



Updated 9/2025

Welcome!

Welcome to Petoskey Children's Nature Preschool. We are happy that you have chosen us to share these precious years of your child's life with us. We recognize the great responsibility we have to you and your child, and we will always do our best to ensure that your child is safe and thriving.

This handbook is especially for parents and contains general information not only about our program, but also our policies and your responsibilities. We realize that no handbook could ever answer all of your questions; we hope that this one will be the beginning of an ongoing dialogue. Please do not hesitate to ask any questions you may have.

Our History Plans for a co-operative nursery in Petoskey began in the middle of September 1963, when about twenty mothers gathered in the basement of the Presbyterian Church with an idea and very little more besides boundless enthusiasm. After many, many more meetings and lots of hard work, we held our first class on November 10, 1963. We first rented classrooms in the Emmanuel Episcopal Church then moved to Petoskey United Methodist Church in the fall of 2000. We are licensed by the State of Michigan Department of Human Services.

The Petoskey Children's Nature, Inc. is a non-denominational and non-profit organization. Our purpose, as stated in our by-laws, is to provide a supervised program in which the emotional, physical and social needs of our children can be satisfied. A Board of Directors manages administration of the nursery.

A Commitment from the Board of Directors:

To administer effectively, our non-profit, non-sectarian preschool.

To assist our highly qualified teacher who determines the appropriate curriculum.

To provide a stimulating and reliable flow of information.

To provide a safe and interesting environment in which to conduct classes.

To answer questions about the progress, policies, and organization of PCN

To appreciate each individual contribution.

PCN Vision and Mission In its work with young children, the target program's goals are to build:

- Self-confidence, initiative, and a positive self-image
- A feeling of love, respect, and belonging
- Friendliness and consideration for others
- An enthusiasm for active learning
- An inquiry based approach to learning
- An ability to solve problems

Philosophy We believe that ALL children are creative thinkers, who thrive when they can explore, take safe risks and use their imaginations to participate in research and construct learning within the context of interactions with other children, adults and the environment. All children have a right to practice making choices, negotiate, explore without fear of criticism, make mistakes, feel safe, experience trust, be heard and be respected by nurturing adults.

Parents and parent figures are the children's most consistent teachers and must be included as active participants and partners in each child's education. Teachers and parents should work to establish trusting

relationships as they interact for the purpose of sharing goals and guiding practices for the children in the program.

PCN is dedicated to creating an environment that provokes inquiry, communication and relationships. This space will be organized with a sense of beauty, comfort, and consideration of valuing and sustaining the natural environment.

Curriculum

We are a play based and nature centered preschool. PCN uses a variety of tools to create our unique curriculum but follow the guidelines in The Highscope. This model provides insight regarding many well known scientists specializing in the field of brain development, social, physical and emotional development and how to best meet the needs of all children. Following the research from Maslow, Erikson, Vygotsky, Gardner, Similansky, Montessori and Piaget to meet each child where they are individually.

Routine

8:20-8:40: Drop off

8:40-8:50 Large Group

8:50-10:45:Free play and snack

10:45-11:30 Outside time

11:30 1/2 day pickup/ all day Lunch

12:30: Nap/Rest time

2:00: Wake up/ afternoon snack

2:30: Outside

3:15-3:30: Carline

Community Collaborations and Connections / Classroom Community

A priority of PCN is to help the children build community with all members of the classroom. At group, a gathering of all classroom members, is casual in nature and is focused on involving children in conversations designed to

learn about their interests, thoughts and ideas. Children are also involved in making decisions about their plans and activities and in establishing classroom rules. Throughout the daily routine, teachers also support this community building by helping children talk about their own and others' emotions, and by providing opportunities for children to explore feelings and the expression of feelings. Teaching staff also model turn taking, sharing and caring behaviors; help children negotiate their interactions with one another and shared materials; engage children in the care of their classroom; ensure that each child has an opportunity to contribute to the group; encourage children to listen to one another; encourage and help children to provide comfort when others are sad or distressed; and use narration and description of ongoing interactions to identify pro-social behaviors.

Teachers and Children In order to build positive relationships between teachers and children, teaching staff will foster children's emotional well-being by demonstrating respect for children and creating a positive emotional climate as reflected in behaviors such as frequent social conversations, joint laughter, and affection. We will express warmth through behaviors such as appropriate physical affection, eye contact, tone of voice, and smiles. We recognize each child's individuality and work to meet each one where he/she is emotionally, socially and academically. It is important that we also engage regularly in meaningful and extended conversations with each child.

