

DOVE ACADEMY OF DETROIT

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DoveAcademy.net



Great Start Readiness Program

Parent Handbook

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“Developed under a grant awarded by the Michigan Department of Education.”

Program Overview

Mission Statement

The mission of Dove Academy is to educate all students so they can effectively, efficiently and successfully communicate (read, write and speak) and solve complex mathematical challenges.

Core Values

We value...

- Children becoming responsible citizens
- Learning as essence of the human experience
- Fellowship through meaning, dignity, and sense of community
- Leading with honor, integrity, respect, and trust
- Ownership of excellence, service, and results

Philosophy Statement

Dove Academy Great Start Readiness Program believes individual children develop best in a nurturing classroom through active learning experiences. Teaching teams work to build confidence in all children in order to establish a solid foundation at their own developmental level. We foster supportive relationships with families and community partners to enrich the child's emotional and social development. These beliefs guide our practice and provide the framework for program decisions.

Curriculum

Dove Academy GSRP provides a quality educational program for a diverse population of children with widely varying levels of development and ability by following the HighScope curriculum. In the HighScope curriculum, adults and children are partners in learning. Through active participatory learning, young children construct their knowledge of the world - finding out how the world works through their own direct experience with people, objects, materials, events, and ideas. More information about the HighScope curriculum can be found at HighScope.org.

Developmental Screening

Dove Academy GSRP utilizes the Ages & Stages Questionnaire, a developmental screening tool to assess children's skills in different developmental areas. Each child is screened twice a year to monitor developmental progress. If concerns are noted, teachers will refer children for further diagnostics through special education.

Referral Policy and Procedure

Within 30 days of program entry staff will obtain the results of the developmental screening Ages and Stages Questionnaire (ASQ) (completed by either the parent or the teacher). A copy of these results will be placed in the child's file. Staff will share the results with parents and use results to support the child's development as follows:

1. If the child scores in the typically developing range on all domains on the ASQ and neither the parent nor the teacher have concerns about the child's development, teachers will use results to plan opportunities for the child to strengthen skills. Evidence of differentiated instruction will be noted on lesson plans.

2. If the child scores in the slightly below typically developing range in any domain on the ASQ and neither the parent nor the teacher have concerns about the child's development, teachers will use the results to plan opportunities for the child to strengthen skills. Evidence of differentiated instruction will be noted on lesson plans.
3. If the child scores below the typically developing range in any domain on the ASQ or the parent or teacher have concerns about the child's development, the teacher will conference with the parent, sharing the child's strengths and the options for support. Options for support include providing further experiences in the domain of concern then re-screening after 8 weeks of instruction and referral to the special education department for further evaluation. If further experience in the domain of concern and re-screening after 8 weeks of classroom experience is the option chosen by the family, evidence of differentiated instruction will be noted on lesson plans. After 8 weeks of classroom experience, the child will be re-screened using the ASQ by either the parent or the teacher. If the family chooses further evaluation, the teacher will complete a referral form and forward the scored ASQ with the referral form to the special education department. A copy of the ASQ and referral form will be placed in the child's file.
- Once the referred student has been observed, screened or evaluated by the responsible staff, the outcome and recommendations will be communicated to the special education director and the teacher.
 - If the student is evaluated, found to be eligible for special education certification and services an IEP will be conducted.

- If the student is found to be ineligible the special education staff will explain the results to the teacher and the parents.
- If the child is found to be eligible the special education department will provide a copy of the IEP to the preschool teacher. The teacher will use IEP to plan opportunities for the child to strengthen skills. Evidence of differentiated instruction will be noted on lesson plans.

Child Assessment Information

Dove Academy GSRP utilizes HighScope's child assessment tool known as the Child Observation Record (COR). The Preschool COR is an observation-based instrument providing systematic assessment of young children's knowledge and abilities in all areas of development. Teachers will complete COR three times a year for each child. This information will be shared with parents at conferences throughout the year.

Home Visits

The program requires that teachers visit your home twice each year. These visits will take place in the fall and in the spring. The goal of the home visit is to enhance your child's education by providing individualized time with each family. Each home visit will be scheduled in advance. Home visits are intended to build relationships and to provide a supportive environment for children and families.

