

Discovery Central's

Policies and Procedures

{For Parents, Staff, and Volunteers}

Jeremy Misale and Sarah Misale, Updated August 2018

Table of Contents:

Mission Statement	Attendance
Director's Resume	Fees
Employee and Volunteer Screening Policy	Early Dismissal and Last Minute Cancellation
1. Director Requirements	Tuition
2. Teacher and Aid Requirements	Daily Schedule Outline
3. Volunteer Requirement	Snack
4. Volunteer Supervision Policy	Lunch
Ongoing Professional Development Plan	Tadpoles, Shutterfly, and Newsletters
Status of NAEYC Accreditation Goal	No Shoes or Inside Shoes
Play Based, Nature Focused, and Reggio Emilia Inspired	When to Keep Your Child Home
Big Body Play	Field Trip and Special Visitors
Gun/Sword/Weapon Play	Parent Meetings
Preschool Entrance Requirements	Parent Teacher Conferences
1. Immunization	Holidays and Birthdays
2. Health History	Vacation
3. Physical Examination	Behavior and Discipline
4. Child Information Card / "Emergency Card"	Leaving Discovery Central
	Parent Notification for Accidents, Incidents, Illness, or Injuries
	Plan for Child Protection Law
Orientation for New Clients	Health and Safety
Clothing and Supplies	Emergency Preparedness Plans

Welcome to Discovery Central

Mission Statement

Discovery Central is focused on providing the best possible education and care for the children enrolled. Our program fosters a love of learning, a positive foundation for later education, and a drive toward creativity. This is accomplished using a structured routine, experienced and well educated teachers, carefully selected learning materials, and by taking into account each child's unique qualities.

The Director's Resume

Sarah Misale

Education

Northern Michigan University; Marquette, MI Graduation Date: May 2007

Magna Cum Laude Bachelor of Science, Early Childhood Education

Minor: Communication Disorders

Early Childhood Positions Held

September 2007-May 2008, Assistant Teacher

AMCAB Head Start Jacobetti B Classroom; Marquette, MI

- Curriculum Planning

- Supervise indoor play

- Supervise and Instruct indoor work times

- Assist lead teacher in preparing materials for each day

- Assist with meal time set up

- Maintain a safe, clean, and appealing environment

- Keep records of each child's progress

- Computer data entry

- Home visits with parents and families

- Assist with preparation and implementation of parent meetings

July 2007-August 2007, Teacher

Mister McGregor's Garden; Marquette, MI

- Supervised infant, toddler, and 3-5 year old children

- Guided children's behavior and social development

- Prepared snacks and meals

- Communicated with parents and families

- Maintained a safe, clean, and appealing environment

June 2004-December 2006

Chocolay Children's Center; Marquette, MI

- Supervised infant, toddler, and 3-5 year old children
- Guided children's behavior and social development
- Prepared snacks and meals
- Communicated with parents and families
- Maintained a safe, clean, and appealing environment

Volunteer Experience

2001-2002 School Year; BHK Head Start; Baraga, MI

Awards

- Valedictorian Scholarship Award, Northern Michigan University
- Michigan Competitive Scholarship Award
- Michigan Merit Scholarship Award
- Northern Michigan Recognition Award, Northern Michigan University
- BHK Volunteer Award, BHK Child Development, Baraga, MI
- Dean's List, Northern Michigan University

Employee and Volunteer Screening Policy

Director

Our current director is Sarah Misale. Any director for our school must have the following completed before the offer of employment:

- Copy of college transcripts
- A comprehensive background check (including: check of licensing database for previous disciplinary action, FBI fingerprint check, Michigan child abuse and neglect registry, National Sex Offender Registry, criminal history registry and child abuse/neglect registry for any states of residence in the past 5 years)
- A “Licensing Record Clearance Request”
- A signed statement concerning the knowledge about the child abuse and neglect law
- A signed statement indicating that they have not been convicted of child abuse or child neglect or a felony involving harm or threatened harm to an individual
- Current CPR, First Aid, and blood-borne pathogen training
- At least 2 semester hours in child care administration from an accredited college or at least 3.0 CEUs in child care administration
- A TB test report dated not more than one year before employment

Teachers and Aids

Our current lead teachers are Sarah Misale and Jeremy Misale; we aim to hire previous or currently enrolled parents as aids in the classroom. All teachers and aids must have the following completed before being left unsupervised with the children:

