



DIVINE PROVIDENCE
— **ACADEMY** —

DPA Childcare Parent Handbook

As a Catholic academy, we cultivate courageous servants of God by nurturing strengths and promoting leadership through academic and spiritual excellence.

Saint Catherine Campus

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Welcome to Divine Providence Academy

We are delighted that your child will be attending our Childcare program and we look forward to a great year of learning experiences while we work, play, laugh and grow. The relationship we build with your child and the partnership we share with you will help foster the intellectual, social, emotional, physical and creative development of your child.

Our families are very special to us and you are essential to the success of our program! We invite you to visit often, share your ideas, interests, talents and energy with us. We consider it a privilege to share with you these precious and important years of your child's life.

This handbook has been prepared to introduce each family to Divine Providence Academy and to acquaint you with the program's policies and procedures. Our guidelines have been developed to comply with the state licensing standards. We ask that you read this book carefully and discuss any questions you may have with us.

At Divine Providence Academy, we believe that a parent is a child's first teacher and we want to be partners with you. Thank you for letting us travel on this journey with you and your child!

Sincerely,

Kate Beuschel
Principal

Kristin Hoyle
Early Childhood Director

Annette Lown
Early Childhood Director

2025-2026 School Calendar
Young Preschool and Preschool

August 29- September1	Labor Day- No School
October 3	Teacher Inservice Days- No School
November 26 - November 28	Thanksgiving Break - No School
December 22 - January 2	Christmas Break - No School
January 19	MLK Jr. Day- No School
February 16-17	Mid Winter Break- No School
March 6	Diocesan PD Day- No School
April 3	Good Friday
April 6-10	Spring Break
May 25	Memorial Day- Closed
June 4	Half Day- Last Day of School
June 6-12*	Possible make-up snow days

2024-2025 Calendar
Little WINGS Days Closed

Tuesday, August 19	Teacher In Service
Monday, September 1	Labor Day
Thursday, November 27	Thanksgiving Day
Friday, November 28	Day After Thanksgiving Day
Wednesday, December 24	Christmas Eve
Thursday, December 25	Christmas Day
Wednesday, December 31	New Year's Eve
Thursday, January 1	New Year's Day
Friday, April 3	Good Friday
Monday, May 25	Memorial Day
Monday, July 6th	4th of July (Observance)

Little WINGS will be closed on the above dates. Contracted tuition will be billed on Holidays while the center is closed.

Policies for Contracted Days:

Vacation/Sick Credit: Each child receives one week of Vacation/Sick credit per year (June 30-July 1) equal to the number of contracted days per week, for children enrolled two or more days.

- For example: A child contracted 3 days a week receives 3 vacation credits per year.
Vacation/Sick credit will not be charged the contracted tuition rate for the day. ex) if you are a family that attends 3 days a week and you take 1 day of vacation you will be charged the 2 day a week rate.
 - Please contact Kristin Hoyle, khoyle@wingsdpa.org, to apply a vacation day.
Vacation/Sick credit may also be used on days your child is contracted to be here and your child is NOT in attendance. Unused Vacation/Sick credit will not be carried over from year to year.
 - Holidays are still charged when they fall during the week.
- Summer Plans: If your child will not be attending Little WINGS in the summer, and you are planning on returning to Little WINGS in the fall you may send your child 2 days a week OR you will be charged \$125.00 to hold your spot until your family returns. A summer Plans form will be sent home in the beginning of June.
 - Change of Schedule: If your family needs to change your scheduled contracted days you may request a Change of Schedule Request by contacting Kristin Hoyle.
 - Children can only be in our care for up to 10 hours a day. If children are here over 10 hours, there is a minimum of a \$10 fee added to your account per child. If this happens on a consistent basis, it may result in a removal from the program.
 - If you need care outside of your contracted hours, please contact the center director.

School Culture:

Vision:

As a Catholic community, Divine Providence Academy Welcomes all students to receive an Individualized education in a Nurturing environment centered in God and in Service to others.

