

# FAMILY HANDBOOK

# NATURE PRESCHOOL

Farmington Hills Nature Center



**HERITAGE PARK  
24915 FARMINGTON RD,  
FARMINGTON HILLS, MI 48336**

Phone Number:  
248-473-1870

Website:  
<https://www.fhgov.com/naturepreschool/>

Ages 3-5  
Half-day options only:  
Mon/Wed/Fri or Tue/Thu

State Licensed and Forest School Certified  
Teachers

Quarterly and Annual tuition options



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# WELCOME TO NATURE PRESCHOOL!

## OUR MISSION

Our mission is to create a play-based learning environment in nature that allows children to learn through discovery and wonderment.

## PROGRAM PHILOSOPHY

As part of our “Forest School” philosophy, we believe that children are capable individuals intrinsically motivated to learn from and explore the world around them. The purpose of using nature to educate through discovery and wonderment is to “light a fire, not fill a bucket”. The staff strives to encourage this philosophy by presenting:

- Place-based learning.
- Healthy risk taking.
- Creative problem solving.
- Providing extensions and enrichments based on their interests.
- Creating a sense of stewardship towards our Earth.



The Nature Preschool is **Licensed by the State of Michigan** and follows all required childcare licensing guidelines. Our Director and Lead Teachers are state certified teachers and/or meet all state teaching requirements for leading Early Education. The Preschool Director and Lead Teachers are Forest School Certified. The Assistant Teachers are trained in Early Childhood, Interpretation and Environmental Education. On occasion, experienced and approved volunteers and/or Nature Center Staff may assist with the program.

# HOW WE TEACH

**The Nature Preschool program focuses on immersing children in nature and play. Our curriculum emerges from nature discovery, observation, and inquiry. Emergent curriculum lets the learner be in control of their learning based on their interests. Teachers are facilitators that support early learners as they make decisions, build skills, learn to experience success and failure, develop socially and emotionally, and become part of our Nature Preschool community.**

## LEARNING ENVIRONMENT

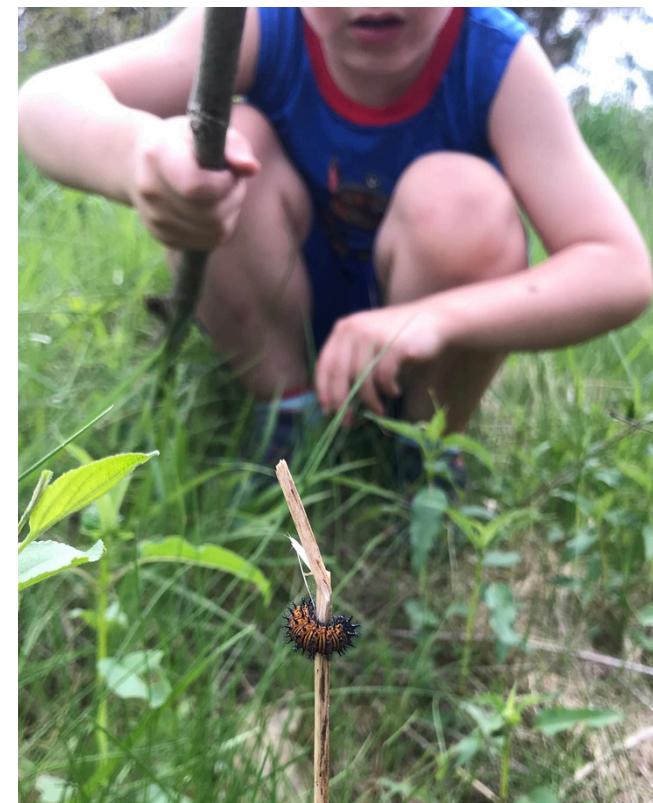
The use of emergent curriculum in nature allows children to experience a sense of happiness and empowerment while they learn. Research shows that by using this child-led approach, the rate of creating a lifelong learner increases. Activities that take place outdoors in the natural world stimulate all the senses, bringing each lesson to life. Nature also gives children the opportunity to practice handling success and failure, leading to real-world problem solving. There is constant communication and teamwork between children in this setting, which builds social and emotional skills. In a learning environment that is safe but allows for risk taking, a sense of personal confidence is developed. Trust between the students and the teachers is central.