- A comprehensive background check (including: check of licensing database for previous disciplinary action, FBI fingerprint check, Michigan child abuse and neglect registry, National Sex Offender Registry, criminal history registry and child abuse/neglect registry for any states of residence in the past 5 years)
- A signed statement concerning the knowledge about the child abuse and neglect law
- A signed statement indicating that they have not been convicted of child abuse or child neglect or a felony involving harm or threatened harm to an individual
- Current CPR, First Aid, and blood-borne pathogen training
- A TB test report dated not more than one year before employment

Volunteers

Volunteers must have the following completed before having unsupervised time with the children:

- A comprehensive background check (including: check of licensing database for previous disciplinary action, FBI fingerprint check, Michigan child abuse and neglect registry, National Sex Offender Registry, criminal history registry and child abuse/neglect registry for any states of residence in the past 5 years)
- A signed statement concerning the knowledge about the child abuse and neglect law
- A signed statement indicating that they have not been convicted of child abuse or child neglect or a felony involving harm or threatened harm to an individual
- A TB test report dated not more than one year before volunteering

All other volunteers must be under “supervision” of a the director, a teacher or an aid.

Volunteer Supervision Policy

A volunteer who is supervised must be in the line of sight of the director, a teacher, or an aid at all times. This applies to parents and non parents the same. Supervised volunteers may work with the children and assist children as long as the director, a teacher, or an aid can maintain a line of sight observation at all times. Supervised volunteers never take a child into the bathroom or hallway at any time. If the volunteer is in the classroom for more than 2 consecutive weeks, he/she will need a TB test report dated not more than one year before volunteering.

Ongoing Professional Development Plan

Every employee that has been with our school for 1 year will receive at least 16 clock hours of training each year. This will include CPR and First Aid training, an orientation training when first hired, child abuse and neglect reporting, and blood borne pathogen training. Other training topics will include: child development and learning, health/safety/nutrition, family and community collaboration, program management, teaching and learning, observation documentation/assessment, interactions and guidance, professionalism, and licensing rules for child care centers.

Status of NAEYC Accreditation

Discovery Central highly values the role of the NAEYC in guiding professionalism in the field of early childhood education. However, we have decided not to pursue accreditation at this point. It is a very lengthy and expensive process that does not, in itself, ensure the quality we are striving towards. We will continue to follow all standards of the NAEYC!

Play Based, Nature Focused, and Reggio-Emilia Inspired

There has been much research done to support the role of play based learning during the time of early childhood. It has been proven that this is the way children learn the best. Therefore, this is the way we run our classroom. Each child is given the opportunity to explore the carefully set up classroom and materials.

We include STEM (science, technology, engineering, mathematics), art, and literacy provocations in the classroom. The idea of a provocation comes from Reggio-Emilia (a play based, child-led school in Italy that has gained much recognition and popularity in recent years). It is an idea and project invitation that a teacher or group of teachers sets up based on his/her observations of the interests of each child when engaged in play. These projects are never forced upon the children.

Much of our time is spent enjoying the outdoors, either in downtown Marquette, on occasional field trips to other favorite natural sites, or on our frequent field trips to Presque Isle (where we are based out of MooseWood Nature Center). While outdoors we enjoy gardening, observing and identifying wildflowers, insects, birds, and other animals, digging in the dirt, hiking in the woods, and more.

If you have more questions about our play based, nature focused, and Reggio-Emilia inspired approach to learning, I encourage you to follow us on Facebook for links to many articles on these subjects.

Big Body Play

This type of play is also known as “wrestling” or “rough and tumble play”. We want families to understand up front that we do not have a “hands to yourself at all times” type rule. We allow the children to climb on each other, pull on each other, etc (as long as no one appears to be hurt and all parties are having fun). Teachers frequently check in with children engaged in this type of play to ask “are you still having fun?”. Children are told up front that they must stop if someone says “stop” or otherwise indicates that they are hurt or unhappy.

The reason we allow this type of play is based on the research that has recently been done on the subject. Children have been found to have fewer behavioral problems overall when allowed to have this type of play as an outlet. Big body play also encourages young children to develop body awareness and self regulation skills. If you have questions about this subject, you are encouraged to ask (the director will be more than happy to provide articles to reference).