Daily Schedule

An average day for a child enrolled in Dove Academy's GSRP program will be similar to the sample schedule posted below.

8:00 am-8:15 am	Arrival Time
8:15 a.m. – 8:45 a.m.	Greeting Time <i>Greeting time provides a smooth transition from home to school. Teachers greet children, connect with parents, and read books in a cozy setting. The message board gives children and teachers a chance to share important information for the day. Parents often join us for this part of our day.</i>
8:45 a.m. – 9:15 a.m.	Breakfast
9:15 a.m. – 9:30 a.m.	Large Group <i>Children and teachers gather together to play games, tell and re-enact stories, sing songs, do finger plays, dance, play musical instruments or re-enact special events. This time is an opportunity for each child to participate in a large group, sharing ideas and learning from the ideas of others.</i>
9:30 a.m. – 10:15 a.m.	Outside Time <i>Children engage in vigorous, noisy outdoor play. Teachers participate in, and support, children's play outdoors.</i>
10:15 a.m.—10:25 a.m.	Planning Time <i>In their small-groups, children indicate what they choose to do during work time (typically what they will do first). Their teacher will try to understand children's plans and often try to help children extend their plans.</i>
10:25 a.m. – 11:25 a.m.	Work Time <i>Children carry out their initial and subsequent plans. Children can work with any of the materials in any of the interest areas. Teachers observe children and look for opportunities to enter into children's activities to encourage their thinking, extend their play, and help them wrestle with problem-solving situations.</i>
11:25 a.m. – 11:35 a.m.	Clean Up Time

Children and teachers together return materials and equipment to their storage spaces and, when appropriate, put away or find display space for their personal creations.

11:35 a.m. – 11:45 p.m.

Recall Time

Recall brings closure to the planning–work time–recall sequence. In their small-group, children reflect on, talk about, and/or show what they have done at work time.

11:45 a.m. – 12:05 p.m.

Small Group Time

Each teacher meets with their consistent small group of children to work with materials planned and introduced by the teacher. Although the teacher chooses and introduces the materials, each child has control over what he/she will do with them.

12:05 p.m. – 12:15 p.m.

Bathroom and Hand Washing

12:15 p.m. – 1:00 p.m.

Lunch

Children and teachers share nutritious food and interesting conversation together in a relaxed, family-style manner.

1:00 p.m. – 1:30 p.m.

Quiet Play

Children transition to their cots with a quiet activity.

1:30 p.m. – 2:30 p.m.

Nap

2:30 p.m. – 2:45 p.m.

Bathroom and Hand Washing

2:45 p.m. – 3:00 p.m.

Snack

Children and teachers share nutritious food and interesting conversation together in a relaxed, family-style manner.

3:00 p.m. – 3:15 p.m.

Small Group Time

Each teacher meets with their consistent small group of children to work with materials planned and introduced by the teacher. Although the teacher chooses and introduces the materials, each child has control over what he/she will do with them.

3:15 p.m.

Goodbye Time

(Times allotted to each activity vary and are planned daily at the discretion of the staff.)

Recruitment and Enrollment

Eligibility

Dove Academy's GSRP program admits children without regard to race, color, nationality, or religious background. Age requirements and qualifying factors must be met to be eligible for admittance to the GSRP program. The GSRP is Michigan's state-funded preschool program for four-year-old children with factors which may place them at-risk for future educational difficulties. The program is administered by the Michigan Department of Education (MDE) at no cost to families that qualify.

Children must be four years old on or before December 1st of the school year and meet risk factors identified by the Michigan Department of Education. The eight factors that place children at educational risk are:

1. Extremely low family income (ELI)
2. Low family income (LFI)
3. Diagnosed disability or identified developmental delay
4. Severe or challenging behavior
5. Primary home language other than English
6. Parent(s) with low educational attainment
7. Abuse/neglect of child or parent
8. Environmental risk

Recruitment

GSRP Open Enrollment begins in January and continues through the summer. Applications that are received will be carefully reviewed and documentation supporting risk factors will be

gathered. All information submitted is confidential. Children meeting Head Start requirements will be referred to Head Start for services. In some cases, a waiver may be obtained allowing them to attend Dove Academy's GSRP program. Parents will be notified by letter if their child has qualified for GSRP and referrals will be made to other programming if they do not qualify.