From this kind of learning environment, there are four attributes that develop amongst our learning community. These attributes are:

- Happiness and wonderment
- Peaceful co-existence
- Being kind and compassionate to nature
- Individuality and a sense of inclusion

## ASSESSMENT

Each child will be individually observed and assessed on how they are meeting the Michigan State Standards and Benchmarks in Early Childhood Education. We believe everyone learns at their own rate. Your child's progress will be communicated during Parent/Teacher Conferences in May.



# WHAT IS TAUGHT?

At Heritage Park Nature Preschool “nature comes alive” and offers a variety of learning opportunities. These opportunities provide the teachable moments for the following areas of focus:

- **Social and Emotional Connections**
- **Physical and Mental Wellness**
- **Language, Literacy and Communication Skills**
- **Science**
- **Mathematics**
- **Social Studies**
- **Creative Arts**
- **Writing and Reflection**

From our Forest School philosophy, children will also gain 21st century skills like:

- **Critical thinking, Problem Solving, and Decision Making**
- **Cooperation**
- **Collaboration**
- **Executive functions**
- **Creativity**
- **Social skills and Communication**



## NO HOLIDAYS OR BIRTHDAYS

We do not celebrate holidays and birthdays at Nature Preschool. There will be times throughout the year that attention is paid to changes in seasons and events in the natural world. For instance, we may have a Maple Sugar Celebration to honor the Maple Trees in the spring. **A family events calendar will be shared at the beginning of the year**



# TYPICAL DAY AT NATURE PRESCHOOL

We value spontaneity in activities and take advantage of the “teachable moment.” We also know that young children benefit from knowing what will happen next. We will maintain a loose schedule, with predictable events throughout the day, such as snack and community circle time, to give children the security of structure.

## ARRIVAL

Class begins outside near the Nature Center at the entrance of the Nature Discovery Trail. The adult dropping off the child will make sure the child has used the restroom and sign them in for the day with a teacher. Then, the child will enter the outdoor play area (dressed for the weather) to join the other teachers. **Please be on time.** The arrival activities are valuable opportunities for teachers to assess students.

## OUTDOOR PLAY & CHOICE

Children will start their class time with a choice-based play activities **OUTDOORS** on the Nature Discovery Trail or a nearby natural area. Arrival activities may be moved indoors to the Nature Center or Nature Classroom if weather is severe. Activities may include sensory stations, experiments, STEM projects, dramatic play, water/sand play, structure building, music, art, physical activities like running, climbing, and jumping.



## COMMUNITY CIRCLE

Children will gather to take part in conversation and greet one another. We will take this time for each person to share a gratitude and share the schedule of the day. We may also engage in music and movement activities, listen to stories, and participate in other whole-group welcome activities.

## HIKE - EXPLORATION AND DISCOVERY

The class will head out on a trail adventure. They will visit different areas of the park including meadows, forests, wetlands, the Children’s Garden, pollinator gardens, Stuart Little Pond, the outdoor classroom, and other special places. Along the way, children will take part in conversations, engage in music and movement, use their senses, listen to stories, and participate in whole-group activities or small group activities. The activities facilitated along the hike are child-led and inquiry-based and are determined by elements of seasonal change, natural cycles, and the interests of the class.



## SNACK TIME & LITERACY

Teachers and children eat a picnic-style field snack (brought from home) while they converse and enjoy each other's company. A storybook is often introduced during snack that is relevant to our recent discoveries and adventures. Children clean up from snack after they finish eating and transition to their next activity.

## SIT SPOT

The sit spot is a nature spot that the child has chosen to sit in. It is an area where the children are close by but have their own space. During this time children will relax, observe their nature space, use this time to reflect on an experience, maybe nature journal, or practice some mindfulness. After some time, children will hear a signal to join back at our community circle space.