Gun/Swords/Weapon Play

For a long time our school forbid the children from this type of play. However, as always, we choose to follow what the research reveals. Children today are generally exposed to a lot of violence (video games, tv- especially news coverage, movies- even cartoons). All of this impacts their young brains in such strong ways. The way children deal with and process what they see is generally to act it out. This is often why we see gun/ sword/weapon play. To not allow it would have a negative impact on these children.

That being said, there are very clear limits put in place. Children learn right away that if someone does not want a pretend gun pointed at them (Miss Sarah especially), they are not permitted to do so with that person. Such feelings are strongly supported and respected. Again, if you have questions/concerns about this subject you are encouraged to speak to the director and lead teacher, Miss Sarah.

Entrance Requirements

Age

In order to enroll in Discovery Central's early childhood program children must be a least 33 months. If a child is under 36 months the director will evaluate if the child is developmentally ready to be included in the 3 year old through Kindergarten classroom, and the parent must sign a statement permitting the child to be part of the program.

Immunization

Each child is required to have one of the following on record at the center with regard to immunization before initial attendance: (1) a certificate of immunization showing a minimum of one dose of each immunizing agent specified by the Department of Community Health, or (2) a copy of a waiver addressed to the Department of Community Health and signed by the parent stating immunizations are not being administered due to religious, medical, or other reasons.

If asked to provide follow up immunizations or a waiver, this must be completed in a timely manner.

Health History

If there are any known health problems or allergies, these must be brought to the attention of the director before enrollment. A written statement should also be submitted before the child's first day of school. The statement will be kept on file at the center.

Physical Examination

A physical examination completed within the past year must be submitted within one month of initial attendance. The physical examination must be renewed every two years that the child remains a student of Discovery Central. Any restrictions of the child will be noted and kept on file. If the parent objects to the physical examination, he/she must sign a statement annually that the child is in good health and that he/she assumes responsibility for the child's state of health while at the center. A copy of this statement must also be sent to the Health Department.

Child Information Card/"Emergency Card"

A child information card must be ***fully filled out*** and left at the center before the child's initial attendance. The card will remain on file in case of an emergency. The card should be updated each year or whenever there is a change with the family.

Orientation for New Families

We prefer that each family comes in for an orientation meeting with the director before initial attendance or soon thereafter. The director will review all policies and fees with the family.

Also, we host an orientation meet and greet each August for families to get to know each other and the teachers before the new school year begins.

Clothing and Supplies

We require that each child is supplied with an extra set of clothing in case of accidents or spills. This clothing may be kept at the school or sent with the child each day. Please don't send him/her in clothing that cannot get messy!

Any belongings brought to school must have your child's name written on them somewhere. We are not responsible for lost items. If toys are brought

from home, we may require that they remain in your child's cubby area during class times. When a child needs a personal blanket or item to ease separation anxiety, this is supported.

Attendance

Our preschool class will start at 8:15 am and run until 11:45 am, Monday through Thursday. Afternoon class will meet from 12:45 pm to 4:15 pm, Monday through Thursday.

Children should be dropped off no earlier than 8:10 am/12:40 pm unless the director is notified ahead of time; children should be picked up no later than 11:45 am/4:15 pm unless the director is notified ahead of time.

If a child is early or late without prior notice, a fee may be charged (see Fees section). If your child is going to be absent, please notify the director. Tuition will be charged regardless of attendance in order to pay for the space your child is taking up within our program.

Fees

If your child is dropped off early or picked up late without giving the director prior notice, you will be charged a fee of \$20. If you are late to pick up your child with no phone call or contact after 15 minutes, you will be charged an additional \$20 for every 30 minutes.

If you do not submit your tuition payment according to the due date, a fee of \$20 will be charged each week you are late. In the case of a returned check, there will be a \$20 fee charged.

Upon initial attendance (or when a previously used journal is full), a fee of \$11 is charged for your child's "journal". Your child will make many entries in his or her journal to collect and take home upon graduation (or when it is full)

Families will be charged for the cost of their child's graduation attire (cap, gown, sash, and tassel). In past years, these materials have been around \$20.

For participation in our summer program, MooseWood Nature Center requires annual membership from each family attending. This involves a short membership application and \$25 annual fee.

Tuition

Tuition for each child is due in advance of each school week. A parent may choose to pay tuition in advance of every week or every month. If you need to make other arrangements for payment, you must discuss this with the director before your payment is due. If you miss a scheduled due date you will be charged a fee (see Fees section).

