



# Policies and Procedures

{For Parents, Staff, and Volunteers}

Updated November 2023

Jeremy and Sarah Misale

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# Welcome to Discovery Central

## Mission Statement

Our unique program aims to foster a love of learning, a positive foundation for later education, and a drive toward creativity. In order to accomplish this, we make use of the natural beauty of the forest, our regularly updated knowledge of the way children learn, and our passion for creating individual bonds with children and families.

## **Owner/Admin 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, Caregiver; 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

## **Director's Resume**

### **Molly Overberg**

#### **Education**

Gogebic Community College, Ironwood MI, May 2011. Associates Degree of Applied Science focusing in Early Childhood Education. Dean's List

#### **Early Childhood Experience**

Hurley School District 2010-2016

Tutor-assisting kindergarten students with their reading skills.

Paraprofessional-worked with many different students in the Special Education Department.

Summer School teacher-planned curriculums for many different types of classes over the summer. For many years that was a "New to School" program for those entering pre-kindergarten.

After school and summer program coordinator- helped oversee an after school and summer program for all elementary aged children. Planned field trips, ordered inventory, data entry such as attendance and billing. Assisted students with any homework help that was needed and planned educational activities.

Hurley Head Start 2013-2015

Teacher's Assistant

Assisted the lead teacher in lesson preparation. Kept classroom clean and orderly each day. Communicating with parents and filing incident reports as needed.

Caregiver 2020-2021

Meal preparation, activity planning and caregiving for two families with small children in Marquette.

## Programs Currently Offered

- **Preschool/Kindergarten (P/K)** -falls under our state license
- **Summer Safari (SS)** -falls under our state license

**No smoking or vaping is allowed in or around the classroom or when we are on field trips!**

## Cultural Diversity and Special Needs Plan

Discovery Central is always working to accommodate the needs of the individual child. Prior to enrollment, we interview the family and the child to make sure that we are going to be a good fit. We work with parents to make sure that any accommodations that we need to make are made.

Cultural diversity in early childhood programs enriches the experience for the children and the staff. Children with special needs help to foster an environment of empathy. We embrace and celebrate each child's individuality, whether that be through their heritage and culture, interests, and/or physical/mental/emotional abilities.

We want each child to feel welcomed, safe, and ready to grow and learn. We have appropriate staff-to-child ratios, safe environments, and experienced and knowledgeable staff to ensure this happens. When necessary, we are willing and able to develop individualized plans with the family. This includes but is not limited to medicine administration, providing outside resources for speech and language development, and extra support for the child's needs.

## Employee and Volunteer Screening Policy

***All employees and volunteers MUST report to the director within 3 business days after any arraignment or conviction of 1 or more crimes listed in section 5r of 1973 PA 116, MCL 722.115r, and any subsequent conviction.***

### ***1. Director***

Our current director is Molly Overberg (Molly is assisted in administrative work by owners Jeremy and Sarah Misale). Any director for our school must have the following completed before the offer of employment:

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- 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 a state provided Health and Safety training course
- 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

## ***2. Teachers, Aides and Substitutes***

Our current lead teacher is Molly Overberg. The assistant teachers are Hannah Pickens, Crystal Ellefonte, and Liz Gruin. We also have a couple teacher’s aids. All teachers, aides, and substitutes 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

### **3. 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 director, a teacher, or another staff member.

### **4. Volunteer Supervision Policy**

***All supervised volunteers will receive a public sex offender registry clearance before having any contact with a child in care. Any person registered on the public sex offender registry will be prohibited from having any contact with children in care. This applies to all parent volunteers caring for more than their own child.*** 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 staff member that has been with our school for 1 year will receive at least 16 clock hours of quality training each year. This will include CPR and First Aid training, an orientation training when first hired, child abuse and neglect reporting, and an annual, state-provided health and safety refresher course. Other training topics will include: outdoor learning, true play based learning, 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.

To assist with this, there will be 3 closures/teacher-in-service days during the school year. One in October, one in February, and one in May. There will also be one in-service day at the end of the summer and school-year programs.

## **Play Based, Nature Focused, and Reggio-Emilia Inspired**

There has been much research 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. 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.

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## **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).

## **Climbing**

At Discovery Central, we realize that there are varying levels of comfort with the idea of tree climbing and climbing in general when outdoors. Therefore, upon enrolling in any of our programs, parents will be required to notify all staff members, via a pre-written waiver form, whether they do or don't want us to allow this type of behavior for their child/children.

Please keep in mind that if you do decide to allow this, we will exercise good discretion on specifics for each child according to his/her abilities.

## **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 and the way they process what they see.

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, 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 our director.

