold a bachelor's degree in early childhood education or child development with a specialization in preschool teaching or a valid Michigan teaching certificate and an Early Childhood Education (ZA) or Early Childhood-General and Special Education (ZS) endorsement. Most learning environments will have one teacher and at least one associate teacher to ensure a staff ratio of one adult to eight children. The learning environment associate teacher holds a Child Development Credential (CDA) or an associate's degree in Child Development. In learning environments that have three adults, the third adult meets the Bureau of Children and Adult Licensing, Department of Human Services licensing requirements as a "caregiver."

GSRP Support Staff

The GSRP has the advantage of working with expert staffing from Ottawa Area Intermediate School District as well as local district personnel. The GSRP Early Childhood Specialist provides learning

environment support as well as professional development for GSRP staff. The Early Childhood Specialist visits the learning environment throughout the school year.



Qualifying for FREE PRESCHOOL

GSRP (Great Start Readiness Program)

Children must be 4 years of age on or before September 1st of the year of enrollment and may not yet be 5 years old. An application must be completed. Eligibility is based on annual income. A child may be eligible for reduced tuition if the family income is above the guidelines and other eligibility factors are documented. All applications are confidential. See chart below for family size and income guidelines.

Enrollment Policy

Enrollment of students will be based on: Availability of an opening in the appropriate class. Students will be enrolled in the Great Start Readiness Program with priority to students of greatest need first. A wait list of eligible students will be maintained and openings filled based on income and family size. Once all income eligible families are enrolled, families that fall outside the income guidelines may be considered for enrollment. These families will pay a sliding scale tuition as described by the OAISD guidelines. Information regarding tuition costs will be provided to families meeting the criteria.

The OAISD maintains a Joint Recruitment and Enrollment plan. Parents may complete an online application through [Michigan Early Childhood Connect](#).

Guidelines for qualifying are based on family size and income. Below are the guidelines for the 2023/24 school year.

[2023-2024 Income Eligibility Reference](#)

Parents/Guardians must:

- 1) Meet the enrollment guidelines
- 2) Return ALL completed forms which includes the following:
 - All families are asked to complete an enrollment packet prior to the first day of attendance in GSRP. The packet includes an application, health requirements and emergency contact.
 - Families will need to provide proof of the child's age (e.g., birth certificate, hospital certificate or similar documentation) and immunization card along with other important enrollment requirements.
 - GSRP requires proof of family income for eligibility.

To maintain enrollment in the program, families are asked to:

- Agree to keep the Child Emergency Information up to date, i.e. Telephone numbers, workplace, address, emergency contact, etc.

- Support staff in maintaining a safe and enjoyable environment through a positive, preventive discipline approach.
- Attend and participate in scheduled parent/guardian/teacher home visits and conferences.
- See that students are in school unless absence is absolutely necessary. Families are responsible for informing the teachers when a child is ill or absent for some important reason.
- Respond to teacher recommendations concerning physical conditions, i.e. Scheduling appointments with appropriate professionals. Families are requested to provide teachers with results.
- Respond to requests for information or assistance needed to promote student success.



This material was developed under a grant from the Michigan Department of Education.

Note: Late Pick-Up Fees are waived for GSRP families.

Referrals

We believe that home and school together form a positive support system for the growing child. Parents/caregivers are always kept informed of their child's progress and with parent/guardian written permission, teachers are able to share student data and observations with outside professionals. Parents/guardians are responsible for contacting outside services or school districts. ODC preschools are happy to walk alongside you in this process.

Families will be informed at any point that the child is receiving one-on-one support services from our support services staff. Teachers will partner with support services staff to create an inclusive and supportive environment.

Inclusion

ODC Preschools welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach his/her full potential.

Grievances

Our program strives to provide a positive environment for all. However, at times a concern may arise. If you have any questions or concerns you cannot resolve with the teacher directly, please bring the concerns to the attention of the Site Director who will work through concerns with you.

Program Measurement

Ottawa Area Intermediate School District and ODC Preschool GSRP are required to work with the Michigan Department of Education (MDE) to measure the effects of the state-wide preschool

program, Great Start Readiness Program. Information is sometimes collected about 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 learning environment.
- 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.

Questions? Contact: mde-gsrp@michigan.gov or 517-373-8483 or MDE, Office of Early Childhood Education and Family Services, 608 W. Ottawa, PO Box 30008, Lansing, MI 48909.

Child Abuse and Neglect Reporting Procedures

To assure the health and safety of all children, staff members and volunteers of the ODC Preschools will comply with the Child Protection Law and follow the procedures below for reporting suspected child abuse or neglect. The program director will review these procedures annually with all staff members.