Physical Environment

Furnishings Individual space is provided for each child's belongings, and child size tables and chairs are located in each classroom. Shelves are made to hold items so the child can work independently. Hand washing sinks are provided in each classroom and in all bathrooms. Provisions are made to allow children with special needs to fully participate in the classroom.

Equipment/Materials All equipment should be in good repair. If something breaks tell the staff so it can be replaced. Materials are developmentally appropriate, interesting, engaging, and are extended or rotated on a regular basis, and teachers insure there are sufficient materials for groups of children.

Room Arrangement/Space

The space in each classroom is arranged so that adults can supervise children by sight and sound at all times. Spaces in the classroom encourage children to work at centers individually, with friends, and in small groups, and there is at least one space where the whole group can have large group meetings. It is the responsibility of all adults working at PCN to observe all areas of the facility in order to take steps to correct and or avoid unsafe conditions. Prior to the children's arrival each day, both indoor and outdoor areas should be inspected and any debris should be removed.

Ambiance We believe that the environment should support children as they pursue their interests and explore; in essence, it should work as an additional teacher in the classroom. It should invite wonder, investigation and curiosity, should be comfortable, and should be cared for and clean. Essential to creating this kind of environment is the use of a variety of natural, low and colored light, mirrors, prisms, fabrics, warm colors, scents, inviting sounds, and much, much more.

FAMILY INVOLVEMENT

Philosophy

Having parents involved at PCN is welcome and encouraged. Please talk with the director to see how you can contribute in the classroom through volunteering days at school or at celebrations, donating time or skills, or being a part of our parent board or on a working committee.

Communication PCN is dedicated to opening a variety of ongoing lines of communication with the families of the enrolled children. We use the Brightwheel app for the majority of our communications. Through this app you are connected to the teaching staff and office support. You may also call the school if you need to speak to someone directly. We will post messages, schedules, changes, menus and a variety of other helpful items on this platform. If you have questions, concerns, or information to relay you can talk to the staff directly or through this convenient app.

Family Events Family meetings and activities will be planned throughout the year. These activities range from structured family meetings and orientations, to social activities. It is the intent of PCN that these activities not only share information about the program and its philosophy, but also provide opportunities for families to meet with one another on both a formal and informal basis. These activities consider each family's shared interests

and skills, schedules and availability, and strive to include ALL program families. When possible parents are encouraged to help plan these events.

Family Council PCN parent leadership opportunities include serving as a member of the Board of Trustees or on the PCN Family Council.

These groups meet at different times (day and evening), so that parents can join the committee that best fits their schedule. The PCN Family Council has been created to give our parents an opportunity to be involved in their child's preschool education.

Child Assessment

We believe that assessment at this age should be seamless, in that, the child will not know he/she is being assessed. We also believe in the value of focusing on what children CAN do. As we meet with parents to share a summary of the results, we will share their strengths in areas including social/emotional, physical, language and cognitive development. It is our hope that parents will also help us in sharing some of their goals for their child so that we can support them at school. In the beginning of the year each child will participate in an ASQ assessment to help us communicate about where each child is emotionally, physically and academically.

Parent Teacher Conferences

Two parent teacher conferences are intended to share children's developmental and classroom progress with the family. Prior to these conferences, teachers review child observations. Information gathered throughout this process is summarized and shared with the family during the conference. Parents are encouraged to be a major part of the planning and goal setting process and are encouraged to share and record their thoughts and goals. Please talk to Ms. Ann if you would like to schedule more conference times.

Attendance

Regular attendance is important for your child's development. Children are expected to come unless they are out of town, ill, or receiving other services during that time. If a child is absent, parents should call PCN and report the reason for the absence (231)939-9009, or send a message through Brightwheel.

Calendar

PCN follows the Petoskey public schools calendar, but will typically start the Monday after PPS begins. There are times when PCN will not have school. This can include professional development days and school closures due to severe weather. When Petoskey Public Schools close for severe weather or unforeseen events (Covid-19 pandemic), PCN will also close.