## COMMUNITY CIRCLE TIME & REFLECTION

At this time, the group will make their way back to the Discovery Trail. As they wait for their departure, the group will share their discoveries and wonderments from their experiences of the day. This discussion will help guide the activities for the following class time. The children will reflect on the space and time that was shared. Teachers will also prepare students for what to expect at the next class as they wait for departure.

## DEPARTURE

Children are picked up outdoors near the Nature Center at the Nature Discovery Trail. Only adults age 16+ from the approved pick-up list that show their photo ID are allowed to sign-out a child. Children must be signed-out from the teacher before leaving Nature Preschool. Please be on time to avoid late pick-up fees. See late pick-up fee policy (pg 11).

# SCHOOL YEAR AND SCHEDULE OFFERINGS

## ANNUAL SESSION OPTIONS

**Mondays, Wednesdays, and Fridays**  
**9am-Noon Ages 3-5**

**Mondays, Wednesdays and Fridays**  
**1pm-4pm ONLY Ages 4-5**  
*Kindergarten Readiness Session\**

**Tuesdays and Thursdays**  
**9am-Noon Ages 3-5**

**Tuesdays and Thursdays**  
**1pm-4pm Ages 3-5**

**Children need to be at least 3 years old, but under the age of 6 by September 1st.**

**Please see the School and Tuition Calendar Online for “no school days” and quarterly tuition amounts.**

Nature Preschool is offered HALF DAYS ONLY. Families must choose either AM (9am-Noon) or PM (1-4pm).

The Nature Preschool runs a full school year from September (after Labor Day) to early June. There may be days off for Holidays, Staff Trainings and other closures. Planned closures are already accounted for in your tuition.

**The School & Tuition Calendar is also available online.**

**\*Kindergarten Preparedness Session gives students the opportunity to focus on mastering more complex skills and meeting benchmarks necessary for Kindergarten readiness.**

**\*The completion of Kindergarten Preparedness classes does not ensure entrance into Kindergarten in the Fall.**

# CLOTHING AND PREPAREDNESS

## **EXPECT YOUR CHILD TO BE OUTDOORS EVERY DAY & GET DIRTY AND/OR WET AT SCHOOL!**

Discovery-based learning can be messy. For this reason, it is important that children come dressed for messy, outdoor play. When preparing your child for the day, be aware that your child will be outdoors most of the time, with access to mud, water, glue, paint, etc. Children also need comfortable, closed-toe, protective shoes/boots with gripping soles for running, jumping, and climbing and weather appropriate clothing & gear.

To keep your child warm and dry, it is strongly encouraged to wear layers made out of wool or synthetic fabrics such as polyester, silk, and nylon. Fabrics that are a wool/synthetic blend also work. It is recommended to avoid cotton fabrics during the very warm and cold temperatures.

**ALL ITEMS MUST BE LABELED WITH YOUR CHILD'S NAME.**



## **WHAT YOUR CHILD NEEDS EVERYDAY**

- BACKPACK (APPROPRIATELY SIZED WITH A CHEST STRAP)
- BANDANA (TIED TO BACKPACK)
- SNACK
- WATER BOTTLE
- A SPARE LAYER OR MITTENS (SEASONALLY)

## **FALL/SPRING**

- WATERPROOF BOOTS
- RAIN JACKET & RAIN PANTS/SUIT
- SWEATSHIRT AND/OR JACKET
- WATERPROOF MITTENS AND HAT
- BUG SPRAY AND SUNSCREEN- APPLIED BEFORE CLASS (DO NOT PUT IN CHILD'S BACKPACK)

## **WINTER**

- THINK LAYERS (NO COTTON- "COTTON KILLS")
- WATERPROOF, INSULATED BOOTS
- WOOL SOCKS
- WARM JACKET AND SNOW PANTS
- BASE LAYER BOTTOM AND TOP
- WATERPROOF WINTER MITTENS
- WARM HAT (COVERS EARS)
- SCARF OR BALACLAVA