Child care providers are mandated reporters and must contact the Children's Protective Services (CPS) immediately when they suspect child abuse and/or neglect. The immediate verbal report will be made to Centralized Intake by calling (855) 444-3911. The verbal report will be followed by a written report. The written report, using form DHS-3200 (Report of Suspected or Actual Child Abuse or Neglect) will be submitted within 72 hours. The written report can be faxed to CPS at (616) 977-1154 or (616) 977-1158 or emailed to DHS-CPS-CIGroup@michigan.gov

The staff member or volunteer suspecting the abuse or neglect has a mandated responsibility to report to CPS. This responsibility is not relieved by reporting the situation to an administrator or other staff member.

When child abuse or neglect is suspected, the staff member or volunteer need only obtain enough information to make a report. If a child starts disclosing information regarding abuse and/or neglect, the staff member or volunteer must ask only open-ended questions, if necessary, to determine whether a report needs to be made to CPS. The child must not be led during the conversation. The staff member or volunteer must not attempt to conduct his/her own investigation either before reporting to CPS or during a CPS investigation. If the staff member or volunteer is in doubt about whether or not a report should be made, the staff member or volunteer can call the Ottawa County Department of Human Services for consultation.

Below are some commonly accepted warning signs associated with various forms of child abuse/neglect. The warning signs, in themselves, are not the only indicators of abuse/neglect and, if present, do not always mean that a child is being abused or neglected.

- Physical abuse: sores, burns, bruises, injuries on body and reluctance or vagueness about where the injuries originated. Injuries that do not match the explanation.
- Neglect: Consistent signs of hunger, inappropriate dress, poor hygiene, regularly displays fatigue or listlessness, unattended medical needs.

- Sexual abuse: unusual sexual awareness or behavior, inappropriate sexual behavior; pain, itching, bleeding or bruises in the genital area; persistent sexual play with other children, themselves, toys or pets; withdrawal or depression.
- Other signs: extremely aggressive and/or passive behavior; delays in development; fear of parents or adults; unusually shy, avoidance of other children and adults; avoidance of physical contact; reports of being hurt or abused.

At the time of hiring, all staff members will have on file, a signed and dated statement indicating the three items listed below. Before volunteering for the first time, all volunteers will sign and date a statement indicating the three items listed below.

- Awareness that abuse and neglect of children is against the law.
- Knowledge/information about ODC Preschool's policies on child abuse and neglect.
- Knowledge that caregivers, including all staff members are required by law to immediately report suspected abuse and neglect to children's protective services.

All ODC Preschool staff are trained in First Aid, CPR, blood-borne pathogens, and health and safety procedures. Staff shall act in a manner that is conducive to the welfare of children. A comprehensive background check is required of all staff members.

Meet our ODC Preschool Staff here:

Click on this link [Team - Outdoor Discovery Center](#), then choose [Early Childhood](#)

2023-2024



Family Calendar

July '23

M	T	W	T	F	S
					1
3	4	5	6	7	8
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31					

August '23

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November '23

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December '23

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January '24

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February '24

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March '24

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April '24

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28	29	30			

May '24

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26	27	28	29	30	31

June '24

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23	24	25	26	27	28
30					



June 5-Sep 4	Summer Break
Aug 16-17	Parent Orientation
Sep 4	Labor Day
Sep 5-8	Open Houses/Home Visits
Sep 11-15	First Week of School
Sep 26 & 28	Parenting Classes
Oct 21	Treats & Trails
Oct 24 & 26	Parenting Classes
Nov 20-21	Conferences/No School
Nov 22-24	Thanksgiving Break
Nov 28 & 30	Parenting Classes
Dec 11	Seedlings Family Night Hike
Dec 12	Little Hawks Family Night Hike
Dec 14	Dragonflies Family Night Hike
Dec 25-Jan 5	Winter Break
Jan 23 & 25	Parenting Classes
Feb 15-16	Mid Winter Break
Feb 27 & 29	Parenting Classes
Mar 6-7	Conferences/No School
Mar 8	No School
Mar 12 & 14	Parenting Classes
Mar 18	Seedlings Literacy Night
Mar 19	Little Hawks Literacy Night
Mar 21	Dragonflies Literacy Night
Mar 29-Apr 5	Spring Break
May 14	Family Discovery Night Fundraiser
May 15	Family Discovery Night Fundraiser
May 20-24	Last Week of School
May 27	Summer Break Begins