Program Times

Monday, Wednesday, Friday 8:30-3:30

Tuesday, Thursday 8:30-11:30

Monday thru Friday 8:30-3:30

Carline drop off times are between 8:20—8:40. Carline pick up for M-F and MWF is between 3:15-3:30. Our half day students get picked up at the playground at 11:30. We do understand there may be times when you are late for pick up; please let us know ahead of time so we can let your child know. If your pick ups are frequently late we will schedule a meeting and have a fee put in place for further occurrences.

Tuition and payment schedule

A non-refundable registration fee of \$60 is due at the time of enrollment. Tuition is due at the first of each month and cost of tuition is reviewed and updated annually to reflect PCN's operating budget. There is a \$25 late charge if you are 6 days late. You may pay by cash or check to Ms. Ann or by card or through your bank on our Brightwheel app.

The 25/26 tuition rates:

M-F Full day: \$8,750 per year billed \$875/month August-June

MWF full day: \$5,300 per year billed \$530/month August -June

T/TH half day: \$1,850 per year billed \$185/month August-June

There are no extra fees if the school is closed or if your child is ill or on vacation. Our tuition can be broken up by month, but it is a yearly commitment and we expect families to pay each month regardless of

vacation, sick time or school closures due to staff meetings, quarantine or school emergencies.

Pick-Up and Drop off Times It is important that you pick up your child promptly at the scheduled time. Children cannot be picked up late or dropped off early. The doors to the classroom will not open until the designated time.

Release of Children

Children will be released only to persons authorized by the parent on the Child Information Card or with prior notification from the parents. There must be at least one person other than parents listed on the white card in the event that you are unable to pick up your own child. If you intend for one of the back-up persons to drive your child to or from school, it is the parent's responsibility to notify the child's teacher of your change in plans. Children **will not** be released to anyone under the age of 16.

Field Trips Field Trips are scheduled in accordance with the curriculum plans. Families will be notified of any field trips in advance. At times there is a fee for a field trip. This will be communicated to the parents ahead of time. Parents must transport their own children to field trips. Additional family members are always welcome to attend field trips as well.

Clothing Clothing needs to be comfortable, washable and suitable for a daily routine that often includes messy and/or active projects. Even when smocks are used, children often get paint and other messy things on their clothing. Since toilet accidents and spills occasionally occur, a change of clothing should be brought to school or kept in your child's backpack. Please be sure to label ALL of your child's items that come to school (including shoes/boots).

Outdoor activities are an integral part of the program. Parents are encouraged to help their child dress according to varying weather conditions. Mittens, hats, jackets, snow pants, rain gear and boots are important items of apparel on days with wet and cold weather.

Specific Holidays

For holidays PCN will provide developmentally appropriate activities for the children to experience. We welcome families to share any special components of the holidays they celebrate. PCN wants to include the

cultures and traditions that are represented in our classroom. Please let us know if you would like to help us celebrate a holiday or tradition that is meaningful to your family.

For children's birthdays, PCN will incorporate our birthday tradition by making the day memorable for each child through recognition and a small celebration. Each child will receive a birthday book, and have a special celebration with family invited. The celebration lasts about 15 minutes and we are flexible when we celebrate it to accommodate family attendance.

Diversity and Culture in the Curriculum: Teaching Traditions

It is the responsibility of the teaching staff to be able to identify, and eliminate any teaching practices, curricular approaches or classroom materials that is degrading with the respect to gender, sexual orientation, age, language, ability, race, religion, family structure, background or culture. For the purpose of this policy and classroom practice, the word "tradition" will include and may be used interchangeably with family traditions as well as family celebrations and holidays.

Purpose of including Diversity and Culture:

To offer children an opportunity to:

Expand their knowledge of family traditions

Experience the traditions of families/children in their classroom through developmentally appropriate activities

Learn more about and expand upon traditions of children's interest

Foster respect for traditions other than their own

Build a sense of community and togetherness

Tradition implementation in the classroom

The goal of implementing family traditions in the classroom is to help the children learn more about the tradition, not just to celebrate it.

All traditions will be considered equally important.

Cultural Competence Plan At PCN we respect families' diverse cultural practices. Developmentally appropriate practices for young children are informed by knowledge of their social and cultural contexts. It is part of our curriculum to incorporate the children's family and community cultures as we plan meaningful learning experiences, select materials, choose study topics, and determine appropriate teaching strategies. By doing so, we give children the message that each and every child is important and worthy of

respect. As a school community, we are dedicated to promoting an environment open and accepting of all people. We encourage children to use their home language in play and learning experiences.