Tuition will be charged as follows:

- \$360/month for 4 days*; Am or Pm
- \$190/month for 2 days*; Am or Pm
- \$680/month for 4 full days
- \$380/month for 2 full days

If your child is scheduled to stay past Am class for lunch or scheduled to come early for Pm class for lunch, you will be charged an additional fee per month (\$40 for 2 days, \$80 for 4). If your child is scheduled for a full day, you do not need to pay extra for lunch.

Daily Schedule Outline

AM Arrival (8:15)

Exploration Play (8:15-10:30)

- Reading in library
- Projects
- Open snack
- Journals

Outdoor Play (10:30-11:30)

Goodbye (11:45)

Lunch (11:45-12:45)

PM Arrival (12:45)

Exploration Play (12:45-3:00)

- Reading in library
- Projects
- Open Snack
- Journals

Outdoor Play (3:00-4:00)

Goodbye (4:15)

Snack Time

We will be serving a snack at about 10:15 am for the morning class and at about 2:45 pm for the afternoon class. All snacks will be healthy and nutritious. However, it is important to keep in mind that we are not serving meals during class. The snacks are light and should not be used to replace meals.

Lunch

Parents are responsible for packing a lunch for their child each day. All lunch boxes must be labeled with the child's full name (if this is not permanently on the box/bag, the parent is responsible for attaching a sticker each day with the child's full name). Each day the parent is responsible for attaching a sticker with the date (stickers are provided for your convenience). We have an approved microwave and refrigerator to use for lunches. Please DO NOT send food that needs lengthy preparation. We often have many students for lunch and limited time; this is also the teacher's chance to eat lunch.

Tadpoles, Shutterfly, and Newsletters

We highly value parent-teacher communication at Discovery Central! To assist us with this we use Tadpoles, Shutterfly, and Monthly Newsletters.

The monthly newsletter covers upcoming events, classroom news, the snack menu, and more. In addition to this, photos are regularly added to Shutterfly's classroom share site (you can request access after enrollment is complete). Also used is the app Tadpoles. This is used mainly to track attendance, send text message alerts, and send class emails. Messages from Tadpoles will go directly to your phone or email; some have found the free Parent Tadpoles app to be helpful too.

No Shoes or Inside Only Shoes

Footwear that has been worn outside is not permitted inside the classroom (including the entryway and cubby area). This is a change we made years ago to cut down on the dirt, salt, wet, and germs from outside. Keep in mind that the children and teachers spend much of the class day on the floor. On the other hand, if you have specific footwear that is only used for indoors that is very much welcome. You will notice Mr. Jeremy and Miss Sarah wear inside shoes everyday. We greatly appreciate the effort you make to help us with being a shoe free school!

When to Keep Your Child Home

If your child is contagiously sick please do not bring him/her to the classroom. When the child is no longer contagious he/she is welcome to return to school. This will help protect the health and well being of the children in the school, and it enables us to provide the best environment for the children and teachers.

These are common symptoms that a child has a contagious condition:

- active sneezing or coughing
- a sore throat
- discharge from eyes or ears
- more than one case of diarrhea
- vomiting (please do not bring your child to school unless it has been at least 24 hours since last vomiting episode.
- a fever (temperature of 100 degrees Fahrenheit or more)
- an eye infection
- rash (especially with fever or itching)

If your child is presenting signs of illness while at school, a staff member will call or text the parent or guardian on the telephone. A parent or guardian will be required to pick up the child at the teacher's discretion. While waiting for the child to be picked up, he/she will be separated from the other children; one adult will maintain supervision.

Early Dismissal and Last Minute Cancellations

Inclement Weather

In the case of inclement weather, we will notify everyone via Tadpoles text message alert system. Tuition includes the occurrence of such days. The school is allotted six of such days without the need of scheduling a make up day. If another of such days occurs, a scheduled make up day (or in some rare cases reimbursement of tuition) will be arranged.

Teacher Sick Days/Personal Days

In the case of teacher sickness/need for personal day, we will notify everyone via Tadpoles text message alert system. Tuition includes the occurrence of such days. The school is allotted four of such days without the need of scheduling a make up day. If another of such days occurs, a scheduled make up day (or in some rare cases reimbursement of tuition) will be arranged.

Death in Immediate Family

In the case of a death in the teacher's immediate family, we will notify everyone via Tadpoles text message alert system. Tuition includes the occurrence of such days. The school is allotted up to four days without the need of scheduling a make up day.