Blue	Events
Green	No School
Orange	Conferences

Emergency Procedures

Dragonflies Discovery Preschool Emergency Procedures

Areas of Responsibility

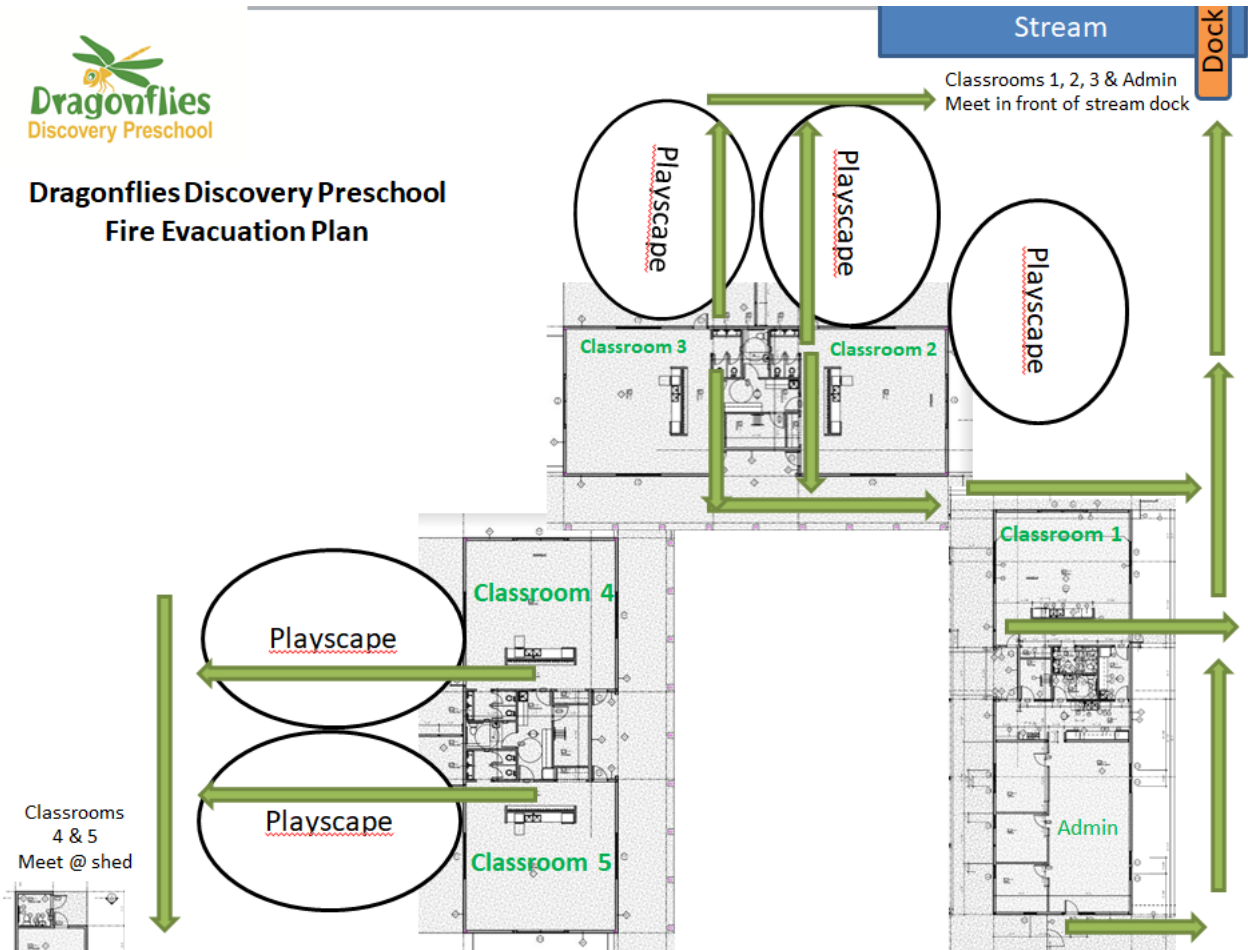
1. School: School will retain responsibility of all children or premises until they are released to a parent, guardian, or other designated person, or until they have been transported to an official evacuation center, in which case, selected staff will remain with the children until they are reunited with their families.
2. Employees: All employees will remain on the premises as service workers, as designated by the law. Such employees will be subjected to whatever tasks are assigned by the person or persons in charge, and may not leave the premises until the same person or persons in charge give them the official permission to do so.
3. Parents: Parents should not call the school; they should listen to the radio for progress reports on whatever disaster is taking place. Follow official instructions relayed by officials via the radio. If parents are able to reach the school without danger to themselves or without interference with disaster workers, they should come to pick up their children. Children will be released only to parents, guardians, or other designated persons known to them or to their parent guardians.

