



# GLACIER WAY

Cooperative Preschool

PARENT HANDBOOK

## **INTRODUCTION**

Glacier Way West Side Cooperative Preschool is an early education program that provides an affordable, high-quality learning experience for three- to five- year-old children. We admit students of any race, sex, color, religion, and national or ethnic origin. Our school allows parents the opportunity to partner in their children's early educational growth, contribute to the administration of the school, and assist the teacher. Parental participation not only enables us to keep our costs reasonable, but also fosters a sense of community.

## **PHILOSOPHY**

The preschool years are an important time in the development of a child's feelings of security and self-esteem. We feel that these needs can best be nourished through the joint efforts of a qualified, understanding teacher and caring parents contributing to a play-based program. A well-designed daily routine provides security for the children in a relaxed, friendly atmosphere that fosters caring and respectful social relationships. The children are encouraged to develop creativity, self-discipline and thinking skills through a rich variety of activities such as art, music, dress-up, story time, block building and field trips. Our hope is that children will grow physically, intellectually, and emotionally. We welcome a diverse membership, and parents are encouraged to share their cultures and traditions with the children.

## EXPECTATION OF A CO-OP FAMILY

*A Co-op is a commitment, but Co-op parents will tell you, it is well worth your time and energy!*

Cooperative preschools are able to keep the cost of tuition lower because of the high level of parent involvement. As a member of Glacier Way West Side Cooperative Nursery, you will be expected to:

### **Assist the teacher in class:**

Each family is required to assist in the classroom. The exact number of days is determined by enrollment and the adult-to-child ratio. Each family will sign up for the required amount of days using Google Doc. The schedule will then be adjusted as needed. The final schedule will be given at the general membership meeting.

To maintain the integrity of our program, no siblings are allowed in the classroom while you are assisting. A sibling nursery may be available for parents to use on their assist days. The availability of the nursery will be determined based on the needs of current families, as well as safety (pending COVID). Participating parents take turns assisting in the sibling nursery in addition to their regular assist days.

### **Choose an additional job:**

The job requires time spent outside of school hours. Examples of jobs are; board member, health coordinator, deep clean coordinator, fundraising, and social media/website maintenance.

### **Bring a snack for about 15 people (determined by class size):**

You will bring snack on your parent A assist days. The snack should include a fruit or veggie along with a crunchy snack like pretzels or crackers. A snack shopping list will be provided if your class has a child with a severe food allergy. Children may be required to each bring their own snack (pending COVID).

### **Participate in fundraising:**

All families are encouraged to participate in fundraising efforts. This allows us to update materials for our classroom while keeping tuition low. There will be multiple opportunities for fundraising throughout the year.

### **Participate in housekeeping:**

One Saturday or weekday evening each month, a crew of parents will “deep clean” the school. You can sign up for two dates at the General Membership Meeting. If you are unable to participate on the date you signed up, it is your responsibility to trade with another family.

### **Attend New Member and General Membership Meetings:**

New member Meeting: We conduct a new member orientation meeting at the beginning of the fall semester to ensure all new families are acquainted with how the school is operated and what is required from each family. **Attendance is mandatory**; at least one parent must attend. Childcare is not provided at these meetings. (Non-mobile babies are okay.)

General Membership Meetings: At the beginning of each semester there is also a **mandatory general membership** meeting for all enrolled families of Glacier Way West Side Cooperative Nursery. At least one family member must be present. Childcare is not provided at these meetings. (Non-mobile babies are okay.) You will receive the final assist schedule, fundraising projects for the upcoming year will be explained, emergency procedures will be reviewed and any questions that you have can be addressed.