## **FAMILY INVOLVEMENT**

To help ease the transition from home to school, talk regularly with your preschooler about their new experiences. Your preschooler will benefit from your support and understanding as they begin to grow outside the home. The Forest School philosophy is meant to challenge your child. Learning outdoors, changing seasons & weather, social emotional challenges and moments of failure/success are all part of the journey and contribute to your child's growth. These moments will also feel hard to go through as their adult. **It's important to be consistent, stay positive and trust the Forest School process.**

Recognizing the important connection of home and school, we ask that you please take time to **read any newsletters and flyers sent home with your child or through email.**

**Family gatherings and celebrations** will be planned throughout the school year to allow families to get to know each other and support the Nature Preschool. A list of events will be shared via email and flyer.

# REGISTRATION

## REGISTRATION REQUIREMENTS

A complete list of needed paperwork and documentation will be sent to you. Some of the documentation required before each child's first day of attendance includes:

1. **Completed ePACT online account** with Emergency Contact Information, approved pick-up list, allergy info/special instructions *Required prior to first day & must match Child Info Record form. Be sure to click "share" with City of Farmington Hills. Please do NOT email forms.* See the "ePACT help" link online at [www.fhgov.com/naturepreschool](http://www.fhgov.com/naturepreschool).
2. **Completed child information record form** (required prior to first day of attendance, must match ePACT account information)
3. **Field Trip Form** (required prior to first day of attendance)
4. **Written Information Packet Documentation** (required prior to first day of attendance)
5. **Proof of immunization OR signed waiver from the Department of Community Health** (required within 30 days of attendance)
6. **Health appraisal** (physical) signed by a licensed physician (required within 30 days of attendance)
7. You are REQUIRED to schedule a **MANDATORY paperwork and informational meeting** with staff before your child begins school.

We ask that you please complete the paperwork as soon as possible and return it before your child's first day. Forms can also be uploaded directly to ePACT in the "files" tab under **your child's** profile.

## SCHOLARSHIPS

Limited need-based scholarships are available. Please inquire with the Preschool Director or Nature Center Supervisor for more information.

# REGISTRATION AND TUITION PAYMENT

1. **Online registration** is required for Nature Preschool. In order to register online you must know your Household #/Username. If you have been in a Farmington Hills Special Services activity before, your Household Number can be located on a past receipt from our department. If you are a new user, you will need to create a Household Account. Make sure to add each member of your family and their information to your household account.
2. You will need to select the days your child will be attending (M/W/F or T/TH) and time (9AM-12PM or 1-4PM).
3. Registration secures your place in our program and is a one-time **required, non-refundable payment**. Sibling Discounts = the registration fee is waived for a sibling
4. Once registered, you can **select your tuition payment option when it opens**. There will be a quarterly or annual option and is based on an approximate \$35/class average over the school year. See breakdown below.
5. You are REQUIRED to **schedule a MANDATORY paperwork and informational meeting**

## TUITION

Save 5% by paying the ONE-TIME **annual** tuition rate (due Sep 1)

M/W/F=\$3,097 OR T/TH=\$2,303

A **quarterly** payment plan (without the discount) is also available. Quarterly tuition payments are required online and are **DUE Sep 1, Nov 1, Jan 1 & Mar 1**

M/W/F=\$815/quarter OR T/TH=\$606/quarter

**All families MUST enroll in autopay and complete an Electronic Fund Transfer**

**Form before school begins.** Either Annual or Quarterly funds will be automatically deducted from your account on the tuition due date(s) above. **The tuition withdrawal will appear in your account as either HAWKMOTTO, Hawk Billing, or WebTrac.**

## LATE TUITION PAYMENTS

A \$10 late fee will be added for every day a tuition payment is past due. If tuition is more than 2 weeks late your registration will be canceled, and the open spot offered to the waitlist. The registration fee **must** be paid again **before** the next class. Admittance is based on availability.

# ePACT SYSTEM

**All families MUST fill out the required health & emergency information for their child in ePACT prior to the first day of school.** All required forms can be electronically uploaded to your ePACT account or printed and submitted. You will receive an ePACT email prompting you to create an account after you pay the Pre-enrollment Registration Fee. We will also send a reminder email, but please let us know right away if you have not received an invite email from ePACT before the first day of class.