Fire/Natural Disaster or Bomb Threat

1. Sound fire alarm
2. Call 911: say "There is a (fire, bomb threat, or natural disaster) at Dragonflies Discovery Preschool; 30 N. 152nd Ave., Holland, MI, 49424)"
3. Line up children at the exit door. Take the attendance record from the Child Pilot System, first aid kit, and child information cards with you.
4. Count children and compare count to the daily attendance log.
5. Walk children outside in a single line to the designated safety zone (as outlined on the map below.)
6. Take attendance to account for all children
7. Call/Notify Dragonflies Discovery Preschool's Administration team at 616-613-0023
8. Remain at the designated place until officials give further directions.



Dragonflies Discovery Preschool Fire Evacuation Plan

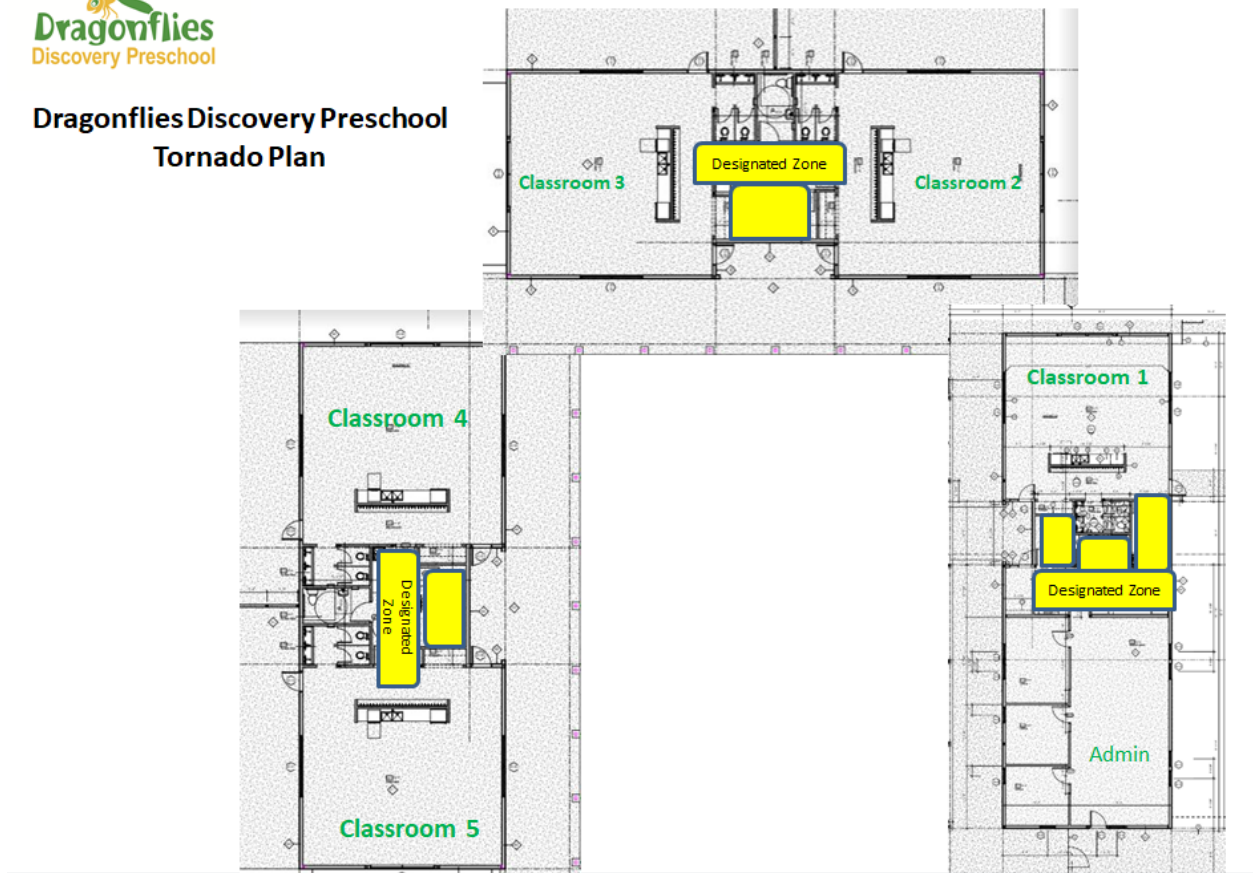


Tornado:

1. Have all children line up against the interior wall of the designated zones (shown below)
2. Have all children sit facing the wall with their heads down and the back of their heads covered with hands. "Tuck like a Turtle."
3. Remain in position until tornado warning sirens end.