## DAILY SCHEDULE

8:15	Teacher arrives and prepares for the day.												
9:00	Assist parents arrive on time (parent A brings snack). Discuss with the teacher the activities for the morning. Parent A assists in setting up A room activities. Parent B directs quiet activities in B room.												
9:10-9:15	Children arrive. Parents help hang coats and place bags in cubbies, check mailboxes and bulletin boards, and bring child to B room before departing.												
9:20-9:40	First Circle Time. Parents A, B and C join in.												
9:45-10:45	Choice Time:												
	<table border="0"> <thead> <tr> <th><u>A Room</u></th> <th><u>B Room</u></th> </tr> </thead> <tbody> <tr> <td>Art</td> <td>Blocks, Vehicles, Animals, People</td> </tr> <tr> <td>Books</td> <td>Puzzles &amp; Writing Table</td> </tr> <tr> <td>Writing/Language</td> <td>Fine Motor Activities—Manipulatives</td> </tr> <tr> <td>Puppet Theater</td> <td>Sand/Water Table</td> </tr> <tr> <td>Dramatic Play Area</td> <td>Science/Math</td> </tr> </tbody> </table>	<u>A Room</u>	<u>B Room</u>	Art	Blocks, Vehicles, Animals, People	Books	Puzzles & Writing Table	Writing/Language	Fine Motor Activities—Manipulatives	Puppet Theater	Sand/Water Table	Dramatic Play Area	Science/Math
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10:45-10:55	Clean-up time												
10:55-11:10	Assist Parent A prepares for snack. Assist Parent B sanitizes tables Second Circle Time for everyone else in B room.												
11:15-11:30	Snack. Take children to wash their hands and return with children to A room to find their seats for snack												
11:20-11:30	Music and Movement Time in B room. Assist parents fill backpacks with mail and items in cubbies. Put backpacks and outdoor clothing in hall for active play.												
11:30-12:00	Transition to Outside play and Outside Play(weather permitting). Assist Parent C helps teacher supervise outdoor play. Parents A and B clean up indoors.												
12:00	Parents arrive and meet children in the playground (or indoors during bad weather.) School ends.												

## PROGRAM ACTIVITIES

**Art:** An art activity is available daily for the children in the A room. Art projects prompt children to express their thoughts and emotions in a non-verbal manner, to problem solve and try new things, and develop eye/hand coordination through the use of crayons, paints, clay, pasting and cutting.

**Block Building:** Blocks have a natural appeal as well as an educational value for children. By building with blocks, children use their imagination; develop hand-eye coordination, motor skills, shape recognition, and balance. Building helps children begin to learn the relationship of size and parts.

**Books and Language:** Literature is an integral part of the preschool experience, and being read to is an essential step in developing a child's desire and ability to read and write. The teacher and parents read regularly to the whole class, small groups and to individual children. There is a quiet area where the children have easy access to a variety of books, which they may check out weekly and share at home. They will also be given the opportunity to create short stories, write letters to other classmates, practice writing and reading their name, and practice writing and recognizing letters, numbers, and shapes. They will also develop language and vocabulary through storytelling while using the magnetic board.

**Dramatic Play:** Children grow through self-expression, and dramatic play allows them to act out their thoughts and express their feelings. Children can come up with their own ideas for creative dramatic play activities, and through these experiences explore their curiosities and make sense of the world around them. Everything from play food to dress up costumes to puppets in the theater is available.

**Gross Motor Activities:** Through gross motor activities, children develop large muscles, become more comfortable with their own bodies and develop a concept of space. They have an opportunity for this type of play indoors and outside.

**Music:** Music is an important part of our day. Not only do we have fun dancing and singing, but the children are developing many parts of their bodies. While dancing, children are learning to develop and control both listening skills and physical movements. Listening to music helps children develop pathways in their brains to improve math, language, and thinking skills. We use bells, streamers, rhythm sticks, musical instruments, and various types of music to assist the children in this area.

**Sand and Water Table:** Playing in sand and water helps children develop their minds and bodies in a relaxing and enjoyable way. They learn concepts such as measurement, space, quantity and relative size. Some of the materials used include buckets, measuring cups, rakes, shovels, sifters, scales, bubbles and straws.

**Table Activities:** We have many activities and games that develop fine motor, reading and math skills.

## DUTIES OF THE ASSIST PARENT

NOTE: Parents need not memorize the schedule. Responsibilities and duties are listed on a reference card attached to the assist parents' aprons.

### DUTIES OF THE ASSIST PARENT A

#### *Assist in A Room with Art Projects, Crowd Control, and Snack*

**Arrival:** Put on "A" apron. Discuss the day's activities with the teacher.

**Snack preparation:** Fill 8 pitchers with water and place in the refrigerator. Gather up needed serving bowls/baskets (enough for 4 tables).

**Children Arrive:** Greet families and assist children with putting belongings in the cubby. Direct children to Room B.

**1st Circle:** Please join the children on the carpet and assist with appropriate behavior and personal space.

**Free Choice:** Supervise activities in Room A. Please be sure all art has the child's name and number on it. Encourage children to write their own name. Feel free to join in their play.