Termination from the Program In very unfortunate cases PCN may terminate your child's enrollment under the following circumstances:

1. Non-payment for services and/or lack of adherence to tuition payment policies.
2. Parents falsify information on enrollment forms or otherwise knowingly falsify information.
3. Parents do not agree or do not follow and comply with the policies set forth in this Handbook.
4. Lack of parental cooperation with PCNs efforts to resolve differences and/or to meet the child's needs through parent/staff meetings or conferences.
5. Inappropriate or abusive behavior and/or verbal abuse or threats by parents, relatives, guardians or other parties toward the staff, other parents or children.
6. Inability of parents to deal in a professional manner with personnel or other parents and children at the center.
7. The continued enrollment of the child poses a risk to the health and/or safety of other children, parents or staff members or continued enrollment of the child constitutes an undue burden on the school's resources.

PROCEDURES FOR TERMINATION OF ENROLLMENT

Step 1: If appropriate given the circumstances, the PCN Director will provide the parents a verbal warning notifying them of the circumstance above that warrants termination and providing them an opportunity to correct the situation.

Step 2: If the parent fails to correct the situation in a timely manner or the circumstances warrant immediate termination, the PCN Director will notify the Parents in writing, as well as provide the opportunity for a face-to-face meeting, that the child's enrollment will be terminated.

Under most circumstances PCN will provide four weeks written notice of enrollment termination. However, where the particular circumstances warrant, we reserve the right to terminate enrollment immediately or less than four weeks' notice.

Health policy

We ask that you please keep your child home if they are ill and/or have a fever over 100.5, severe cough, diarrhea, or rash. Some diseases will require your child to be excluded from school until a release is written by a doctor. If your child is displaying any of the following symptoms, they should not attend:

fever, nasal mucus (yellow or green), diarrhea, unexplained rash, nausea/vomiting, earache, sore throat, persistent cough (that inhibits play), goopy/runny pink eyes or has had an injury or illness that involved an emergency room visit, (Please consult the Director before returning to school.)

If a child is sick throughout the night, please keep him/her home to rest. We appreciate your cooperation in keeping the children healthy.

Should your child become ill at school, you will be notified to pick up your child as soon as possible. The PCN Director will immediately contact the family or authorized pick up person so the child can be taken home. We will notify the person picking up the child what care was given at school.

Staff is responsible for reporting observed changes in a child's health or child accidents to the child's parent. Staff must place a child that is too ill to remain with the group in a separate area in the classroom where he or she may be comfortably cared for and supervised until he or she may be taken home. Any items used by the ill child must be thoroughly cleaned prior to use by any other person. Items that cannot be cleaned such as play dough must be thrown away.

If a staff member becomes ill at school, a sub will be called and the staff member will distance themselves in an area of the classroom until the sub arrives.

Medication

Medication, including aspirins, sunscreen, ointment, dietary supplements, or individual special medical procedures, will be given or applied by a staff member only with prior written permission from the parent. Prescription medication must be in the original container and have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication, and will only be given in accordance with those instructions or by written order of the child's physician.

The caregiver administering the medication must maintain a record with the time and the amount of any medication given or applied, with the exception of topical medications listed below. One form per medication is required and the signature of the administering staff member is required.

The teaching staff will keep the medication out of the reach of children, and will return the medication to the parent or destroy it when no longer needed or expired. A staff care member may not add medication to a child's bottle, beverage or food unless indicated on the prescription label.

Permission for topical medicines including but not limited to lotions, bug repellent and sunscreens can be signed yearly. Adults can apply as directed.

Hand Washing Policy

Hand washing policies are posted in the bathroom and by all classroom sinks.

Children and adults are taught hand washing policies

Hand washing is required by ALL as needed to reduce the transmission of diseases Children and adults wash their hands:

After handling bodily fluids

Before snacks and lunch
After using the bathroom

After handling pets

After playing in dirt

Adults also wash hands:

Before and after feeding children

Before and after administering medicine

After assisting a child in the bathroom

After handling garbage or cleaning

Sanitation/Healthful Environment

Water in the water table is changed daily to help prevent the spread of germs and disease. Children with open sores on their hands are not permit-ted to play in communal water play. Toys are washed weekly in detergent, rinsed sanitized and air dried. Toys are washed immediately follow the same procedure as above if they have been put in a child's mouth.