MooseWood

During warmer temperature months (about April-October) we will be at MooseWood Nature Center 2 days a week when possible (Wednesdays and Thursday). The other two days will be spent at our downtown classroom, but larger amounts of time for eating snack and exploring outside will be kept when possible.

During colder weather months we will be meeting at MooseWood Nature Center as many Thursdays as possible depending on cold temperatures including wind chills.

MooseWood Nature Center days will be spent hiking, gardening (spring, summer, fall), exploring, and otherwise enjoying nature.

If a planned MooseWood day must be changed, we will notify all families via text message through Tadpoles.

Parent Meetings

Every so often we will hold a parent meeting to discuss topics related to what is going on in our classroom. In the days leading up to the parent meeting, we will invite parents to bring up topics they would like to discuss at the upcoming meeting. It is not recommended that children attend this meeting with their parents.

Parent Teacher Conferences

We invite parents to request a parent teacher conference at any time throughout the school year or summer. We highly value parent-teacher communication. It is generally recommend to schedule at least one conference per year to touch base.

Holidays and Birthdays

We will not be celebrating any holidays or birthdays in our class. One reason is that we want to avoid giving the children sugary treats during class times.

The other reason is that holidays are often related to each families' religious beliefs; families celebrate in different ways, and some don't celebrate at all. We feel that this is something that should be left up to each family to determine, separate from school.

Vacation

If a family decides to go on vacation and miss some of the scheduled class days, tuition is still due for such days. Also, we would appreciate advance notice if a family knows the child will not be in school.

Discovery Central will be closed for Thanksgiving, Christmas Eve and Christmas, New Year's Day, Memorial Day, The 4th of July, and Labor Day. The teacher's may also choose to close down for up to ten additional days a year; this will only occur when the director provides at least 3 months notice to parents.

Behavior and Discipline

Prevention is the first means of defense we use against behavioral problems. We have prepared the environment, both physical and emotional, in a way that will prevent the majority of conflicts. Our warmth and affection will be clearly evident to each child. We will deal with each child and each situation individually, and use any issue that comes up as a teaching opportunity. Setting a good example in our communication style as teachers is very important.

The staff will use age appropriate, positive methods of discipline when needed; such methods encourage: self-control, self-direction, self-esteem, and cooperation. There will be none of the following: hitting, spanking, shaking, biting, pinching, or implicating other forms of corporal punishment; restricting the child's movement by binding or tying him/her; inflicting mental or emotional punishment; depriving a child of meals, snacks, rest, or necessary toilet use; or confining a child to an enclosed area. However, the staff may use non-severe and developmentally appropriate discipline or restraint when it is reasonably necessary (ex: an invitation to take a break in our "safe place", used as a moment for the child to regroup and calm down before reentering the situation). Techniques for calming will be taught to the children.

If you want more information, feel free to talk to the director about our methods of discipline.

Leaving Discovery Central

If a parent wishes to pull a child from Discovery Central, they will need to talk with the director, Sarah Misale. ***Parents must give written notice of one month to the director in order to stop paying tuition.***

Discovery Central reserved the right to expel anyone that is felt to be too disruptive or harmful to the rest of the class.

Parent Notification for Accidents, Incidents, Illnesses, or Injuries

In the instance that there is a minor accident or injury, a parent will be notified via *Tadpoles*. The notification will include the time and date, a description of the incident, the location of any injury, the teacher providing care/first aid, and a description of any treatment.

If 9-1-1 is called, a broken bone is suspected, a concussion is suspected, the school is evacuated, or something otherwise significant occurs (according to the director's discretion) the families impacted will be contacted by telephone. Also, in such cases, the director will submit a report, both written and oral, to the licensing consultant as required by Michigan licensing rules.

Plan for Child Protection Law

The director, the teachers, and any other staff are required to read the child protection law as it pertains to the classroom setting and sign a statement stating that they are aware that they are required to report suspected abuse and neglect to children's protective services.

If there is ever a case when child abuse or neglect is suspected, the individual who suspects it will report it to children's protective services immediately.

Health and Safety

Discovery Central will work hard to ensure that the environment is clean and sanitary for children, volunteers, and staff.

Children and Staff Hand Washing

Staff, children, and volunteers are required to wash hands as they arrive each day, before snack and lunch times, and after using the bathroom/helping a child in the bathroom, and any other times the hands are soiled.