Dragonflies Discovery Preschool Tornado Plan



Threat of Violence or Gunfire: Lock Down

1. Teachers will be alerted of a lock down with a blow horn sound.
2. Call 911
3. Lead teacher will ensure that all classroom doors are closed and locked.
4. If possible, lights will be turned off.
5. If a threat of violence or gunfire is imminent, teachers, volunteers and students will be prepared to evacuate the classroom immediately. Teachers will lead their students to the designated safety areas, one has been assigned to the N,S,E, and W (with the building between them and Dragonflies):
6. If unable to evacuate, all persons will stay in the teacher work area with both doors locked and closed (not the storage closets or bathrooms.) Teachers will barricade the doors with any items they can find and will put door stops in the doors from the inside. (stored above the door)

7. Upon evacuation, the teacher will account for all children, call 911, and communicate to the Site Director the safety/attendance of all children.

Evacuation:

1. Daily attendance recorded each day by the lead teacher.
2. In the event of evacuation, the lead teacher will lead the children out of the building. Designated evacuation area is Park Township Office Building.
3. Upon exiting the classroom the lead teacher will take attendance records from the Child Pilot System, the first aid kit, and child information cards.
4. When safe, account for all children and adults and communicate this with Site Director via phone. Staff in charge reassures children or their safety.
5. First Aid is administered as needed.
6. Building is not re-entered until permission is given by fire/law officials.

Serious Illness or Accident

1. Call 911
2. Call/Notify Dragonflies Discovery Preschool's Administration team at 616-613-0023
3. Stay with the injured child. Help children stay calm and quiet.
4. Reassure remaining children.
5. Complete required licensing incident report and notify per licensing requirements.

Shelter in Place

Shelter in place involves staying in a secure location and not evacuating. Do not sound the fire alarm. If a shelter in place is issued, follow these directions:

1. Immediately secure yourself and those around you in a room by locking the doors and barricading the door with available objects.
2. Lock doors.
3. Stay in shelter in place until police provide further directions.

Accommodations for children with special needs in the case of an emergency

Teaching staff will utilize children's visual supports in the case of an emergency to help children understand the expectations and procedures. Children with special needs will be assisted by a teacher during the emergency procedure. If calming tools are needed for the child, teachers will have calming items available.

Accommodations for Children with Chronic Medical Conditions

Asthma, Allergies, etc.

If a child has a chronic medical condition where medication may be needed, teachers will bring the child's medication with them in the case of an emergency. Staff will have a child's medical plan in the emergency backpack to reference as needed.

Location:

Dragonflies Discovery Preschool
30 N. 152nd Ave.
Holland, MI 49424
Main Line- 616-613-0023

Dragonflies Discovery Preschool- Site Director- Kelsey Zuiderveen, 989-859-5434

Seedlings Discovery Preschool Emergency Procedures



Emergency Procedures

Plan for Evacuation

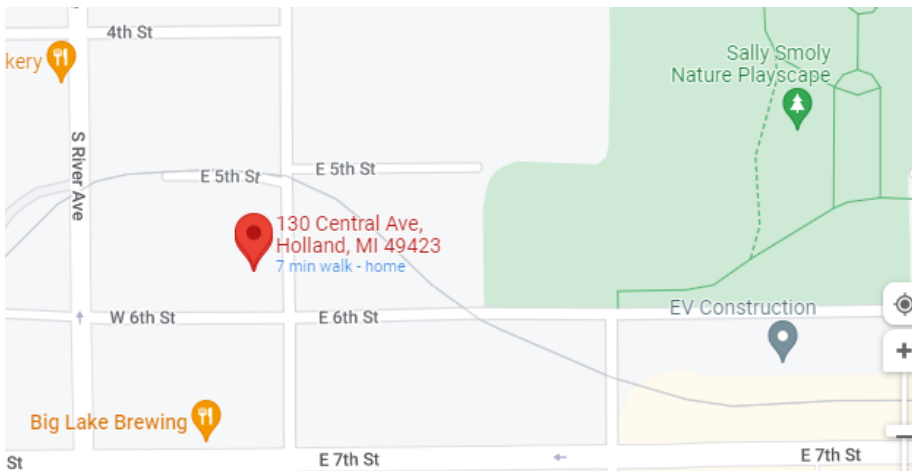
1. Daily attendance recorded each day via the Child Pilot system.
 - a. Parent logs child in using QR code
 - b. Lead Teacher and Office Assistant confirm attendance.
 - c. The Office Assistant contacts the parent(s) / caregiver(s) if a child is absent.
2. Evacuation plans are posted within the classroom.
3. The lead teacher will lead the children out of the building.
4. Upon exiting the classroom the lead teacher will take attendance records and child information cards.
5. All student medications for chronic medical conditions will be taken with teachers.
6. Lead teacher conducts fire drills 3 times per school year(October/January/April) and 2 tornado drills (October/April).