## WHAT IS ePACT?

ePACT is your emergency network, allowing you to securely store all your important medical and emergency contact information online. Build a support network for your family by connecting and sharing your single ePACT record with friends, relatives and the organizations that support you.

## PRIVACY AND SECURITY

Maintaining the privacy and security of our users' data is our top priority. ePACT meets or exceeds legislative privacy requirements for the US and Canada and maintains the highest levels of data encryption to ensure outstanding security for all our users.

## HAVE QUESTIONS OR FEEDBACK?

Visit the Help Center for all the answers to your ePACT questions, including articles, videos, and live chat with Customer Service seven days a week at [help@epactnetwork.com](mailto:help@epactnetwork.com) or call 1-855-773-7228. Visit [www.fhgov.com/naturepreschool](http://www.fhgov.com/naturepreschool) for our ePACT help link and FAQs

## CONTACTING PARENTS/GUARDIANS IN AN EMERGENCY

If there is an emergency regarding your child or Nature Preschool, you will be contacted by a phone call and/or text message. If you cannot be reached, we will contact your child's emergency contacts. Please make sure we have the most up-to-date contact information. In some situations, including illness or accidents, guardians or emergency contacts may be asked to pick up a child from Nature Preschool. For general notifications and school closures we will communicate with you via email or text message.



# ADDITIONAL POLICIES

## WITHDRAWAL POLICY

It is required that families fulfill the responsibilities outlined in the Family Handbook. As problems arise, be sure to communicate with the Nature Preschool staff. When staff members are informed of the situation, most problems can be overcome, as staff and families work together. Families who withdraw will not be refunded the registration fee. A written notice of withdrawal 30 days in advance is required to receive a tuition refund.

## REFUND POLICY

Please review the Nature Preschool Withdrawal & Refund Policy:

- If a child must miss class due to illness, vacation or other personal reason, no refund will be issued.
- Withdrawal/refund requests must be submitted in writing or via email to the Director or Lead Teacher.
- **Annual or Quarterly** tuition refund requests must be submitted **at least 30 days** in advance of student's last day to receive a full refund for future dates, minus a \$10 admin fee.
- Families notifying the school of unenrollment less than 30 days in advance will **not** receive a refund for classes within the initial 30 days. Credit due back to the family will be calculated beginning the 31st day after notification, minus a \$10 admin fee.
- No refunds are offered for class dates that have already passed, regardless of child's attendance.
- The Pre-enrollment Registration Fee (\$125/\$150) is non-refundable.
- If tuition is more than 2 weeks late, the student will be unenrolled from preschool. The registration fee will need to be paid again to re-enroll. A spot is not guaranteed. There is a \$10/day late fee for tuition.

## LATE PICK-UP FEE

We want your children to be able to take advantage of every minute of their class time. Adhering to drop off and pickup times is very important. There will be a late fee of \$1.00 per minute enforced for every minute your child is not picked up after the 5-minute grace period.



## SNOW DAYS AND OTHER SCHOOL CLOSINGS

Nature Preschool may close if road or weather conditions make it unsafe for families or preschool instructors to get to school. There may be situations beyond our control that cause the school to close. If more than 3 days of school are canceled throughout the school year, a make-up class will be scheduled for any additional missed days. School is rarely canceled and typically follows City of Farmington Hills closures.

Families will receive an **email** announcing a closure **at least one hour** before the start of class.

# ACCESSIBILITY STATEMENT

Students requiring accommodations or modifications because of a documented disability should discuss this need with the Nature Preschool Director before classes start.

We respect the confidentiality of your child and family. If special needs cannot be met, then outside help may be warranted such as from the Health Department (vision, hearing), Early On/Project Find (diagnosing early learning developmental delays) and Oakland County Educational Services ([www.oakgov.com](http://www.oakgov.com)). Parents will be notified before these services are requested.