Mission:

As a Catholic academy, we cultivate courageous servants of God by nurturing strengths and promoting leadership through academic and spiritual excellence.

Shared Purpose:

Nurturing courageous servants of God

Root Beliefs:

- *Every Minute Counts
- *Quality Matters
- *All Will Learn
- *Personalized Education
- *Know, Love, and Serve God
- *Value Traditions, Open to Providence

Core Values:

Respect
Seek
Serve
Strive
Love

Philosophy:

Our philosophy of early childhood education begins with a child-centered approach. We believe that each child is unique and we recognize that the early years are the most important years for learning, loving, and gaining trust. We believe that by providing a warm, welcoming and caring atmosphere and a committed staff that is passionate about providing a positive learning environment, we will be encouraging each child's development of independence, responsibility and self-discipline.

We believe that play has a central place in the child development curriculum. Play is the occupation of childhood. Through a variety of developmentally appropriate learning experiences, activities and multicultural materials, children will develop cognitively, creatively, physically, socially and emotionally. It is through child-initiated, child-directed, teacher-supported play that children interact with and learn about their world.

We believe that a rich and stimulating learning environment is essential to an early childhood program. In our classroom, you will find a learning environment organized into various interest centers that will encourage growth in all areas of development of the child including intellectual, social, emotional, physical, and creative. Materials and objects for any one group of children are selected to provide for the developmental range of interests and abilities of the children within the group. As the children grow and develop the teachers will change the materials and experiences in the program to meet children's individual needs.

CURRICULUM

Divine Providence Academy believes that learning takes place as children touch, manipulate, and experiment with things and interact with people daily. Children's play is an essential component of our curriculum and through their play experiences, studies are developed that guide our daily activities and interactions. Divine Providence Academy's Early Childhood Program has embraced Creative Curriculum as its curriculum of choice.

The Creative Curriculum has ten core content areas: literacy, mathematics, science and technology, physical, language, cognitive, social/emotional, language acquisition, social studies and the arts. Divine Providence Academy has identified two additional content areas: healthy habits, and social, moral and spiritual development.

By using Creative Curriculum as our framework, we focus on

- How children develop and learn
- The learning environment
- What children learn
- The role of the teacher
- The role of the family

INTEREST AREAS

The Creative Curriculum focuses on the interest areas of the classroom where much learning happens. Our interest areas include:

- Art
- Blocks
- Cooking Play, Discovery Area, and Dramatic Play
- Literacy Area
- Sand/Water and Music/Development

Interest areas are divided into their own space and are clearly defined. This promotes independence, fosters decision-making and encourages exploration. We offer a wide variety of learning materials to ensure that no matter where children choose to play that they are learning. We also change materials that are in the interest areas to reflect our study and the children's interests.

Ages and Stages Questionnaires (ASQ)

The Ages and Stages Questionnaires provide reliable, accurate developmental and social-emotional screening for children at birth through age 6. ASQ is designed to pinpoint developmental progress and catch delays in young children. ASQ's are completed for each child every six months. This is done through five areas:

- Communication
- Gross Motor
- Fine Motor
- Problem Solving
- Personal-Social

GOALS OF THE PROGRAM

Divine Providence Academy is dedicated to serving the diverse needs of the children and families of our community. The following goals guide our work:

Our primary goal is to provide a program for children that delivers consistent, high-quality early childhood education services so that children develop in all areas and become enthusiastic learners. We follow a developmental approach that focuses on the whole child. We emphasize the importance of a safe and healthy environment. We recognize that children need to interact with their physical environment and have “hands-on “ experiences in order to be participants in their own learning and to pursue their unique interests within the classroom community. In addition, the social interactions between children and staff encourages children to develop an understanding of themselves and others that is characterized by warmth, mutual respect and sensitivity to the individuality within each of us. Our staff facilitates interaction among children that encourages self-esteem, social competence, language development and intellectual growth.