Staff uses barrier techniques to minimize contact with mucus membranes, or wound openings After cleaning , staff sanitize non porous surfaces by using the 3 step process

Staff clean rugs by blotting and spot cleaning with detergent and disinfectant

Staff dispose of contaminated materials in a plastic bag with a secure tie.

Adults wear gloves when contamination with blood may occur

Staff do not use sink for bathing children or cleaning fecal matter

Food preparation sinks are always sanitized before using them for food prep

Health Care Services Plan

PCN staff and volunteers are required to participate in annual blood borne pathogen training.

Handling of bodily fluids refer to blood born pathogens training.

Cleaning and sanitizing the three step process is used.

Communicable diseases must be reported and the classrooms will be sanitized to alleviate spreading.

Outdoor Play and Safety While on the playground, safety is of first and fore-most importance. The basic rule on the playground for children is to be

safe and watch out for your friends. Outdoor play provides age appropriate activities such as: running, climbing, jumping, crawling, and swinging. Shaded areas are provided during warm weather, and sun-screen may be applied with written permission of the parent. Staff are to be located in various points throughout the playground in order to ensure the safety rules are supported. Children have the opportunity to explore natural materials in our environment. Adaption's will be made for children with disabilities. The playground is inspected by PCN yearly to make sure that it is safe for the children.

It is required by the State of Michigan, that children go outside daily unless there are extreme weather conditions. If you do not want your child outside on a particular day please talk with the director.

Emergencies and Safety To ensure the safety of our children and staff we will protect children and adults from hazards including electrical shock, burns or scalding, slipping, tripping or falling. PCN will make sure that floor coverings are secured to keep staff and children from tripping or slipping. If your child has a minor It is our goal to make sure that corridors are well light, with unobstructed and visible paths for entering and exiting as well as clearly marked emergency exits. The staff will keep fully equipped fire extinguishers, and first-aid kits readily available for children including the outdoor first aid kit located on the playground. In the case that painting, carpeting, or tiling has taken place we will ventilate the areas so as not to incur hazardous fumes.

EMERGENCY EVACUATION PROCEDURES & CRISIS MANAGEMENT
Detailed plans are located and posted in the classroom.

Pest Management Procedures The program maintains facilities so they are free from harmful animals, insect pests, and poisonous plants. Pesticides and herbicides, if used, are applied according to the manufacturer's instructions when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children. The program uses the techniques known as Integrated Pest Management (IPM) so the least hazardous means are used to control pests and unwanted vegetation.

In order to inform families of pest management programs a notice will be sent home to the children in the classrooms prior to the application of pesticides. Any area that is treated with pesticides will not be used by

children for at least four hours or longer if required by the directions indicated on the pesticide label.

Serious Accident/Injury All PCN staff maintain current First Aid (every 2 years) and CPR (every 2 year) certification. At least one currently certified staff member must be on site at all times that children are present. First Aid kits and materials including latex gloves and biohazard bags are located in the children's bathroom cabinets in the classroom and out-side in the shed.

In the event of a serious accident or injury to a child, volunteer, or parent, the classroom teacher will direct a PCN staff member to call 911. The other children will be moved away from the accident area. When at all possible, normal classroom activity should be the goal for the uninjured children.

Parents will receive immediate notification via telephone call from the Director or Lead Teacher for serious injuries/accidents. If unable to reach parent, the emergency contact person will be contacted immediately for more serious injuries, illnesses, or incidents such as but not limited to head injuries, injuries requiring medical attention, allergic reactions, seizures, asthma attacks, unconscious child, fever, vomiting, incidents involving lost child, physical discipline of a child by a staff member, alleged sexual contact between children to between a child and staff/ volunteer.

Notification will occur at pick up time for minor injuries. Incidents such as a minor scrape on the knee may only require staff to apply first aid, complete the incident report, and notify the parent at pick up verbally or by providing a written injury report.

Staff Screening

Prior to having contact with children, staff and volunteers must provide documentation from the Department of Human services(DHS) that they have not been placed on the central registry for substantial abuse or neglect (DHS Clearance), and all supervised volunteers must have a public sex offender registry clearance before having contact with children at PCN. Any staff member or volunteer who is registered on the public sex offender registry is prohibited from having any contact with any child at PCN.

Prior to having contact with children, PCN staff and volunteers must read and sign the Screening Form and Policy on Abuse and Neglect. If staff or volunteers suspect that a child has been abused or neglected,

they must immediately report their suspicions to the Director. It will be reported immediately.