**Clean Up:** Assist children with putting toys away. Place any art items that need cleaning into the warm soapy water.

**2nd Circle/Handwashing:** Please gather pitchers of water, and all snack items from the kitchen. Please do not set them on the tables until hands are washed, children are seated, and we're ready for our "thank you".

**Snack Time:** Join children at a table and encourage good manners and conversation. Remind them to put dirty dishes in the dishpan. Direct them to Room B where they will find a book to read as others are finishing up.

**3rd Circle:** After returning dirty snack items to the kitchen, please join us for 3rd Circle.

**Outside:** Please help the children gather their belongings, put on their outerwear, and line up in the hallway. Once we're outside, you can complete clean-up.

Wash all snack items in kitchen sink and return items to Room A to dry.

Clean art supplies as needed.

Help Assist Parent "B" with clean-up as needed.

## **DUTIES OF THE ASSIST PARENT B**

### ***Assist in B Room with Activities and Crowd Control***

**Arrival:** Put on “B” apron. Discuss the day’s activities with the teacher.

**Children Arrive:** Children will enter Room B after arriving. Please encourage children to find an activity on the carpet.

**1st Circle:** Please join the children on the carpet and assist with appropriate behavior and personal space.

**Free Choice:** Supervise activities in Room B. Encourage children to use the writing table, science center, manipulatives, flannel board, sensory table, etc. Feel free to join in their play.

**Clean Up:** Assist children with putting toys away.

**2 nd Circle:** Wipe down tables in both rooms with spray cleaner. From the hallway, please place an extra chair at the tables. Join us at circle time.

**Handwash Time:** Supervise children as they wash their hands before snack. Direct them back to the classroom to find a seat for snack.

**Snack Time:** Join children at a table and encourage good manners and conversation. Remind them to put dirty dishes in the dishpan. Direct them to Room B where they will find a book to read as others are finishing up.

**3rd Circle:** Please join us at circle time.

**Outside:** Please help the children gather their belongings, put on their outerwear, and line up in the hallway. Once we’re outside, you may complete clean-up.

Wipe down chairs/tables.

Sweep/vacuum floors in both rooms.

Wipe down/disinfect bathroom.

Collect trash and take out to the dumpster.

Assist “A” parent as needed.

## **DUTIES OF THE ASSIST PARENT C**

### *Outside Duties, Hallway Duties, and Floater*

**Arrival:** Put on “C” apron. Discuss the day’s activities with the teacher.

**Children Arrive:** Greet families and assist children with putting belongings in the cubby. Direct children to Room B.

**1st Circle:** Please join the children on the carpet and assist with appropriate behavior and personal space.

**Free Choice:** Supervise children in the hallway for gross motor activities if the hallway is being utilized. If there are no children in the hall, assist as needed in either classroom. Please feel free to join in their play.

**Clean Up:** Assist children with putting toys away.

**2 nd Circle:** Please join us at circle.

**Handwash time:** Assist children with hand washing in the bathroom. Direct them to the classroom to find a seat for snack.

**Snack Time:** Join children at a table and encourage good manners and conversation. Remind them to put dirty dishes in the dishpan. Direct them to Room B where they will find a book to read as others are finishing up.

**3rd Circle:** Please join us for 3rd Circle.

**Outside:** Please help the children gather their belongings, put on their outerwear, and line up in the hallway.

Please join us outside.

**If you are unable to work on your scheduled assist day, it is your responsibility to trade with someone and notify the teacher. Please note these changes on the google doc.**



## ASSIST DAY HELPFUL SUGGESTIONS

The suggestions below are designed to help you have an enjoyable and rewarding assist day. Your enthusiasm means a great deal to the teacher and the children.