To achieve this goal, our program addresses these five areas of development:

- **Social:** to help children feel comfortable in school, trust their new environment, make friends and feel they are part of the group
- **Emotional:** to help children become confident learners by encouraging them to try out their own ideas and experience success; and to help children acquire learning skills such as solving problems, asking questions and using words to describe their ideas, observations and feelings.
- **Language:** to help children's ability to communicate through words, both spoken and written, including listening and speaking, reading and writing skills.
- **Physical:** to help children increase their large and small muscle skills and feel confident about what their bodies can do
- **Cognitive:** to help children think, explore, learn and solve problems.

We also strive to **work in partnership with families to support the needs of children and to educate and support the families of young children.** Family is the root of our program and we aim to involve the whole family in all aspects of our program and what we do for their

children. Most importantly, all children deserve an early childhood education that is responsive to their families, neighborhoods, and racial, ethnic, and cultural backgrounds.

STAFF QUALIFICATIONS & EXPERIENCE

All teachers at Divine Providence Academy meet and exceed state licensing standards for teachers of young children. Our team consists of a Teacher/ Director and co-teacher. The teachers and aides are certified in First Aid and CPR.

ADMINISTRATION & STAFF

When school is in operation, an adequate number of qualified staff is always on duty to ensure the health and safety of the children. The school provides staff supervision meeting the requirements of the State of Michigan child care licensing.

The staff at Divine Providence Academy promotes the physical, intellectual, communicative, social, cultural and emotional well being of each child. Our staff is carefully selected for their education backgrounds, their experience in early childhood education and their passion for working with young children. Every teacher is thoroughly screened and has completed a background check. All are qualified by education and experience. Members of the teaching staff are supported in their activities by the following administrative and support personnel: The Early Childhood Director and the Principal at Divine Providence Academy.

The Early Childhood Director acts as the Operating Officer and is responsible for all aspects of the management of the Early Childhood Department , including children's health and safety, staffing and curriculum. The Director's paramount responsibility at all times is the physical, emotional, and psychological safety and welfare of the children enrolled at the preschool. The Director works with all staff to coordinate and integrate educational activities into the full program and works with other staff to coordinate and integrate educational activities into the full program and works with other staff to foster an atmosphere of goodwill, open communication and teamwork. Under this leadership, the staff members are trained to express warmth, understanding and sensitivity to the needs of each child in the program.

School Board

The Divine Providence Academy School Board of Directors works with our faculty and administration to assure the smooth operation of our school. Our board is made up of members from the parish and local communities, business and education professionals. The School Board of Directors is a board of limited jurisdictions, which means it works in collaboration with our Principal and Canonical Administrator to oversee the school operation.

Days and Hours of Operation

- Our Early Childhood program offers flexible scheduling for your family. 3 and 4 year old sessions are held Monday- Friday. Families have an opportunity to send their child full day sessions with a minimum of two days up to five days per week. Sessions run from 7:45-2:45, with drop off as early as 7:30.
- We offer Before and After Care from 6:30-7:45 a.m. and from 2:45-6:00 p.m. Monday-Friday during the school year. You are charged for your contracted Before and After school care days even if you don't always utilize it. If you need drop in before or after care please contact Kristin Hoyle, khoyle@wingsdpa.org, for St. Joseph's and Matt Lown, mlown@wingsdpa.org, for St. Catherine's.
- We also offer Summer Care Programming from 6:30am-6:00pm Monday-Friday. We are closed on major holidays.
- Our Little WINGS program operates year round. Little WINGS daily schedule is Monday-Friday 6:30 a.m. -6:00 p.m. If you need to drop off earlier than your contracted time, please contact either Kristin Hoyle, or your child's teachers so we can make sure we have adequate staffing.
- If your child has not arrived by 9:30 am and you have not communicated their absence or delay, we will take them off of our schedule for the day.
- Children are able to be enrolled in a program a **maximum** of 10 hours a day. If children are here over 10 hours, there is a minimum of a \$10 fee added to your account per child. If this happens on a consistent basis, it may result in a removal from the program.
- If you sign up for drop- in care or care on scheduled break days (Christmas/Spring break, ect) and do not attend, a \$25 no-show fee will be charged. This fee helps cover the staffing and preparation made based on your reservation.