## Entrance Requirements

### ***1. Age***

In order to enroll, children must be **at least 33 months old**. If a child is between the age of 33 and 36 months, the Director or Assistant Director will evaluate if the child is developmentally ready to be included in our mixed-age classroom. Parents of children who fall into this category must sign a statement permitting the child to be part of the program.

### ***2. Immunization, Health History, and Physical Examination***

**Immunizations and physical exams are not required for children who are over 5 years and enrolled in public school.**

Each child enrolling 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.

If there are any known health conditions 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.

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. A copy of a well-child appointment report can be submitted in paper or electronic form for this requirement.

### ***3. Child Information Card***

A child information card must be ***fully filled out according to the specified instructions*** 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.

### ***4. Other Forms***

We require a **permission to photograph** form. The photo form requests permission for the specific ways we use photos taken while your child is in attendance.

We require the **checklist for enrollment form**. This form covers a number of specific permission requests. This form will need to be submitted at the time of initial attendance and again every September while your child remains in attendance.

### ***5. Discovery Central Deposit***

We require the first month down in order to hold your child's space within the P/K, and SS programs. This amount will be applied to your first month's tuition. We accept check, money orders, or online payments through your bank account (if you wish to pay online, please request an invoice for your deposit; this will contain a link for you to make your payment).

## **Diapering/Potty Learning**

According to the latest research, children around the age of 3 are generally developmentally ready to use the toilet. Delaying this process can be detrimental to later potty learning.

In addition to this, our school prioritizes time spent in the woods. This does not lend itself to frequent accidents and diapering. For these reasons, we now require a child to be able to use the toilet to attend.

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## **Orientation for New Families**

We require that each family enrolling comes in for an orientation meeting/ small-group tour with Miss Sarah before deciding to enroll or soon thereafter. Please be sure to review all policies contained in this book before your scheduled small-group tour. We strongly feel that you should be a good fit for us and we should be a good fit for you before we agree on this commitment of care and education.

In addition, we host an open-house meet and greet each August for all incoming families to get to know each other and their teaching team before each new school year begins.

## **Clothing and Supplies**

We require that each child enrolling is supplied with an extra set of clothing in case of accidents or spills. This clothing should be kept in his/her backpack for easy transfer in the classroom and on trips to the woods. 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 backpack area during class times. When a child needs a personal blanket or item to ease separation anxiety, this is supported.

## **Attendance**

Our programs start at 8:30 am and run until 4:30 pm, Monday through Friday.

Children should be dropped off between 8:30-9:00 each morning. Children should be picked up between 4:00-4:30 each afternoon.

If you arrive to drop-off or pick up your child outside of that time, you will be responsible for finding the group in the wooded area behind the school building.

If a child is early for drop-off, they will not be allowed to enter the classroom. You are welcome to wait outside of the building until the designated time.

*For late pick-up past the designated time, a fee of \$5 per minute **WILL** be charged. We highly value our teachers personal time, and want them to enjoy it in order to prevent burn-out. Please help us with this goal.*

If your child is going to be absent, please notify the director ahead of time. Tuition will be charged regardless of attendance in order to pay for the space your child is taking up within our program.

## **Tuition and Fees**

### ***Tuition and Fees***

**Tuition** for each child is due in advance of each school 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 of \$5/day it is late.

Tuition for the 2023-2024 school year will be charged as follows:

- \$1040/month for 5 full days
- \$700/month for 3 full days
- \$500/month for 2 full days

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 \$25/child.

### ***Fees for Summer Safari Program***

This program will have it's own contract made up specifically for each summer. The contract will contain the specific tuition due for the entire summer program. Families are welcome to make 3 monthly payments toward the total amount. The balance of the summer program **MUST** be paid prior to the start of the program.

## **Daily Schedule Outline/Sequence of Events for P/K and SS**

**This schedule is flexible and is subject to change based on the needs of the teaching team and students.**

**Drop-off 8:30-9:00**

**Gear-up 9:00**

**Adventures in the Woods**

**Snack in the Woods**

**Back to Outdoor Classroom 11:30**

**Lunch**

**Nap/Rest**

**Indoor Classroom Play**

**Outdoor Classroom Play**

**Pick-Up 4:00-4:30**

### **Snacks**

Parents are responsible for providing two hearty snacks for each day that their child is enrolled. These snacks should be packed to easily be taken into the woods.

### **Lunch for P/K and SS**

Parents are responsible for packing a hearty 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.

Please DO NOT send food that needs preparation. We often have many students for lunch and limited time. Keep in mind, our teaching team eats lunch with the students. All opening of wrappers and preparation MUST be done ahead of time.