- Plan ahead for your assist days, making arrangements at home as necessary. This should include childcare/sib room arrangements for any siblings. Please remember, siblings are not allowed to remain at the preschool with a parent while he/she is assisting.
- Plan to arrive with your child at 8:55 a.m. It is important to be prompt. Do not leave until all the cleaning is completed and all the children have left.
- Be natural with the children. Chat with them, read or play with them, and if your own child desires it, give him or her extra attention.
- Avoid too much conversation with the other adults, and be alert to the needs of the children. Watchfulness can avert problematic situations.
- Wear comfortable clothes and shoes so that you can participate.
- Clean-up time is a time for adults and children to work together in straightening the room after choice time. Encourage the children to clean up as they end an activity; less cleanup time at the end means more outdoor time.
- All assist parents should participate in circle time. The children enjoy it when we play, dance and have fun with them. Do not take this opportunity to clean the room or be otherwise preoccupied, except during the second circle time when A parent sanitizes tables and prepares the snack.
- Enjoy snack with the children. This is a great opportunity to help the children serve themselves snack family style. Help with reminders to use words such as, “please pass...,” and, “thank you.”
- All parents should help with backpacks and help the children – especially the threes – with their coats for outdoor play. If you are not assisting and arrive early enough to help with the process, the children have more time to play outside and you have more time to talk to fellow parents.
- A general reminder: look to the teacher for guidance in handling disputes. If the teacher is not on the spot, use your judgment, being as non-punitive as possible.
- Please discuss with the teacher any questions that you have regarding handling of children, routine or anything else that concerns you. It should be discussed after the children leave.

## **POLICIES**

### **Admission/Withdrawal Criteria Admission**

Your enrollment is confirmed with a non-refundable registration fee. Once the maximum number of students has been reached, a waiting list will be established and families contacted as openings occur.

Students must be three (3) years old by September 1 of that year. Exceptions may be considered for children whose birthdays fall between September 1st and December 1st.

### **Withdrawal**

#### *By Member*

Any withdrawing member must give two (2) weeks advance notice in writing to the Membership Chairperson. No refunds will be made after the child has attended two (2) weeks of school in either semester. In cases of extenuating circumstances, a member may petition the board for a prorated refund.

#### *By Executive Board*

Any member failing to meet the obligations and responsibilities outlined on page five (5) of this handbook under “Expectations of a Co-Op Family” will be subject to disciplinary action by the Executive Board up to and including withdrawal of school membership. Any fees for the remainder of the session of withdrawal may be prorated and refunded upon the sole discretion of the Executive Board.

The Executive Board may vote to dismiss a member if they fail to meet their financial obligations.

### **Arrival/Dismissal**

Please arrive promptly. School starts at 9:15 a.m. It is easier for most children to have some adjustment time before joining the group for circle time. It can be difficult for children to arrive in the middle of an activity. Do not leave children unattended in cars at any time.

Be prompt at pick-up. Dismissal is at 12:00pm.. The teacher will be leaving the playground and is no longer responsible for your children after this time. If you think you might be late, make arrangements for another parent to watch your child until you can pick him/her up. If someone else is going to pick up your child, the teacher must be notified in advance.

### **Backpacks**

Each child should bring a backpack labeled with his/her name, every day. Children should bring an extra set of clothing in their backpack for emergencies (in a gallon zip-lock bag if possible).

### **Belongings**

Try not to have children bring toys and other belongings to the preschool. It is hard for other children to understand not to play with them.

### **Birthdays**

Birthdays are celebrated at preschool, and you may bring a special trinket or snack on or near your child's birthday. This snack must still adhere to the prescribed snack list if there are any allergies in the classroom, and must always be nut free. If you are not scheduled to assist, and would like to bring a special treat,

contact the A Parent for that day.

## Clothing

Label your child's outerwear, especially coats and boots. Since preschool is primarily play-based, your child will be more comfortable in play clothes. Activities can be messy. Please don't have your children wear their best clothes. Dress children warmly enough for outdoor activities every session.

## Discipline

As an assist parent, you may be required to set boundaries and to redirect behavior of the children on occasion. Please remember "to discipline" means "to teach", not to punish. A positive approach must be used at all times. We at Glacier Way West Side Cooperative Nursery strive to be a center where children develop a strong, positive self-image while experiencing the many challenges and opportunities of preschool. Discipline is provided with positive reinforcement. We try to channel energy into positive directions and encourage verbal communication. Children may be redirected to another area if harm to property or other persons is involved. This removal, if necessary, is done with sensitivity and encouragement. Excluding a child from outdoor play or gross motor activities is prohibited. Excluding a child from any learning experience is prohibited.

## Enrollment

Glacier Way West Side Cooperative Nursery welcomes children of all races, religions, and nationalities. GWWSCN meets on Mondays, Wednesdays and Friday from 9:15 to 12:00 p.m. The class comprises a maximum of 15 children with one teacher and three assist parents to maintain a ratio of one adult to every four children.

## Field Trips

As part of our curriculum, we try to have a monthly field trip to explore our community. Parents must provide transportation to and from field trips or make arrangements for their child to travel with a friend.