We value working with all parents, as they are an important part of their child's educational team. We also use recommendations from specialists for information on appropriate tools to use with each child. We commit to inclusion in our classes. Staff receives ongoing training on inclusion/special needs. Staff facilitates to enhance interactions between children with and without disabilities, as we believe all children learn from each other. Communication with families is ongoing, while staff and families collaborate to meet the individual needs of the child.



# MAINTAINING CONFIDENTIALITY

Teachers and staff will not discuss private and confidential information regarding the programs, fellow employees, families, or children with any other parents in the program. The only exception to this is authorized personnel on a need-to-know basis, particularly as it relates to mandated reporting laws.

# CHILD GUIDANCE AND DISCIPLINE POLICY

At Nature Preschool, we take an individual approach to behavior management by using positive reinforcement in addition to a variety of strategies that help promote self-regulation. With guidance and practice, preschoolers are empowered with the skills necessary to navigate through social situations. Moments of unexpected behavior are our opportunity to teach children the social-emotional and communication skills necessary to manage themselves, resolve conflict, and develop pro-social behaviors. If children engage in habitual unsafe behavior that is harmful to themselves or others, we will work together with the family to develop an individualized growth plan that aims for measurable progress towards expected behavior. The growth plan is dynamic and identifies the timeline, goals, tools, strategies and support needed for the student to be successful. Unsafe behavior may result in the child being immediately picked up by a parent/guardian with a return-to-class plan shared by the teacher. The staff strives to work closely with parents to make the preschool experience the best that it can be for each child and family. Per state of Michigan regulations, all staff and volunteers are prohibited from using corporal punishment, humiliation, threats, seclusion, or techniques based on shame or fear.

# RESTROOMS

Children must be potty-trained & relatively self-sufficient using the restroom. We understand accidents happen and potty-training is a journey. We do our best to support all children as they master this skill. Due to state requirements, diapers/pull-ups are not allowed. **An emergency change of clothes will be stored at school in a Ziplock bag with your child's name on it. Throughout the change of seasons you will have a chance to update the contents according to weather.** Circumstances may require you to come pick-up your child from class. If accidents become frequent, then we will meet as a team to determine a plan and decide if your child is ready for Nature Preschool. Students have access to restrooms in multiple locations throughout Heritage Park. Park restrooms are temporarily closed to the public while in use by Nature Preschool. Teachers schedule water and restroom breaks in addition to escorting children to the restroom on an as needed basis.

## LICENSING AND CERTIFICATIONS

The Nature Preschool is a star-rated, licensed childcare center from the State of Michigan. Preschool Teachers are Forest School Certified. Staff must have current trainings required by the state and are CPR/First Aid Certified by the American Red Cross. Our Preschool Director and Lead Teachers are certified teachers. The Assistant Teachers are trained in Early Childhood Programming, Interpretation and Environmental Education. Staff participates in professional development throughout the year. On occasion, experienced and approved volunteers and/or Nature Center Staff may assist with the program.

## AGE REQUIREMENTS

To register for Nature Preschool, children need to be at least three years old, but under the age of 6 by September 1st. Children enrolled in the Kindergarten Preparedness Class should be at least four years old by September 1st.

## WAITLIST POLICY

Nature Preschool classes are popular and fill quickly! If there is a wait list for a Nature Preschool, you're encouraged to join the list online. Registering for the wait list does NOT guarantee your spot. When a spot opens you will be notified by email or phone. The first family to respond with registration payment will receive the spot. Once the wait list has been exhausted, the spot will open back up to the public.

## CLASS SIZE AND RATIOS

Nature Preschool follows all state requirements for student to teacher ratios. We strive to keep our ratios as low as possible, using the Forest School guidelines of 1:6. Class sizes vary, but are between 8-18 children per class, depending on enrollment and the needs of the group.



# SNACKS

It will be the parent's responsibility to provide a healthy snack and beverage for the child. Please send your child with a refillable water bottle. If your child has food allergies or needs a special diet, please make the teacher aware of their needs for safety reasons. While we can't guarantee our facility is nut-free, it will be the responsibilities of the families to send children with nut-free snacks.