The following steps must be followed when washing hands: turn water on and rinse hands, turn water off, pump one or two pumps of soap onto hand, lather and scrub soap on all parts of hands for at least 20 seconds, turn water on, rinse thoroughly, dry hands with a fresh paper towel, use the same paper towel to turn water off, discard paper towel.

Handling Children's Bodily Fluids

The first step to take when handling children's bodily fluids, whether it is blood, urine, saliva, etc is to put on disposable gloves. This should be handled by the first employee who encounters the bodily fluid. Children in the area should be redirected to another area of the classroom. Next, the employee should act to stop the source of the fluid. Once that has been controlled, the fluid should be soaked up with a disposable paper towel. Then the used paper towel should be discarded. Next, the area should be sanitized using a sanitizing cleaning spray. After the area is thoroughly cleaned, the employee will discard his/her gloves in the same garbage and wash his/her hands. If the bodily fluid is blood the trash bag should be tightly sealed and taken outside to the trash receptacle as soon as possible.

Cleaning and Sanitizing of all Equipment, Toys, and other Surfaces

Once a week the school will be thoroughly dusted and vacuumed. The carpets will also be shampooed once a year or more often as needed.

Regularly the toys and materials used in the classroom will be thoroughly cleaned with soap and water, then hot water, and finally sprayed with a sanitizer. The toys and materials will then be set out to air dry.

The tables used for eating will be cleaned every day before and after each snack is served. The steps for cleaning the tables are as follows: wipe each table with soapy water using a clean towel, wipe each table with plain water using a clean towel, spray each table with sanitizing spray and lightly dry each table with a clean towel.

In addition, the director will do a daily inspection to make sure all areas are free of dust and clutter.

Controlling Infectious Disease

In order to control infectious disease, Discovery Central will take the following steps: frequent hand washing, thorough cleaning and disinfecting/sanitizing and the use of personal protective equipment when necessary.

If there is ever a student or staff member that brings such an infection to the center the following steps will be taken: send the infected person home, disinfect all areas that have been contaminated, send notices to each family via text message though tadpoles, post notices at each entrance of the building, and not allow the infected person to return to the center unless they have a doctor's note stating that they are no longer infected.

Health Related Resources

heart.org American Heart Association

webmd.com Web MD

mayoclinic.com Mayo Clinic

clevelandclinic.com Cleveland Clinic

familydoctor.org Family Doctor

Emergency Plans and Procedures

ALL EMERGENCY PROCEDURES WILL BE MODIFIED FOR EACH CHILD WITH SPECIAL NEEDS THAT BEGINS ATTENDING DISCOVERY CENTRAL!

Fire

Drill Information

Fire drills will be held monthly and documented in the fire drill log.

Emergency Procedure

Staff member who discovers a fire:

Immediately upon discovery of any kind of fire in the building-blow the fire whistle.

Note: The electrical fire alarm system in this building is not monitored by the fire department; it is strictly a local alarm only. The fire department must be summoned by telephone.

If the fire alarm signals the fire, T2 blows the fire whistle.

Upon hearing the fire whistle staff members will immediately react as follows:

T1:

- Provides instructions on how children will safely exit the building.
- Immediately take the children, along with the daily attendance log and emergency backpack, out through the closest approved exit. The designated meeting place is the main level of Donckers.
- If it becomes necessary to move farther away from the building due to excessive heat, fire department activities, or any reason, all children will be moved to Peter White Public Library. Instruct the children on how to safely move to the new location.
- Once at the designated meeting place, instruct the children to sit down quietly and take roll using the daily attendance log. If any child is unaccounted for, the fire department personnel must be advised of this immediately upon their arrival. **DO NOT LEAVE THE REST OF THE CHILDREN UNATTENDED FOR ANY REASON.**
- Reassure the children and keep them calm and quiet. Do not separate the children. Keep them all together and stay with them at all times. Do not release children to anyone other than their parents or other designated guardian as outlined in their enrollment forms.

T2:

- Immediately begin a systematic search of the facility for any children that may have hidden or have been inadvertently left behind.
- Once the search is completed or conditions warrant immediate evacuation proceed to the designated meeting place.
- Immediately call 911 and report the fire.
- The facility location is **Discovery Central, 131 W Washington St, Marquette, MI 49855, Telephone Landline-906-226-4060, Cell-906-362-0780, Cross Streets- between Front St and Third Street. We are located on the south side of Washington St, across from the Masonic Square; we are on the level below Downtown Eye Care.**
- Assist T1 in keeping the children reassured, calm, and quiet. Make sure the children's needs are met with items from the emergency backpack.