## Fingerprinting Requirements for Volunteers

GWWSCN is required by the state to have all family members/adults who will be volunteering at our preschool fingerprinted. Glacier Way will coordinate a time and place for family members to be fingerprinted. If you were already fingerprinted for the school in a previous year, you do not need to fill out this form or be fingerprinted again unless you plan on having a new family member assist in the classroom. Fingerprints are good for 5 years. No parent or volunteer will be allowed to have contact with children at GWWSCN if they have been convicted of child abuse or neglect or of a felony involving harm or threatened harm. Any individual who is registered on the public sex offender registry is prohibited from having any contact with any child in case. Caregivers are mandated by law to report abuse and neglect. If you suspect that any child is a victim of abuse or neglect, please notify the teacher.

## Fundraising

GWWSCN encourages each family to participate in fund-raisers throughout the year. This allows us to keep our tuition lower, while maintaining the high quality of our program. GWWSCN sponsors many fund-raising projects throughout the school year in which you may participate.

## Health and Insurance

Each child enrolling at Glacier Way must have a statement of health signed by the child's physician, including a report showing up-to-date immunizations. Under Michigan law, no child is allowed to attend until his/her health form is in the hands of the health coordinator.

A parent or guardian wishing to exempt his or her child from a particular vaccination for religious or philosophical reasons must complete a State of Michigan Department of Community Health Waiver form, which can be supplied by the school. Waivers must include each vaccine being waived, a parent/guardian signature, and be dated for the current school year.

Please notify the Health Coordinator if your child has a contagious disease. Please keep sick children home until they are well. If you are unsure whether your child should stay home, consult GWWSCN's Illness Guidelines at the end of this section. Please call the school and let the teacher know that your child will not be at school that day GWWSCN carries accident insurance for any enrolled child, participating parent and the teacher while at the preschool, traveling directly to and from nursery school, and participating in "away from school" activities. The premium for this is paid out of tuition. A rider has been added to the policy that in effect says it is the purpose of our preschool insurance to cover such accidents only if the major policy, which parents carry individually, does not cover an accident we may have going to or from preschool or on field trips.

## Holidays

During the holiday season questions arise as to how our preschool recognizes the many holidays. Glacier Way includes both family traditions and holiday celebrations in our curriculum. Such celebrations may include Christmas, Hanukkah and Kwanza. Our teacher may also be asked to consider any culture or tradition deemed appropriate by the membership. The main concept taught to the children is: People are different and celebrate many different traditions and beliefs. Parents are encouraged to share their culture and traditions with the children. The subject matter and method of presentation should be reviewed for appropriateness by the teacher prior to the presentation date. Also, please note that Glacier Way does not teach religion.

## Multiples/Twins Policy

If you are a family with twins or multiple children enrolled at Glacier Way in the same year, the following will apply:

- You will be assigned one job per family.
- Tuition is per child. There is no discount applied.
- If you have multiple children enrolled you will be assigned 1 ½ times assist days.
- Deep Cleaning will be assigned per family
- Registration fee is per child.
- All the above is subject to change (determined by Executive Board) based on enrollment and school needs.

## Medication Guidelines

The American Academy of Pediatrics (AAP) and the National Association for the Education of Young Children (NAEYC) have provided teachers/caregivers with the following detailed guidelines for the management, administration and storage of medication.

Parental Authorization Except for first aid, personnel shall not dispense prescription or non-prescription

medications to a child without specific written authorization from the child's physician and parent. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent. (See the attached sample authorization for medication form).

All prescription medication should be dated and kept in the original, child-safe container. The container should be labeled by a pharmacist with: 1. The child's first and last names; 2. The date the prescription was filled; 3. The name of the prescribing health professional who wrote the prescription 4. The prescription's expiration date; 5. The manufacturer's instructions or prescription label with specific, legible instructions for administration, storage, and disposal; 6. The name and strength of the medication.

Over-the-counter medications should be kept in the original container as sold by the manufacturer, labeled by the parent/guardian, with the child's name and specific instructions given by the child's prescribing health professional for administration.

**Dispensing Medication** Written authorization to dispense medications is limited to two weeks unless otherwise prescribed by a physician. Medication can only be dispensed out of its original container that is labeled with the child's name.

**Non-Emergency Injections** Non-emergency injections can be administered by appropriately licensed persons, a teacher or caregiver trained by the parent of the child, or administrator of the childcare.