If more families apply for GSRP than slots are awarded, those children with the greatest need based on the qualifying risk factors will be admitted first.

Enrollment and Withdrawal

- No child will be discriminated against because of race, national origin, sex, or disability.
- A Health Appraisal form must be submitted before initial attendance. (Please be sure that this form is signed and dated by your child's physician.)
 - Failure to comply with immunization standards will result in the termination of your child from our program. (Immunization record must be on file for child to begin.)
 - Licensing requires that ALL sections of all forms be completely filled in.
- Please notify the Preschool Programs office in writing if withdrawing your child from our program.
- Students can also be withdrawn from the program due to excessive absences and violent behavior. These determinations will be made on a case by case basis.

Confidentiality Policy

All information obtained by the Dove Academy GSRP will remain confidential and not be disclosed to parties other than GSRP staff members and the Michigan Department of Education without prior written consent of parent(s) or guardian(s).

Daily Operations

Schedule of Operation

- The GSRP classrooms follow the Dove Academy school year calendar for holiday closings, professional development days, and records days.
- GSRP classes are offered Monday-Thursday from 8:00 AM- 3:15 PM.
- Inclement weather or power outages may require that classes be closed. Parents are encouraged to tune in to school closings listed on TV and radio.

Arrival and Pick Up

The safety of your child is our primary concern. Please sign your child in at 8:00 am. You may park in either parking lot, sign in at the main office, then walk your child to the preschool room. Please assist your child with his/her backpack and coat on the hallway hooks. Sign the roster in the room each day.

Each child must be signed in upon arrival. Sign-in sheets are located by the door of the

classroom. Parents should walk a child into the classroom and alert the teacher to an arrival or departure. This is also a good time to talk to the staff about how your child is feeling.

All children must be signed out when they are picked up. Children will be released only to parents or persons authorized by parents and listed on the Child Information Card. If you intend for someone not listed on the information card to pick up your child, notify the staff in writing. In emergencies, you may call the site. ID will be required at pick up.

If a parent, by court order, is not allowed to pick up his or her child, a copy of the Court Order must be provided to LLPP and the child may be released only according to the court order on file. If the court order is not on file, either parent may pick up the child regardless of what the other parent has communicated.

Students are tardy to school if they arrive after the school day begins for all students. Teachers are expected to begin opening exercises promptly and transition smoothly into instruction. A tardy student must report to the office upon arrival and provide written or oral reason from the student's parent. The School Leader, or his/her designee, will provide the student with a tardy pass to admit him or her to the class that is in session at the time. A student who is tardy three times will receive a warning letter sent home to the parents for the parent's signature. If a student receives 6 unexcused tardies, an attendance intervention plan will be developed with the student, parent and School Leader. Tardy students interrupt learning for other students.

There are times when a deviation from a student's normal school schedule is necessary. Tardiness will be excused under the following circumstances:

1. Serious illness (accompanied by a parent's note or written doctor's notice)
2. Death in the family

3. Legally required presence at a court proceeding
4. School sponsored co-curricular and extra-curricular activities
5. Religious observations
6. Severe weather, fires, family tragedies
7. Pre-arranged late arrival approved by the School Leader

Late Pick-up Policy

Parents are expected to promptly pick-up their child after the GSRP preschool session. A 15 minute grace period is provided to parents this puts the time to 3:30pm. Under no circumstances should children be left at school beyond 3:45 p.m. In the event that a child is left at school after 3:45 p.m., a meeting with the Program Director will be necessary. This meeting will need to take place before the child can attend another day of school. After a third late pick-up, families will be dis-enrolled from the program.