Follow relocation procedures if it is determined that you need to go to your relocation site.

Tornado

Drill Information

Tornado drills will be held monthly between the months of April and October. All tornado drills will be documented in the tornado drill log which will be kept available at the facility.

Emergency Procedure

T1:

- Upon learning of a **tornado Watch** in the area, immediately turn on the emergency radio. Monitor weather conditions until the facility is closed and all children have been picked up or the weather watch is canceled.
- Should weather conditions deteriorate and a **tornado warning** is issued, immediately sound the tornado alarm.

Upon hearing the tornado alarm, staff members will immediately react as follows:

T1:

- Provide instructions for how children will safely move to the designated shelter location.
- Grab the emergency backpacks and daily attendance log.
- Immediately take the children, along with the emergency backpacks and daily attendance log, to the back of the classroom behind the library.
- Once at the designated meeting place, instruct the children where to sit and take role using the daily attendance log. If any child is unaccounted for notify T2. **DO NOT LEAVE THE REST OF THE CHILDREN UNATTENDED FOR ANY REASON.**
- Reassure the children and keep them calm and quiet and make sure their needs are met with the activities and items located in the emergency backpack. Keep the children at the designated shelter location until the tornado warning is canceled. Do not separate the children. Keep them all together and stay with them at all times. Do not release the children to anyone other than their parents or other designated guardian as outlined in the enrollment forms.

T2:

- Immediately begin a systematic search of the facility. Quickly search anywhere a scared child may have hidden.
- Once the search is completed, proceed to the designated shelter location and assist T1 in keeping the children calm and reassured.

Follow relocation procedures if it is determined you need to go to your relocation site once the tornado warning is over.

Serious Accident/Injury

Emergency Procedure

T2:

- Remain with the sick or injured child. Administer first aid as necessary:
 - Ensure and maintain an open airway.
 - Control any bleeding with direct pressure.
 - Ensure proper circulation as necessary (CPR)
- Reassure the child and keep him calm and quiet until emergency medical personnel take over the child's care.

T1:

- Immediately call 911 and report the emergency (if needed). The facility location is: **Discovery Central, 131 W Washington St, Suite C, Marquette, MI 49855. Telephone Landline- 906-226-4060, Cell- 906-362-0780, Cross Streets-between Front Street and Third Street. We are located on the south side of Washington St, across from the Masonic Square; we are on the level below Downtown Eye Care.**
- Notify the parents of the sick or injured child.
- Upon arrival, direct emergency medical personnel to the injured or sick child.
- While performing these functions, T1 will also keep remaining children calm and care for them until the emergency situation is resolved.

Lockdown/Shelter in Place **Emergency Procedure**

In the event that a lockdown of the center must occur, such as for an intruder or a dangerous situation near the center, the director or staff member in charge will make an announcement of the lockdown to all staff members and call 911 and report the emergency. The facility location is: **Discovery Central, 131 W Washington St, Suite C, Marquette, MI 49855. Telephone Landline- 906-226-4060, Cell- 906-362-0780, Cross Streets-between Front Street and Third Street. We are located on the south side of Washington St, across from the Masonic Square; we are on the level below Downtown Eye Care.**

Upon hearing the lockdown announcement, staff members will immediately react as follows:

T1:

- Shut and lock doors if not already done. **DO NOT** open the door for anyone, for any reason.
- Grab the emergency backpack.
- Notify local authorities of the status of individuals in the room- has anyone been hurt? Is there a physical threat inside the room?
- Join the rest of the classroom in the safe spot. Assist T2 with keeping the children occupied, quiet, and making sure their needs are met with the activities and items located in the emergency backpack.

T2:

- Instruct all children to keep quiet and proceed to the predetermined safe spot.
- Make sure all children and adults are safe and unhurt. Reassure the children and keep them calm and quiet.
- Keep the children occupied, quiet, and make sure their needs are met with the activities and items located in the emergency backpack.

Crisis Management

Emergency Procedure

INTRUDER OR OTHER DANGEROUS SITUATION NEARBY

If there is an intruder or other dangerous situation near the center, the center will follow lock-down/shelter in place procedures.