We will have snacks and beverages available for emergency reasons but will not be provided by the school on a regular basis. All snacks and items must be **LABLED WITH YOUR CHILD'S NAME**. Certain snack items may be limited throughout the year; this will be communicated with parents in advance.

# FIELD TRIPS

**Every day is a Field Trip in Heritage Park!** Families are required to sign a field trip form at the beginning of each school year allowing your child to explore all areas of the park on our adventures each day. The Nature Preschool Classroom is not contained by four walls! We will be adventuring to the forests, meadows, picnic areas, and trails around the Nature Center.

Rest assured that all necessary class materials, communication devices, first aid kits, medications, and emergency contact info will come along on our hikes. There may be additional off-site trips or guest on-site programs planned. Parents will be notified in advance if any additional permission slips or fees are required for these activities.

# GRIEVANCE POLICY

If you have any concerns that you don't feel are adequately addressed by the teacher(s) or relate to teacher performance, please contact the Preschool Director at (248) 473-1870. We value each child's experience and will do our best to remedy any issues.

# ATTENDANCE AND HEALTH

Regular attendance is very important for your child to get the most from preschool. When there are frequent absences, a child may feel uncomfortable as they may not know the songs, activities, or the other children. If your child is sick, please keep them home and **notify the lead teacher and the preschool director** if your child will be absent. If your child is absent for a reason other than illness, notify us of that as well. **Children can't return to school until they have been fever-free for 24 hours without the use of fever-reducing medication.** Families will be notified of communicable diseases present in Nature Preschool and will be asked to follow current quarantine guidelines before returning to school.



# HEALTHY NATURE PRESCHOOL PLAN

Many communicable diseases can be prevented through appropriate hygiene and sanitation practices. Contamination of hands, toys and other equipment in the room has appeared to play a role in the transmission of disease in childcare settings. Illnesses may be spread by way of human waste, such as urine and feces; body fluids, such as saliva, nasal discharge, eye discharge, open skin sores and blood; direct skin-to-skin contact; touching a contaminated object or the air, in droplets that result from sneezes and coughs.

Since many infected people carry communicable diseases without symptoms and many are contagious before they experience a symptom, caregivers need to protect themselves and the children they serve by carrying out, on a routine basis, universal precautions and sanitation procedures that approach every potential illness-spreading condition in the same way. With this in mind, the following policies shall be implemented at Nature Preschool.

## TEACHING THE CHILDREN

- Time should be taken to teach children the correct hand washing technique as described above
- When to wash hands
- How to wash hands (demonstrate correct hand washing)
- Observe the child hand washing
- Correct the child's technique as necessary

## HANDWASHING

### Staff must wash their hands:

- When arriving at school
- Before preparing or serving any food or drink
- After handling animals or insects
- When hands are dirty
- Before administering medication
- Before and after giving first aid (when appropriate)
- After using the restroom
- After washing hands, it is important not to touch anything (such as a child, chair, doorknob, etc.) before handling food
- If you are using gloves to prepare food, you should still wash your hands before putting on the gloves
- After any contact with a child's bodily fluids—including blood, vomit, sputum and mucus (from wiping noses) your hands must be washed

### Children must wash their hands:

- When arriving at school
- Before eating
- After toileting
- After sneezing or blowing the nose
- After outdoor activities
- After handling animals or insects
- When hands appear to be dirty

### How hands should be washed:

- Wet both hands
- Apply a small amount of liquid soap
- Rub hands together for at least 20 seconds to work up a good lather
- Be sure to wash between your fingers, under the nails and all hand surfaces from the tips of the nails to beyond the wrists
- Rinse hands well under a stream of warm running water
- Leave water running while you dry your hands—you do not want to turn off the “dirty” faucet with your now clean hands
- Dry your hands well
- Use the towel to turn off the faucet
- Dispose of the towel in the trash
- Consider the use of hand lotion to prevent chapped and cracked skin



# CONTROLLING INFECTION

If a child becomes ill while at Nature Preschool the child's parents will be called immediately to pick that child up. This may include vomiting, diarrhea, fever or other symptoms that prevent students from staying engaged. Teachers may check temperature with a forehead thermometer, if fever is expected. Body temp of 100.4 or higher is considered a fever. The child will be moved away from the rest of the group and made comfortable until the parent arrives. If the child handled toys or other items during Nature Preschool the items will be sanitized to reduce the risk to other students.