Attendance Policy

Your child's attendance is important to us! We look forward to seeing your child at school every day. School begins promptly at 8:00 a.m. Please make every effort to have your child at school by 8:00 a.m. In the event that your child is tardy, please stop by the office to check in. If your child is tardy (after 8:00 a.m.) for 10 days TOTAL within the school year, he/she may be dismissed from the program.

Please make every effort to schedule doctor's appointments before or after the school day. If your child has an outside appointment in the morning but will be arriving to school before lunch

(12:00 p.m.), please contact the school before 8:30 a.m. so that a lunch can be ordered for your child.

We realize that illness and other emergencies may arise. If your child is going to be absent from school, please contact our office at 313-366-9110 before 8:00 a.m. on the day of the absence.

Should your child be out for an extended period of time (three or more consecutive days), written or verbal notification is REQUIRED. Failure to provide notification may result in your child's dismissal from the program. If your child is absent 10 days TOTAL within the school year, he/she may be dismissed from the program.

Michigan law places responsibility on each student to attend school on time, every day regularly and on each parent/guardian to send their child to school every day. The Board of Directors requires that all students attend school during the days and hours that the Academy is in session. Students are expected to be at school every possible day because they miss valuable instructional time and fall behind in their studies. Attendance is also an important habit to learn in preparation for work. Each student is expected to receive a minimum of 1,098 hours of instruction to be promoted to the next grade or receive credit in coursework.

Parents are asked to call the school office to notify the school of their child's absence or to leave a message on the answering machine whenever their child will be absent from school. Parents are encouraged to notify the office manager prior to 9:00 AM.

Parents are to provide valid written documentation stating the cause of absence for the absence to be excused; otherwise, the absence will be considered unexcused.

Excused absences may be granted for the following reasons:

1. Illness of the student. The School Leader may require a doctor's statement. A doctor's statement of illness must be presented if a student is absent more than three consecutive days or more than ten absences during a semester.
2. Illness in the immediate family, which requires absence of the student from school.
3. Death in the immediate family (should not exceed five days).
4. Recovery from an accident.
5. Required court appearance. Parents are asked to notify the school in advance.
6. Professional appointments. Parents need to notify the school in advance of the appointment and are encouraged to have the child return to school after the appointment.
7. Religious holidays regularly observed by persons of the student's faith, provided the parent has given written notice in advance of the absence.
8. Absences for other reasons as approved by the School Leader upon request of the parent.

When a student is absent from school for ten consecutive days without knowledge of the School Leader will be withdrawn from the Academy and the student's directory information will be reported to the truancy officer of the intermediate school district and other state and local agencies. The School Leader will attempt to make contact with the student's parent/caretaker during the period of consecutive absences.

Rest Time

Each child is provided a rest time during his or her day at school. Nap time is from 1: 20 p.m. to 2:30 p.m. every day. Students are encouraged to go to sleep. It is inevitable that some children

will not fall asleep. Children that do not fall asleep are offered a puzzle or book to enjoy during this time.

Meal Guidelines

All GSRP participants are **required** to participate in the free and reduced lunch and snack program. All meals are served family style.

- GSRP students will receive a free breakfast and lunch daily
- GSRP students will be provided with one snack each day for children who are in attendance 4-7 hours.
- Staff will ensure sufficient quantity and nutritional quality of the snacks.
- Posted food allergy lists will be consulted before serving snacks to the children with special dietary needs.
- Students who have documented food allergies or special dietary needs may bring a nutritional cold lunch from home.
- Parents may be asked to provide snacks for a child with multiple allergies.
- We are unable to heat or microwave any food items from home.

SCHOOL UNIFORMS

Children in the GSRP Program are encouraged to wear dark blue or black pants or shorts, white shirts, and dark shoes. It is not mandatory for you to purchase uniforms for your child. Dove will provide 2 polo shirts for your child.