**Medication Guidelines** Michigan's Introduction to the Early Childhood & Out of School Time Learning Profession Module 2 Health

**Dispensing Record** The center must maintain a record of all medications dispensed to children by personnel to include the date, time and amount of the medication that was administered; any noticeable adverse reactions to the medication; and the signature or initials of the person administering the medication.

**Storage** Store medications in a locked cabinet, or container, that is not accessible to the children and stored separately from cleaning chemicals, supplies, or poisons. Medications that require refrigeration should be placed in a leak-proof container in a refrigerator that is not accessible to the children.

## Parent Notification

In the event that an accident, injury, incident or illness occurs, parents will be notified with a phone call if it requires immediate notification. In the event that the incident is minor, the parent will be notified verbally at the end of the school day. An accident, injury, incident report will be filled out and signed by the teacher and parent. The report will be filed in the cabinet in the classroom.

## Sibling Nursery

A sibling nursery may be available for parents to use on their assist days. The availability of a sibling nursery is dependent on interest/need of families as well as safety (pending COVID). It is located across the hall from the preschool. Participating parents take turns assisting in the sibling nursery in addition to their regular assist days.

## Smoking

Smoking is not allowed on the premises.

## Snacks

Each day the scheduled A parent brings a nutritious snack. Please let the teacher know if your child has any special food needs, as we aim to accommodate food allergies or specific dietary needs of the children. Decisions on how to do so will be made on a case-by-case basis. Please be aware that it is the responsibility of the parent of the child with food allergies – not the teacher or assist parents – to check the snack every day to ensure its safety. It is suggested that at least one of the food items brought in for snack is a fruit or vegetable. Glacier Way will honor medical food allergies but not personal food preferences (of the family or child). **ALL SNACKS BROUGHT IN DURING CLASS TIME MUST BE NUT FREE.**

## Snow Days/ Cold Days

We follow the Ann Arbor Public School closings for snow/cold days. Call their hotline at 994-8684 or listen to WAAM (1600) or WWJ (950) for information regarding snow days. Information can also be obtained on the Ann Arbor Public School website.

## Table Sanitation Procedure

1. Use a clean towel to remove any paint, glue or other residue from the table after use.
2. Use Spray Bottle #1 (Soap/Water Solution). Wipe Dry.
3. Use Spray Bottle #2 (Water). Wipe Dry.
4. Use Spray Bottle #3 (Bleach Solution). Let **Air Dry**.

*New Bleach Solution is made daily.*

Bleach Solution (50-100ppm)

- Fill labeled empty bleach spray bottle with water (approximately 2 cups or 480ml).
- Pour a small amount of bleach into the bleach cap.
- Using an eyedropper, add about 5 drops of bleach into the spray bottle.
- Test the resulting solution with Litmus Paper to achieve a light to medium purple color.
- Adjust by adding more bleach if necessary until Litmus Paper turns light to medium purple.

## Toilet Needs

Children may use the bathrooms at any time, and we encourage it before snack time. A child should be able to clearly communicate his/her needs to an adult. If they need help, the teacher should be notified. Parents must make themselves available during the school day to take care of any accidents their child may have.

## Transportation

GWWSCN does not provide transportation to or from school. Parents must provide transportation or make arrangements for their child to travel with a family member or a friend.

## Tuition and Fees

There is a \$35 deposit due at the time of registration. The tuition balance is due by the first day of class each semester and is non-refundable after two weeks. Petitions for refunds may be made to the Executive Board. **The fee is \$725 per semester.**

There will be no refunds or allowances made for absences.

## Visitors

Adult visitors are welcome at Glacier Way but must make prior arrangements with the teacher. Children may not bring other children who are not enrolled in the preschool. **PER LICENSING: Siblings are not allowed to stay with parents while they assist. Please make arrangements for childcare.**

## Yearly Schedule

Our school year runs from the beginning of September to the end of May and follows the Ann Arbor Public School District schedule for vacation breaks and miscellaneous days off. A detailed yearly calendar is provided to each member at the beginning of each school year.

## GUIDELINES FOR THE USE OF THE SIBLING ROOM

1. Bring a diaper bag with needed supplies-snacks, drinks, diapers, comfort toys, blankets, etc. *Please do not bring any snacks containing nuts.* Take everything home at the end of the day.
2. If you are assisting in the Sib room, please arrive by 8:50, so that assist parents drop kids off before starting to assist.