ENROLLING YOUR CHILD

All children whose age ranges from birth - 5 years are eligible for enrollment.

There is a non refundable registration fee of \$125 per child. This fee will hold your spot until your agreed upon start date when you're registering. If your start date or days requested changes after your initial registration, additional charges may apply.

All forms will be required in our online Platform. The following forms will be given at enrollment and will be required to turn in person:

- Birth Certificate
- Child Information Record
- Health-Appraisal (signed and dated by a licensed physician)

Physicals and immunizations need to be updated on a regular basis. Failure to meet these basic requirements, as set by the Michigan Department of Public Health, in the absence of a valid waiver, requires the child care program director to exclude the child from any child care program. Local health departments may set requirements that exceed and take precedence over these minimum requirements. Parents are required to update DPA with the child's immunization and physical records annually.

DROP OFF/ PICK UP

If you are a Little Wings or Before and After Care parent, you must always accompany your children into Divine Providence Academy during arrival, adults must sign in their child after bringing them into the classroom. We suggest that your family set up a routine to follow every day for arrival. This provides your child with a sense of security. We recommend that you walk your child to the classroom, sign them in, help them put away clothing items in their locker, greet the teachers and their friends and assist your child in joining the current activity. When it is time to go, tell your child you are leaving and say goodbye. If your child is having difficulty separating, signal a teacher for assistance. If your child is upset when you leave, feel free to call us later and we will let you know how he or she is doing.

For our Little Wings parents, pick up is offered as late as 6:00 p.m. if you will be late please notify staff immediately. If pickup happens after 6:00p.m. **your account will be charged \$1.00 per minute in 15 minute increments.** Children will be released only to a parent or guardian who is authorized to pick up the child. If someone else will be picking your child up they will need to be listed on the child information card or written authorization must be given to the teacher that morning. The authorized individual must be 14 years old.

Before a child can leave the area, the adult must sign the child out.
We will check identification on everyone until the faces become familiar.

ATTENDANCE PROCEDURES

In order for parents and children to gain the greatest benefit from participating in Divine Providence Academy it is necessary for children to attend child care regularly, be on time and be a part of the child's normal routine. Please see Enrollment Contract for specifics on allotted vacation/sick days. Parents should call the office at SC 231-853-6743, SJ 616-899-5300 ext 1 when they know their child will be absent. When you call, please leave the following information:

- Name of the student
- Date and specific reason for absence
- A description of the symptoms of the illness (vomiting, diarrhea, fever, rash, etc.) and/or report the type of disease if known and who diagnosed the illness.

If prior notice has not been given to Divine Providence Academy the parent needs to provide a note explaining the absence upon the child's return to school. The note should include the date(s) of the absence and the reason. Preschool student absences without notes will be marked as unexcused.

Examples of **EXCUSED** absences include:

- Student illness (a doctor's note is required if student is absent more than 4 days)
- Death in the student's immediate family

Examples of **UNEXCUSED** absences include:

- Running errands
- Oversleeping

Shoe Policy

Children need protective, comfortable and appropriate footwear to explore their environment. We want children to be free to safely run, climb, ride wheel toys, and engage in other active play. Rubber soled, closed toe and heel shoes are the best choice. Flip flops, heeled shoes, slip on shoes, and fancy dress shoes prevent safe play and are not appropriate for our very physical activities. Children will have many opportunities throughout the day to be safely barefoot as well.

- Shoes or slippers must be worn while in the bathroom.
- Children can be barefoot outside.
- Children can play in the sand barefoot.
- We will encourage children to wear shoes while on bikes, cars, and running on the cement to protect themselves.

COMMUNICABLE DISEASES

If you notice your child is having symptoms or signs of one or more of the following communicable diseases they may not come to school. Contact your doctor and report the illness to us. We will then report to the other parents in the preschool that their child may have been exposed to a communicable disease.