Communicable disease reports must be submitted to Oakland County Health Department weekly or when symptoms of a potential communicable disease are presented among children or staff. When performing tasks that involve body fluids, employees will adhere to the following Universal Precaution procedures.

## HANDLING BODILY FLUIDS

Nature Preschool staff shall use universal precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges. Staff will treat all situations involving potential contact with blood, body fluids, or medical waste with caution.

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

## ANIMALS AT NATURE PRESCHOOL

Sometimes the Nature Preschool will have animals who are used for teaching, building relationships, and supporting children in their growth and development. Please notify the teacher of any animal allergies your child may have, or other concerns you have regarding animals. **Please do not bring pets at drop-off or pick-up time. Pets are not allowed on Heritage Park property.**

# MEDICATION AND HEALTH SERVICES

No medication shall be given at Nature Preschool except on written order by the child's parents. Parents must complete the "Medication Permission and Information" form. This form should be updated annually for medication that is administered on an on-going basis. All medication must be stored according to label instructions and in its original container. The container must have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication. All medication is to be stored out of the reach of children and returned to the child's parent or destroyed when the parent determines it is no longer needed or it has expired. All medication is to be given according to the label directions. The U.S. Food and Drug Administration and the American Academy of Pediatrics have both recommended that cold and cough medications NOT be used with children under 6. It is for this reason that we require a written order from the child's physician prior to administering cold and cough medications. All other health services (i.e., medical, dental, etc.) will be provided by the parents. Referrals to community services and agencies will be made by the teaching team when appropriate.

## INCIDENT REPORTS

A Farmington Hills Nature Center Incident Report and a DHS Incident Report (if applicable) will be completed anytime an accident, injury, or illness occurs during class. The staff member who tended to the sick or hurt child will be responsible for completing the report.

## LICENSING NOTEBOOK

Nature Preschool maintains a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). This notebook includes all reports issued and CAP's developed on and after or licensing date per state requirements. This notebook is available for parent to review during regular business hours by appointment. Any licensing inspection and special investigation reports from the past two years are also available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## PEST MANAGEMENT PLAN

Pesticide application may occur (rarely) during the year if there are pest issues in the building. You will receive advanced notice of these applications through two means (letter sent home and notice in the posted in the entrance of the building). This advanced notice shall contain information about the target pest or purpose for the pesticide application, information about the pesticide to be used, approximate location of application, date of the application, who to contact at the Farmington Hills Nature Center for more information and the National Pesticide Information Center phone number.



# AT-A-GLANCE SCHOOL CALENDAR 2026 - 2027



Aug 18	Open House T/TH
Aug 19	Open House M/W/F
Sept 1	<b>Tuition Due</b> <b>Annual and Quarterly</b>
Sept 10	First Day of School T/TH
Sept 11	First Day of School M/W/F
Nov 1	<b>Quarterly Tuition Due</b>
Nov 25-27	No School - Thanksgiving Break
Dec 21-Jan 1	No School - Winter Break
Jan 1	<b>Quarterly Tuition Due</b>
Jan 18	No School (MLK Day)
Feb 15-19	No School - Mid-Winter Break
Mar 1	<b>Quarterly Tuition Due</b>
Mar 29-Apr 2	No School - Spring Break
May 10 & 11	No School (Conferences)
May 31	No School (Memorial Day)
June 7	Last Day of School M/W/F
June 8	Last Day of School T/TH

**Quarterly Tuition is DUE ONLINE on:  
Sept 1, Nov 1, Jan 1 and Mar 1.**

**\*School Calendar follows Oakland County School Breaks**

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## Phone Numbers

Nature Center Office: (248) 473-1870

Nature Center Supervisor: (248) 473-1874

Nature Center Cell Phone: (248) 417-3256

## Staff Emails:

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