## **Electronic Communication through WhatsApp**

We highly value parent-teacher communication at Discovery Central. To assist us with this we use WhatsApp. We make frequent use of this app for all programs.

## **No Shoes or Inside Only Shoes**

Footwear that has been worn outside is not permitted inside the classroom. 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 staff spend much of the time on the floor. On the other hand, if you have specific footwear that is only used for indoors that is very much welcome. We greatly appreciate the effort you make to help us with keeping a shoe-free classroom!

## **When to Keep Your Child Home**

If your child is contagiously sick please do not bring him/her to our program. When the child is no longer contagious he/she is welcome to return. 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 staff.

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

- New 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 the last vomiting episode.
- a fever (temperature of 100 degrees Fahrenheit or more, please do not bring your child to school unless it has been at least 24 hours since the fever has left)
- an eye infection
- rash (with or without fever or itching)

If your child is presenting signs of illness while attending one of our programs, a staff member will send a message through WhatsApp or call the parent/guardian. A parent/guardian will be required to pick up the child at the discretion of the lead teacher on site. While waiting for the child to be picked up, he/she will be separated from the other children in our quarantine room; one adult will maintain supervision.



## **Medication Policy**

All medication must be in its original container, stored according to instructions, and clearly labeled for a named child. This includes all nonprescription topical medications (such as diapering cream, triple antibiotic ointment, sunscreen, insect repellent). All medications (not including non prescription topic medications) require a permission form before it can be left at the center. The director must also be notified by the parent.

## **Early Dismissal and Last Minute Cancelations**

### ***Allotment of Days for P/K for Inclement Weather***

In the case of inclement weather, we will notify everyone via What'sApp text message alert system if we feel it is bad enough to cancel class. Tuition and fees include the occurrence of such days for all programs. The **P/K school year** is allotted 6 of such days.

### ***Staff Sick Days for P/K School Year***

In the case of teacher sickness without the availability of a qualified sub, we will notify everyone via WhatsApp text message alert system. Tuition includes the occurrence of such days. The school is allotted 4 such days.

## **Parent Meetings**

Every so often we will hold a parent meeting to discuss topics related to what is going on within our programs. 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 for P/K School Year**

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 recommended to attend at least two teacher requested conferences per year to touch base. The lead teacher will reach out to parents to set up these two conferences at a specified time of her choosing, generally December/January and April/May.

## **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 and Scheduled Closings**

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

Discovery Central will be closed for Thanksgiving, the day after Thanksgiving, Christmas Eve and Christmas, New Year's Eve, New Year's Day, Memorial Day, The 4th of July, and Labor Day. The Director may also choose to close down for up to twelve additional days during the P/K school 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 any of the programs at 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 and fees.***

Discovery Central reserved the right to expel anyone that is felt to be too disruptive or harmful to our programs.

### **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 What'sApp. 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 must 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](http://heart.org)** American Heart Association

**[webmd.com](http://webmd.com)** Web MD

**[mayoclinic.com](http://mayoclinic.com)** Mayo Clinic

**[clevelandclinic.com](http://clevelandclinic.com)** Cleveland Clinic

**[familydoctor.org](http://familydoctor.org)** Family Docto

## Emergency Plans and Procedures for P/K, SS, and DN

**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 Forest School, 1010 Silver Creek Rd, Marquette, MI 49855, Cell-906-362-0780, Cross Streets between County Rd 553 and US HWY 41. We are located on the north side of Silver Creek Rd.**
- 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 Forest School, 1010 Silver Creek Rd, Marquette, MI 49855, Cell-906-362-0780, Cross Streets between County Rd 553 and US HWY 41. We are located on the north side of Silver Creek Rd.**
- 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.

## ***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 Forest School, 1010 Silver Creek Rd, Marquette, MI 49855, Cell-906-362-0780, Cross Streets between County Rd 553 and US HWY 41. We are located on the north side of Silver Creek Rd.**
- 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.

### **WIDESPREAD ILLNESS OR PANDEMIC**

In the case of a widespread illness, epidemic, or pandemic, the director will follow recommendations by the world health organization, CDC, and local health department. The director will also keep in close communication with the local health department to determine if, when, and how long Discovery Central will need to close.

In such situations, the director will ensure all staff stay home when presenting with a fever, vomiting, or the specific symptoms of the illness. The director will also increase emphasis on staff and student hand washing. Proper hand washing techniques will be emphasized to the students and staff. All surfaces will be cleaned and sanitized more frequently. Cloth surfaces will be laundered more frequently or eliminated all together.

### **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 9from 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.