- Chicken Pox
- Measles
- Conjunctivitis/ Pink Eye
- Scabies
- Whooping Cough
- Mumps
- Lice

- Rubella
- Scarlet Fever

Once the child is symptom free for 24 hours, or has a doctor's note stating that he/she no longer poses a serious health risk to himself/herself or other, he/she may return to preschool.

We are required by the State of Michigan to report the possible occurrence of any communicable disease to the local public health department on a weekly basis

MEDICATIONS

All medication, including ointment, sunscreen, bug spray, aspirins, dietary supplements, or individual special medical procedures will be administered to the child only with prior written permission from the parent. All medication must be in the original container. Prescription medication must have the pharmacy label indicating the physician's name, instructions, and name and strength of the medication. This medicine will be given in accordance with those instructions. Divine Providence Academy will maintain a written record of the time and amount given, who administered the medication, and the child receiving it for all medications. If the child is under two years of age, we will need a signed doctor's note to administer any medication.

Medications must be handed directly to a teacher. For the safety of all children medicine may not be transported in backpacks. This includes cough drops.

SICK CHILDREN/COMMUNICABLE DISEASES

It is the policy of Divine Providence Academy to temporarily exclude children from care who may be infectious or who demonstrate physical symptoms that require continual one-to-one care. Divine Providence Academy follows the guidelines as stated by Ottawa and Muskegon County Health Departments.

WHEN TO KEEP YOUR CHILD AT HOME

- Fever 100.5 degrees or higher
- Rash with fever
- Vomiting
- Diarrhea
- Sore throat with fever and/or swollen glands
- Runny nose with green or yellow mucus
- Eye discharge
- Breathing difficulties or persistent coughing

WHEN A CHILD MAY RETURN TO THE CENTER

- The child's temperature has been below 100.5 degrees for 24 hours **without** Tylenol or aspirin.
- The child has been diagnosed as having a bacterial infection and has been on an antibiotic for 24 hours
- It has been 24 hours since the last episode of vomiting or diarrhea without medication.
- Nasal discharge is not thick, yellow, or green.
- Eyes are no longer discharging, or the condition has been treated with an antibiotic for 24 hours.
- The rash has subsided or the physician has determined that the rash is not contagious.

If your child is sent home from preschool sick, **they may not return to school for 24 hours.**

If children develop any symptoms that require them to be picked up from school we adhere to the following procedure. We will call the parents first and then the emergency contact if the parents are not available. Please keep us informed of any emergency numbers or contacts that may change during the course of the year. As a rule of thumb, if the child is well enough to come to school, he/she is well enough to participate in the regular program, including indoor and outdoor activities.

Breastfeeding Space

In order to accommodate mothers who are breastfeeding, Divine Providence Academy provides a lactation room for mother and child to utilize when needed. A sign is provided to indicate when the room is in use for breastfeeding and when it is available. This room is available to all breastfeeding moms from 6:30am to 6:00pm Monday-Friday.

SCHEDULES and ROUTINES

Our daily schedule offers a balance between the following types of activities:

- Active and quiet times
- Large and small group activities
- Time to play alone and time to play with others
- Indoor and outdoor play times
- Self-selected activities and teacher-selected activities

A DAY AT DIVINE PROVIDENCE ACADEMY Little WINGS	
6:30-8:00	Drop Off
8:00-8:45	Free Play
8:45-9:00	Diaper Changes
9:00-9:20	Morning Snack
9:20-10:00	Art
10:00-10:30	STEM
10:30-11:00	Outside Time
11:00-11:15	Circle Time

11:15-11:30	Diapers
11:30-12:00	Lunch
12:00-2:15	Naptime
2:15-2:30	Diaper Changes
3:00-3:30	Outside Time
3:00-3:15	Afternoon Snack
3:15-4:00	Free Choice
4:00-4:15	Diaper Changes
4:15-5:00	Free Choice
5:00-6:00	Pick Up