Parents of enrolled children who are volunteering in the program must never be left alone with any child other than their own. When working with children, parents must always be in the presence of another adult who has completed the PCN Screening Form and who has provided the PCN with the DHS clearance and fingerprinting. State issued fingerprinting is necessary for all volunteers that are left alone with children.

No Staff and volunteers shall have contact with children at PCN if they have ever been convicted of child abuse or neglect, or been convicted of a felony involving harm or threatened harm.

Toilet Use

We realize that children may have toilet accidents. We will assist the children in dressing and changing soiled clothes and clean with wipes when needed. Soiled clothes will come home in a plastic baggie. However, per our license, we do not have the facilities to diaper children. Children must come to school in underwear. Staff and volunteers are expected to wear gloves when working with bodily fluids/solids.

Food and Nutrition Policy

Snack is provided each day by the preschool, taking into account any allergies or sensitivities that are present in the class.

PCN will support any dietary needs of enrolled children as reported by parents and/or licensed physicians.

PCN will not deprive a child of food or drink during a snack period, if the child is in attendance at the time when the snack is served.

PCN provides a daily snack for all children enrolled in the program.

PCN is committed to providing healthy snacks and asks that parents do not send in sweet foods. Teaching staff sit and eat with children, and engage the children in conversation.

Food is prepared, served and stored according to USDA regulations. Hot foods are kept hot and cold foods are kept cold until they are served.

All hot liquids are kept out of the children's reach.

Children with a physician prescribed dietary restriction may bring food from home. It must be labeled with the child's name and date.

Teaching staff must document food allergies and post these allergies with the consent of parents or responsible adult.

Guidance and Discipline

Staff shall use developmentally appropriate, positive methods of discipline which encourage self- control, self-direction, self-esteem, and cooperation.

Teachers should anticipate and eliminate potential problems, redirecting children to more acceptable behavior or activity.

Teachers use children's mistakes as learning opportunities, describing the situation and encouraging children's evaluation of the problem, rather than imposing the solution.

Teachers listen and acknowledge children's feelings and frustrations, and respond with respect. Teachers guide children to resolve conflicts, and model skills that help children to solve their own problems.

Teachers encourage appropriate behavior, patiently reminding children of rules and their rationale as needed.

For children with continuous behavior problems, teaching staff, parents and other professionals will develop an individualized plan.

Teaching staff using problem solving techniques to help manage behaviors along with guiding and supporting children when they are frustrated. Cooperative play and language is encouraged and modeled.

Guidance provided to children is consistent with the child's development level. Time outs will not be used for any child at PCN. Placing substances in a child's mouth is prohibited. That includes, but it is not limited to soap, hot sauce and vinegar.

Special Needs Plans

PCN recognizes the right of each individual child, including those with special needs, to an appropriate quality experience, which combines care and learning through play and education. We are sensitive to the needs and feelings of all children and their families and will ensure individual needs are recognized and addressed. Parents and caregivers will be involved at every stage and in any plans that are made to meet a child's individual special needs. When concerns arise as a result of our routine assessments, parents will be notified. When necessary, Char-Em ISD staff are available for observation and consultation. If an Individualized Education Plan (IEP) is required for a child, our staff will ensure that all

necessary adaptations are made and the unique needs of the child are met.

School Closure

In the event that Petoskey Public Schools close due to severe weather conditions, PCN will also be closed.

If PPS delays classes for 2 hours, preschool will be delayed for full day children.

PPS closures are announced on local radio and TV stations.

MICHIGAN LICENSING STATUS FOR CHILD CARE CENTERS

We are licensed through the Office of Children and Adult Licensing, a division of the State of Michigan Department of Human Services. A copy of the most current license and licensing rules can be found in the classroom. The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years. The licensing notebook is available to parents during regular business hours. Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at

www.michigan.gov/michildcare. The website where parents can access these rules is www.michigan.gov/michildcare.

Posted: - evacuation plans, lesson plans, daily routine, hand washing directions, Classroom rules (no more than 2 or 3), snack guidelines, CHILDREN'S ALLERGIES, medication list.

Please print this page and return it to the director.

**This is required by the State of Michigan licensing
for child care centers.**

**I have read and understand the contents of the PCN
parent handbook.**

_____ **print name**

signature

_____ date