Guidelines and Policies

Parent Involvement

Children who are successful in school have strong and positive connections between family, school, and community. Parent involvement in the learning process strengthens learning at home and is linked to positive child outcomes. Parents are always welcome and encouraged to participate at the level they are most comfortable. We encourage parents to be involved by:

- Volunteering in the classroom (reading books, interacting in play, helping at clean-up time)
- Attending parent meetings / workshops
- Attending family education events
- Serving on an advisory committee
- Sharing skills, talents, and interests with the class

Volunteers are welcome in the program provided that they are at least 18 years of age and are cleared through the Department of Human Services Central Registry and ICHAT systems. Candidates will not be accepted to volunteer in the programs if they have been convicted of either of the following:

- (a) Child abuse or child neglect.
- (b) A felony involving harm or threatened harm to an individual.

Volunteers will serve under the direct supervision of GSRP staff and never left alone with children.

Birthday Policy

We enjoy celebrating birthdays with your child. We usually acknowledge birthdays with a group song. For those parents that would like to bring the celebration into the classroom, we suggest bringing a book. You can inscribe it with your child's name and picture and even wrap it for your child to open during class. We can read the book to the class during group time. This helps us promote a love of books and literacy.

Under no circumstances can candy or food be brought into the classroom. Your birthday party at home is the perfect time for these. If you bring these items to the classroom, they will be turned away. We recommend that invitations to birthday parties held away from preschool are mailed to student's homes to avoid hurt feelings.

Discipline Policy

Dove Academy believes that discipline is designed and implemented to help each child learn self-control, choose appropriate alternatives, identify feelings, and when possible, develop an understanding and respect for the feelings of others. Discipline should not damage the child's self-image or embarrass the child who is being disciplined. When possible, the child being disciplined should contribute to resolving the conflict in which he or she is involved.

The goal of positive methods of discipline is for children to develop the skills that are necessary for healthy growth toward self-discipline. Staff members will:

- Give positive suggestions and feedback by explaining to children what they can do, rather than what they can't do.
- Redirect unacceptable behavior.
- Encourage children to express their feelings

At no time will our staff/volunteers:

- Inflict any type of corporal punishment such as hitting, shaking, biting, pinching or binding. Children will never be deprived of meals, snacks, rest or necessary toilet use.
- Staff will not humiliate, shame or threaten children.
- Children will not be confined in closed areas.
- Non-severe discipline or restraint may be used when reasonably necessary, only to prevent a child from harming themselves or to prevent a child from harming other persons or property.
- For further detail, please consult the Academy's Student Code of Conduct

Dove Academy's Code of Conduct guides behavior management practices for children in child care programs. After communicating and working with a child and his or her parents to correct misbehavior, the administrator may determine that a child has not adjusted to child care activities and consequently will ask parents to find other services for their child. If possible, a two-week advance notice will be given.

Fighting, weapons, drugs or other dangerous activity is forbidden in child-care and will result in exclusion from child-care. Bullying and intimidation are considered dangerous activity.

If a child's behavior affects the safety of staff or other children, enrollment in Dove Academy's GSRP program will be terminated immediately.

Child Abuse/Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. Members of the GSRP staff are considered mandated reporters under this law. The staff is not required to discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition before making a report.

Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate nutrition for your child
- Leaving a child unattended for any amount of time
- Sending a sick child to school over-medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.

Outside Play Policy

Your child will go outside every day for at least 75 minutes unless there is inclement weather that prevents outdoor play or if the temperature is below 20 degrees Fahrenheit. Please make sure that your child is dressed in clothing that is appropriate for the weather conditions. If it has recently rained, your child will need to have a pair of boots to wear outside. If there is snow on the ground and /or the temperature outside is very cold, your child will need a snowsuit, hat, gloves, or mittens, and snow boots. We encourage parents to provide each child with a complete change of clothes (underwear, socks, shirts, and pants) that will be kept in his/her bin. **Kindly remember if your child is too sick to go outside and play, he/she is too sick to come to school. If there is an instance where the child needs to stay inside (asthma) a doctor's note is required.**

Illness

The school does not have facilities to care for the children when they are sick. If your child is not feeling well, please keep him/her at home. If your child becomes ill while at school, you will be notified using the information you provided on your Child Information Card. Please have a plan so that you or your emergency person will be able to pick your child **within an hour.**

Children should not attend GSRP when the following conditions are present:

- Temperature of 100 degrees or more (99 degrees under arm)
- Intestinal problems with diarrhea and/or vomiting
- Any type of undiagnosed or contagious rash
- Any type of communicable illness (i.e. chicken pox, measles, impetigo, pink eye, strep, etc.)
- Congestion or mucous discharge of the nose (excessive and green/yellow in color) or ears
- Discharge from the eyes (conjunctivitis, see above)

- Been taking medication for less than 24 hours
- Unusual drowsiness, excessive sleep or the child appears ill.
- Complaints of pain.
- Severe cough or difficulty breathing.
- Open areas on the skin.
- Ringworm, lice or pinworm.

A child that exhibits any of the above symptoms may not return to school until he or she has been free of the symptoms for 24 hours. A child must be fever free without the aid of medication for at least 24 hours prior to his or her return to school. The GSRP staff will not administer medication to reduce fever. For contagious illnesses, children should be kept home until a doctor verifies that the period of contagion has passed.

Staff Illness

If a staff member exhibits any of the following symptoms, he or she will be required to leave the premises of the preschool within one hour.

- Temperature of 100 degrees or more (99 degrees under arm)
- Intestinal problems with diarrhea and/or vomiting
- Any type of undiagnosed or contagious rash
- Any type of communicable illness (i.e. chicken pox, measles, impetigo, pink eye, strep, etc.)
- Congestion or mucous discharge of the nose (excessive and green/yellow in color) or ears
- Discharge from the eyes (conjunctivitis, see above)

- Been taking medication for less than 24 hours
- Unusual drowsiness, excessive sleep or the child appears ill.
- Complaints of pain.
- Severe cough or difficulty breathing.
- Open areas on the skin.
- Ringworm, lice or pinworm.

A staff member that exhibits any of the above symptoms may not return to work until he/ she has been free of the symptoms for 24 hours. Staff members must be fever free without the aid of medication for at least 24 hours prior to his/her return to work. For contagious illnesses, staff members are unable to return to work until a doctor verifies that the period of contagion has passed.

Injury

In the course of the day, a child may have a minor accident resulting in a bandage or soothing words. When this does occur, we will send home a notice with your child to let you know what happened. At no time will any medicines or chemicals be used to treat injuries.

In the event of a serious accident, these steps will be followed:

- If necessary, 911 will be called. Basic first aid and comfort will be given to the child.
- You will be contacted. If we are unable to reach you, the emergency person listed on the child Information Card will be called.

Exclusion

In the event that a child has been injured or become ill to the point of endangering the

health and safety of others, he or she will be excluded from activities. Students will be placed on a cot away from other classroom activities. If classroom exclusion is not sufficient to protect the health and safety of students and staff, the child will be supervised in the Pre-K office or Dove Academy's main office.

Medication

We prefer that whenever possible, medication be given at home. However, if it is necessary for your child to receive medication during the hours of the GSRP program, the following procedures must be followed:

1. We must have a signed physician's order and parents' written authorization on medication form for all medications to be given in school. All medications must be in the original container. All prescription medicine must include the pharmacy label indicating the physician's name, child's name, and strength of the medication. Medication will be given in accordance with the label instructions.
2. The childcare staff will store the medication according to package instructions, keep it locked up out of the reach of children, and maintain a record as to the time and amount given as well as any adverse effects. Asthma/allergy emergency medication will be kept safely in the child's classroom, however we require a doctor's note stating that it is necessary to be kept in the room.

Parents are discouraged from asking the child-care supervisor to administer over the counter medications. Requests for the child-care supervisor to administer over the counter medications must be made in writing and signed by the parent. If the supervisor decides a parent's request for administering over the counter medication is justified to a child, over the counter medication is to be labeled with:

- Child's first and last name.
- Current date.
- Expiration date. If there is not an expiration date stated, medication will be given only on the date the medication is received from the parent.
- Specific instructions for giving, sorting, and disposing of medication.
- Name of health care provider who recommended the medication.