Areas of Responsibility

1. School: School will retain responsibility of all children on premises until they are released to a parent, guardian, or other designated person, or until they have been transported to an official evacuation center, in which case, selected staff will remain with the children until they are reunited with their families.
2. Employees: All employees will remain on the premises as service workers, as designated by the law. Such employees will be subjected to whatever tasks are assigned by the person or persons in charge, and may not leave the premises until the same person or persons in charge give them the official permission to do so.
3. Parents: Parents should not call the school; they should listen to the radio for progress reports on whatever disaster is taking place. Follow official instructions relayed by officials via the radio. If parents are able to reach the school without danger to themselves or without interference with disaster workers, they should come to pick up their children. Children will be released only to parents, guardians, or other designated persons known to them or to their parent guardians.

Fire/Natural Disaster or Bomb Threat

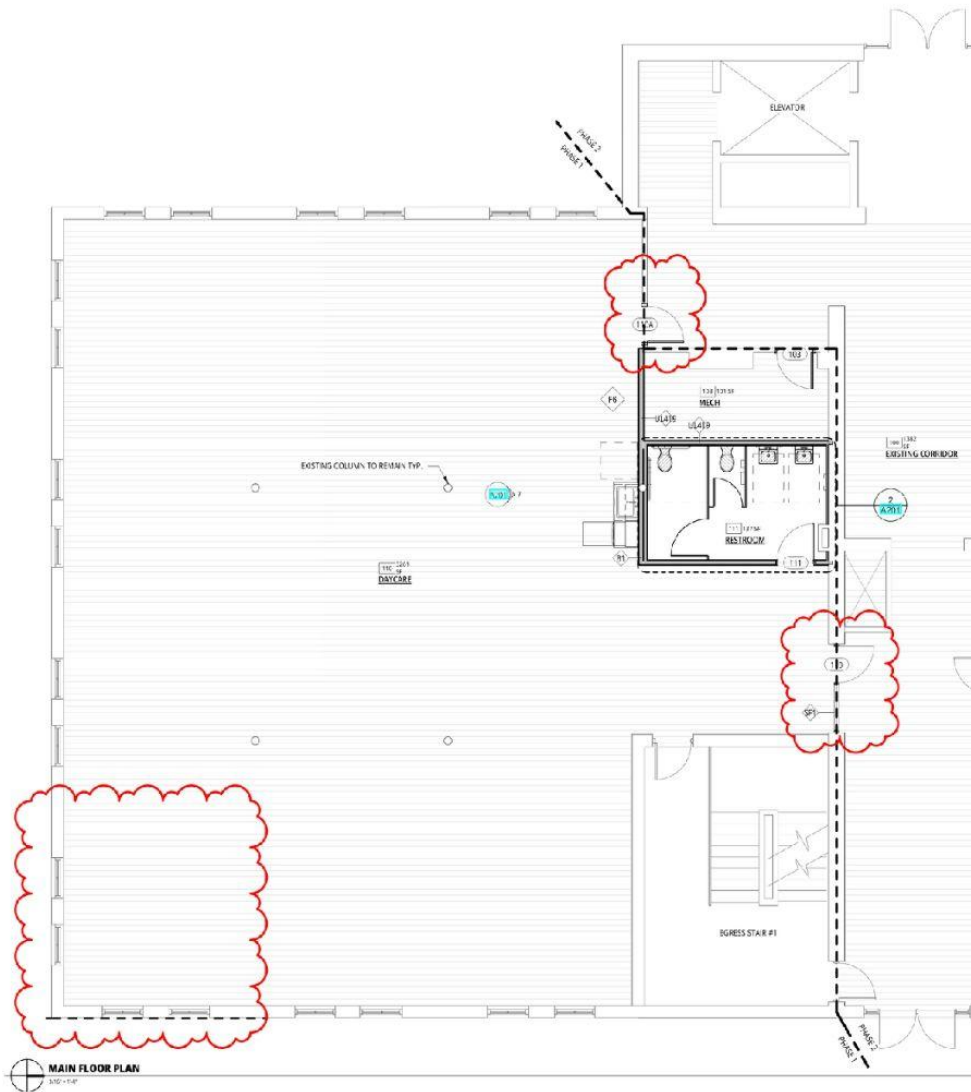
1. Sound fire alarm out in the hall. There are alarms by each exit door.
2. Call 911: say "there is a (fire, bomb threat, or natural disaster) at Seedlings Discovery Preschool, located at 130 Central Avenue, Holland, MI 49423.
3. Line up children at the west side exit door with an emergency backpack.
4. Count children and compare count to the daily attendance log.
5. Upon exiting the building take the attendance record and child information cards with you.
6. Walk children outside in a single line out to 6th Street. Walk across the street to lobby of Huntington Bank, 150 Central Ave, Holland, MI 49423.
7. Take attendance to account for all children.
8. Call/Notify Seedlings Discovery Preschool's Administration team, at 616-610-9339.
9. Remain at the designated place until officials give further directions.