BOMB THREATS

The person receiving the bomb threat call should engage the caller in a conversation to get as much information as possible:

- Ask what time the bomb is set to go off.
- Ask questions regarding the specific location of the bomb.
- Ask about the appearance of the bomb package.
- Listen for background noise (example: radio, other people, traffic sounds, etc).
- Was the caller calm or hysterical?
- Was the caller's voice young or old?

Notify the PROGRAM DIRECTOR or staff member in charge and call 911 to report the bomb threat. Evacuate immediately according to fire emergency procedures.

SUSPICIOUS BOX OR PACKAGE FOUND NEARBY

Anyone that believes a box or other type of package/container appears to be suspicious should not touch the item.

Notify the PROGRAM DIRECTOR or staff member in charge and call 911 to report the box/package to the police.

Evacuate immediately according to fire emergency procedures. Keep away from the suspicious box/package.

MISSING CHILD

Immediately upon discovery of a missing child, alert the **PROGRAM DIRECTOR** or staff member in charge of the missing child.

T1:

- Search the facility for the missing child. Quickly search in laboratories, closets, room corners, under desks, behind curtains, anywhere a child might have hidden or gone.
- Call 911 and report the missing child (if the situation warrants notification of emergency personnel). The facility location is: **Discovery Central, 131 W Washington St, Suite C, Marquette, MI 49855. Telephone Landline- 906-226-4060, Cell- 906-362-0780, Cross Streets-between Front Street and Third Street. We are located on the south side of Washington St, across from the Masonic Square; we are on the level below Downtown Eye Care.**
- Notify the parents of the missing child.

T2:

- Keep remaining children calm and care for them until the missing child is found.

Other Natural or Man Made Disaster

Emergency Procedure

POWER OUTAGE

T1:

- Immediately upon discovery of a power outage, determine why the power is out. Check the circuit breaker and contact the local power company, if necessary.
- Close the facility if compliance with licensing rules cannot be maintained, such as running water, flushable toilets, temperature, visibility of children, etc. Contact parents to inform them that children need to be picked up. Contact parents of children scheduled to arrive to inform them not to come.

T2:

- Account for all children and keep them calm and engaged in activities.

If At any time it's determined that the building is unsafe, fire evacuation procedures will be followed.

GAS LEAK

If there is a gas leak detected in or near the building, evacuate immediately according to fire emergency procedures.

Once evacuated, the **PROGRAM DIRECTOR** or staff member in charge, will contact the gas company to determine if the facility needs to go to the relocation site. Follow the relocation procedures, if necessary.

WATER MAIN BREAK OR WATER OUTAGE

If there is a water main break in or near the building, or total loss of water at the facility for any reason, the facility must close. The **PROGRAM DIRECTOR** or staff member in charge, along with emergency responders, will determine if the facility needs to be evacuated or if the children can remain in the building until parents can arrive to pick up their children. In the case of evacuation, follow the fire emergency procedures. If children can remain in the building, follow the procedures for power outage.

WINTER STORM/INCLEMENT WEATHER

Should a winter storm occur or be predicted while children are present, the **PROGRAM DIRECTOR** or staff member in charge will determine if the facility can stay open or if it must close. If the facility must close, parents will be contacted to inform them that children need to be picked up. Then parents of children scheduled to arrive will be contacted to inform them not to come. See last minute cancelation of classes section for additional policy information.

Relocation

Our relocation site is MooseWood Nature Center. Jeremy Misale is the contact person for the relocation site. His phone number is 906-251-1723. The children and staff will be relocated by means of Checker Bus. We will arrange to be picked up by the bus from either Donckers or Peter White Public Library, depending on circumstances. If the facility is relocated, parents will be notified via text message.

Emergency Training for Staff

Staff will be trained on emergency procedures upon first being hired. In addition, staff will be trained once in January and again in June.

Review of Procedures

Emergency plan and procedures will be reviewed by the program director and other lead teacher every January and every June. Changes and improvements will then be made.

Communication and Reunification with Families

Parents will be contacted via text message through Tadpoles. If needed, an email with additional details will be sent as soon as is safe. Parents will be notified where they can come to be reunited with their children and when at that time. If the text message does not go through, each parents will be telephoned as soon as is safe.

Continuity of Operations

The facility will continue to operate at our present location unless it is determined to be a disaster and unusable. In such a situation, a temporary location will be obtained. Once the licensing consultant temporarily approves the space, the facility will reopen. The director would have 45 days to complete lead risk assessments, health inspections, and fire inspections. Within one year, the facility will become fully licensed at the new facility or move to a more permanent facility.