Accidents & Emergencies

- The Emergency Medical Service, as well as parents, will be called if a child needs emergency treatment.
- An evacuation plan, in case of fire, is posted in every room.
- Building Emergency Plans are in place in each building.
- The children are involved in periodic drills during the school year to prepare them to respond properly during an emergency.

Hand Washing Procedure:

Hands shall be washed with soap under running water. The following are ***not approved*** substitutes for soap and running water: hand sanitizers, water basins, and pre-moistened cleansing wipes.

The following procedures are considered best practice for hand washing:

- Have a clean single service towel available.
- Turn on the water to a comfortable temperature between 60° F to 120° F.

- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry, and the back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean, disposable paper or single-use cloth towel. If taps do not shut off automatically, turn taps off with the disposable paper or single-use towel.
- Dispose of the single service towel in a lined trash container.
- Use hand lotion to prevent chapping, if desired.

Additional Hand Washing Information:

- By using a paper towel to turn off the water faucet, staff that have just completed hand washing prevent recontamination of their hands.
- Shared cloth towels can transmit infectious disease.
- Taps that turn off automatically or those that can be turned off without using hands avoid the recontamination problem.
- To keep soap from becoming a breeding place for microorganisms, thoroughly clean soap dispensers before refilling with fresh soap.
- When hand-washing facilities are not available at a remote work site, use appropriate antiseptic hand cleaner or antiseptic towelettes. As soon as possible, rewash hands with soap and running water.

- Good practice mandates that staff members always wash their hands, upon arrival for the day or when moving from one child care group to another

Before

- Start of the workday
- Prior to care of child

Before and after:

- Eating, handling food, or feeding a child
- Giving medication
- Playing in water that is used by more than one person
- After:
 - Handling bodily fluid (mucus, blood, vomit), from sneezing, wiping and blowing noses, from mouths, or from sores
 - Handling uncooked food, especially raw meat and poultry
 - Handling pets and other animals
 - Playing in sandboxes
 - Cleaning or handling the garbage

Licensing Notebook

The program maintains a “Licensing Notebook” that contains all Inspection Reports and all Corrective Action Reports. This notebook is kept in the classroom and is available to parents or guardian to review during regular classroom hours.

Grievance Policy

Currently enrolled Dove Academy GSRP parents and/or guardians shall follow the procedures listed below when making complaints and/or grievances about GSRP staff, policies, and/or procedures.

Step 1: A person who has a complaint and/or grievance about any aspect of the Dove Academy GSRP is encouraged to discuss the matter with the child's teacher.

Step 2: If the informal Step 1 process does not resolve the matter, the person is encouraged to contact the Preschool Director by phone at 313-366-9110.

Step 3: A written complaint may be submitted to the Preschool Director at 20001 Wexford Street Detroit, MI 48234. The complaint shall include 1) the name of the person filing the grievance; 2) the facts of the incident or action complained about; 3) the date of the incident or action giving rise to the complaint; 4) the specific relief sought. A Step 3 meeting shall be set up for all parties involved.

Health Care Resources

Beaumont Hospital

3601 West Thirteen Mile Road

Royal Oak, MI 48073-6712

(248) 898-5000

www.beaumont hospitals.com

Children's Hospital of Michigan

3901 Beaubien Street

Detroit, MI 48201-2119

(313) 745-5437

www.chmkids.org

Harper University Hospital

3990 John 'R' Street

Detroit, MI 48201-2018

(313) 745-8040

www.harperhospital.org

Henry Ford Hospital

2799 West Grand Boulevard

Detroit, MI 48202-2608

(313) 916-2600

www.henryfordhealth.org

Providence Hospital

16001 West Nine Mile Road

Southfield, MI 48075-4818

(248) 424-3000

www.providence-stjohnhealth.org

National Poison Control Hotline

1-800-222-1222

www.poison.org

Oakland County Health Division

1200 North Telegraph

Pontiac, MI 48341

248-858-1280

American Academy of Pediatrics

www.aap.org

Healthy Children

www.healthychildren.org

Bright Futures

www.brightfutures.org

My Plate (USDA)

www.choosemyplate.gov

American Dietetic Association

www.kideatright.org