While assisting in the Sib room:

1. Wash hands thoroughly after changing diapers, disinfect areas used for diaper changing and have children wash hands before snack.
2. If a child is crying and you are unable to console them, switch places with their parent in the classroom.
3. Put away toys; disinfect table, vacuum/mop floors and empty trash at the end of the day.
4. **Siblings from the nursery are not to be in the classroom. If you need to comfort your child for more than a few minutes, trade with the parent in charge of the sib room that day.** Per Licensing.
5. Sibling playroom must be deep cleaned every other month. Toys (in bins) must be taken home to be disinfected every other month. Members using the sib room should rotate cleaning the toys.

## ILLNESS GUIDELINES

In an effort to minimize the illness among our families, the following guidelines have been established to help make wise decisions regarding keeping children home from school. Staff, volunteer assist parents, and children must stay home if any of the following symptoms are present:

- Fever: Temperature greater than 100.4 F (oral or rectal) is considered to be a fever.
- A yellow or green discharge from the nose
- Earache
- Rash: It is necessary to have your doctor evaluate the rash to determine if there is a contagious disease present.
- Sore throat
- Bad, persistent cough
- Discharge from the eyes; pink or red eyes
- Upset stomach, vomiting or diarrhea.

An ill child or adult should not return to school until:

- There has been no temperature elevation for 24 hours (**without the help of fever reducers**)
- No vomiting or diarrhea for 48 hours
- He/she is symptom free for 24 hours

The Health Coordinator will inform you if a contagious disease is reported in your child's classroom. A full written Health Care Plan which outlines our procedures for Hand Washing, Bodily Fluid Handling, Cleaning and Sanitizing, Controlling Infection & Universal Precautions, and Health Related Resources can be found in our Licensing Notebook located inside the classrooms.

## MOISHA STANDARDS – MICHIGAN BLOODBORNE INFECTIOUS DISEASE STANDARD

According to the Michigan Occupational Safety and Health Act of 1974 as amended, teaching staff (i.e. those who are designated as responsible for providing first aid or medical assistance as part of their job duties) are required to be trained by a competent trainer on how to handle a first aid situation where blood is present. In addition, teaching staff must be offered the Hepatitis B vaccination as part of the state standard, but not until there is a first aid incident. Both the cost of the training and the vaccination will be assumed by Glacier Way West Side Cooperative Nursery, Inc.

As state in the GWWSCN Parent Handbook, "Emergency Procedures": "Teacher will attend an injured child." Assist parents are reminded that in the event of a first aid incident involving blood, the teacher is to be immediately called to handle the situation.



## **MICHIGAN PUBLIC ACT 349 – FIRST AID AND CPR**

Public act 349 of 1994 requires that all child caring institutions have at least one person on duty who has been certified in first aid and age appropriate CPR training within the preceding 2 years and every 2 years thereafter. At GWWSCN the teacher has this training.

Glacier Way West Side's teacher must be, and is certified in first aid and age appropriate CPR. In addition, the teacher and substitute teachers must be and are trained in the Michigan Blood borne Infectious Disease Standard. The training is offered at no cost to the teacher and substitutes. In addition, if needed, the Hepatitis B vaccination upon the initial occurrence of a first aid incident involving blood is also offered at no cost.

## **CRISIS MANAGEMENT PLAN**

**A detailed Crisis Management Plan is located in the Licensing Notebook in the classroom.**

### **Semi Lockdown**

1. Teacher will announce to the assisting parents that we are in a semi lockdown situation.
2. All external doors and windows will be locked.
3. Class instruction will continue – there will be no outside activity.
4. Keep children in the classroom and hallway activity to a minimum.
5. When everything is clear announce to the parents that the semi lockdown has been cleared.

### **Lockdown**

1. Teacher will announce to the assisting parents that we are in a lockdown situation.
2. Lock all doors and windows.
3. Close window blinds and turn off lights.
4. Stop class activities.
5. Have all the children go into the purple room.
6. Keep the class quiet.
7. Take attendance.
8. When everything is clear announce to the parents that the lockdown has been cleared.

### **Evacuation**

1. Blow the fire alarm whistle.
2. Teacher will announce that the class needs to evacuate the building.
3. Go to the normal fire evacuation area.
4. Once outside take attendance.
5. Once it is safe the class may return to the building.