Tornado:

1. Have all children line up against the interior wall inside the classroom bathroom.
2. Have all children sit facing the wall with their heads down and the back of their heads covered with hands. "Tuck like a Turtle."
3. Teachers take attendance with the daily sign in the attendance sheet.

- Teachers have an emergency backpack and emergency contact information at all times.
- Remain in position until tornado warning sirens end.



Threat of Violence or Gunfire: Lock Down

- Lead teacher will ensure that all classroom doors are closed and locked.
- If possible, lights will be turned off.
- If a threat of violence or gunfire is imminent, teachers, volunteers and students will be prepared to evacuate the classroom immediately. If unable to evacuate, all persons will stay in the classrooms. Upon evacuation, the teacher will account for all children and consult with law enforcement officials.

After Evacuation

1. When safe, account for all children and adults. Staff in charge reassures children or their safety.
2. First Aid is administered as needed.
3. Building is not re-entered until permission is given by fire/law officials.

Serious Illness, Injury or Accident

1. Call 911
2. Call/Notify Seedlings Discovery Preschool's Administration team at 616 610-9339
3. Notify ODC Network Central Office, 616 393-9453
4. Stay with the injured child. Help children stay calm and quiet.
5. Reassure remaining children.
6. Complete required licensing incident report and notify per licensing requirements.

Shelter in Place

Shelter in place involves staying in a secure location and not evacuating. Do not sound the fire alarm. If a shelter in place is issued, follow these directions:

1. Immediately secure yourself and those around you in a room by locking the doors and barricading the door with available objects.
2. Lock doors.
3. Students and staff in hallways must proceed immediately to the classroom. If the classroom is locked, look for the closet unlocked room to shelter in.
4. Stay in shelter in place until police provide further directions.

Hike: Shelter in Place

Shelter in place involves staying in a secure location and not evacuating. In the event that Seedlings students and staff need to Shelter in Place while on a hike, the following steps will be taken.

1. Immediately go to the planned or closest shelter.
2. Secure yourself and those around you in a room by locking the doors and barricading the door with available objects.
3. Lock doors.
4. Stay in shelter in place until police provide further directions.

5. Take attendance of students and staff.
6. Alert emergency services (911) if a student or staff is not accounted for. Do not leave the secure location.

Location:

Seedlings Discovery Preschool
 Located in Stow Building
 130 Central Avenue
 Holland, MI 49423
 Closest Intersection: 6th and Central Avenue

Emergency Plan(s) for students with Individualized Development Plan (IEP)

*2022-23 No students with IEP's at this time

Student	Plan

Accommodations for children with special needs in the case of an emergency

Teaching staff will utilize children's visual supports in the case of an emergency to help children understand the expectations and procedures. Children with special needs will be assisted by a teacher during the emergency procedure. If calming tools are needed for the child, teachers will have calming items available.

Accommodations for Children with Chronic Medical Conditions

Asthma, Allergies, etc.

If a child has a chronic medical condition where medication may be needed, teachers will bring the child's medication with them in the case of an emergency. Staff will have a child's medical plan in the emergency backpack to reference as needed.

Little Hawks Discovery Preschool Emergency Procedures



Emergency Procedures

Plan for Evacuation

1. Daily attendance recorded each day by the lead teacher.
2. Evacuation plans are posted within the classroom and in the Lead Teacher's Backpack.
3. The lead teacher will lead the children out of the building/playscape.
4. Upon exiting the classroom/playscape the lead teacher will take attendance records and child information cards.
5. All student medications for chronic medical conditions will be taken with teachers in the Lead Teacher's backpack.
6. Lead teacher conducts fire drills 3 times per school year (October/January/April) and 2 tornado drills (October/April).

Areas of Responsibility

1. School: School will retain responsibility of all children or premises until they are released to a parent, guardian, or other designated person, or until they have been transported to an official evacuation center, in which case, selected staff will remain with the children until they are reunited with their families.
2. Employees: All employees will remain on the premises as service workers, as designated by the law. Such employees will be subjected to whatever tasks are assigned by the person or persons in charge, and may not leave the premises until the same person or persons in charge give them the official permission to do so.
3. Parents: Parents should not call the school; they should listen to the radio for progress reports on whatever disaster is taking place and/or parent communication from teachers. Follow official instructions relayed by officials via the radio. If parents are able to reach the school without danger to themselves or without interference with disaster workers, they should come to pick up their children. Children will be released

only to parents, guardians, or other designated persons known to them or to their parent guardians.

Fire/Natural Disaster or Bomb Threat

1. Sound fire alarm out in the hall or blow whistle located by the licensing board.
2. Call 911: say "there is a (fire, bomb threat, or natural disaster) at Little Hawks Discovery Preschool. 5678 143rd Avenue Holland, MI 49423"
3. Line up children at the exit door with emergency information in the Lead Teacher backpack.
4. Count children and compare count to the daily attendance log.
5. Upon exiting the building take the attendance record and child information cards with you.
6. Walk children outside in a single line out of the building/playscape. For fair weather conditions: exit the building to the boardwalk by the CFHZA Wetland (Eldean Building) and trail intersection by preschool pond (Klow Building). For inclement weather: Little Hawks will exit to Birds of Prey building.
7. Take attendance to account for all children.
8. Make a contact using the Emergency Contact Flow Chart
9. Remain at the designated place until officials give further directions.

Tornado:

1. Klow Building: Have all children line up against the interior wall in the back of the classroom. Eldean Building: Have children shelter in the mudroom bathrooms.
2. Have all children sit facing the wall with their heads down and the back of their heads covered with hands. "Tuck like a Turtle."
3. Teachers take attendance with the daily sign in the attendance sheet.
4. Teachers have emergency contact information at all times.
5. Remain in position until tornado warning sirens end.

Threat of Violence or Gunfire: Lock Down

1. Lead teacher will ensure that all classroom doors are closed and locked.
2. If possible, lights will be turned off.
3. If a threat of violence or gunfire is imminent, teachers, volunteers, and students will be prepared to evacuate the classroom immediately. If unable to evacuate, all persons will stay in the classrooms and seek shelter in the bathroom (Klow) and storage closet (Eldean). Upon evacuation, the teacher will account for all children and consult with law enforcement officials.

Shelter in Place

Shelter in place involves staying in a secure location and not evacuating. Do not sound the fire alarm. If a shelter in place is issued, follow these directions:

1. Immediately secure yourself and those around you in a room by locking the doors. Lock doors and set the alarm system to “stay”.
2. Students and staff in hallways must proceed immediately to the classroom. If the classroom is locked, look for the closest unlocked room to shelter in.
3. Stay in shelter in place until police provide further directions.

After Evacuation

1. When safe, account for all children and adults. Staff in charge reassures children of their safety.
2. First Aid is administered as needed.
3. Building is not re-entered until permission is given by fire/law officials.

Serious Illness, Injury or Accident

1. Call 911.
2. Follow the steps on the Emergency Contact Flow Chart
3. Stay with the injured child. Help child stay calm and quiet.
4. Reassure remaining children.
5. Complete required licensing incident report and notify per licensing requirements.

Suspicious Person on the Trail System

If/When you encounter the public on our trail system and you feel uneasy/unsafe/concerned about the interaction:

1. Gather all students and teachers in a centralized location.
2. If you feel children or staff are unsafe; call 911.
3. Follow Emergency Contact Flow Chart
4. Make note of what the suspicious person looked like, what he/she said, and the direction the person is traveling.
5. ODC Leadership and/or law enforcement will then respond to the suspicious person.
6. All classes and staff will report back to the LHDP fenced area or be notified to shelter in place indoors.

Accommodations for children with special needs in the case of an emergency

Teaching staff will utilize children's visual supports in the case of an emergency to help children understand the expectations and procedures. Children with special needs will be assisted by a teacher during the emergency procedure. If calming tools are needed for the child, teachers will have calming items available.

Accommodations for Children with Chronic Medical Conditions

Asthma, Allergies, etc.

If a child has a chronic medical condition where medication may be needed, teachers will bring the child's medication with them in the case of an emergency. Staff will have a child's medical plan in the emergency backpack to reference as needed.

Location:

Hatchlings and
Little Hawks Discovery Preschool
5678 143rd Avenue
Holland, MI 49423
Phone: 616-393-0949

Emergency Exits