A DAY AT DIVINE PROVIDENCE ACADEMY Preschool	
7:45-8:00	Drop Off and morning work
8:00-8:30	Circle Time
8:30-8:45	Story Time
8:45-9:45	Free Choice/ Outdoor
9:45-10:00	Snack time
10:00 -10:30	Small Group
10:30 - 10:45	Religion
11:00-11:30	Outdoor Time
11:30-12:00	Lunch
12:00-1:30	Nap
1:30 - 1:45	Snack
1:45 - 2:00	Free Choice
2:00 - 2:45	Religion, Science, Social Studies, or Art
2:45	Dismissal

OUTDOOR TIME

Outdoor time is considered an integral part of our program. All children will be expected to go outside daily. Extreme temperature may determine limited play. We will go outside in the winter unless the temperature is a “feels like” 20 degrees or below including the wind chill factor. If it is raining, or the temperature is 95 degrees or higher outdoor time will be limited. **It is assumed that if the child is well enough to attend the center, he/she is well enough to go outside.**

SUN SAFETY

Our goal is to ensure children are protected from overexposure to the sun’s rays. We ask that all parents sign our sunscreen permission form allowing us to apply sunscreen to your child before we go outside and again while outside as needed. Please bring in a bottle of sunscreen labeled with your child’s first and last name.

FIELD TRIPS

Field trips are an excellent opportunity to enhance the classroom learning and to introduce a new and different location or experience to the children. The field trips may be walking trips or involve transportation, which we will ask for parent volunteers to drive. Parents will receive notice of field trips prior to the children going. Parents are welcomed to join us on any of the field trips.

ASSESSMENT POLICY

At Divine Providence Academy we conduct assessments on all Preschool children at least three times annually (generally fall, winter and spring). This ongoing process documents and assesses children’s knowledge, behaviors, and then plans for their learning. This ongoing process documents and assesses children’s knowledge, behaviors, and then plans for their learning. The teaching staff assesses each child in their classroom environment by documenting observations, collecting samples of work, and creating portfolios. Divine Providence Academy uses the Creative Curriculum Developmental Continuum Assessment System as the framework for these assessments. Through these intentional observations the teaching staff is able to have a comprehensive picture of the developmental needs of the individual child as well as the classroom as a whole, which will be the basis of planning for small and large group activities. The teaching staff conduct conferences twice a year with families to discuss the child’s progress and together create a plan based on the child’s individual needs. If the teaching staff and/or the parents feel there is a need for further formal assessment or assistance based on our evaluation, Divine Providence Academy will provide additional resources or refer the family to the appropriate agency. All results of the assessments are kept confidential. In the fall of 2018 Divine Providence Academy started implementing the diocesan standards for Preschool and Kindergarten.

Little Wings will complete an Ages and Stages Questionnaire on all students in the fall and spring.

CONFIDENTIALITY STATEMENT

Divine Providence Academy maintains confidentiality and will respect the family's right to privacy, refraining from disclosure of confidential information (including health and assessment information) and intrusion into family life. However, when we have reason to believe that a child's welfare is at risk, we will share confidential information with agencies, as well as with individuals who have legal responsibility for intervening in the child's interest. Disclosure of children's records beyond family members, program personnel, and consultants having an obligation of confidentiality shall require parent/guardian consent (except in cases of abuse and/or neglect).

PARENTS AS PARTNERS

Divine Providence Academy intends to maintain close, positive relationships with the parents of the children in our program. We offer a number of ways to involve parents at the center such as newsletters, family activities, and volunteer opportunities.

A parent's involvement in their child's education is important and we want you to know what is happening in your child's classroom. You are your child's most important teacher and advocate. See the Preschool Director to complete the appropriate volunteer paperwork and background check.

We will make every attempt to communicate to parents about your child's progress and what is going on in the preschool. Some ways that we may communicate this information includes:

- Newsletter: Teachers will email families on a weekly basis.
- Tadpole App: Teachers will use The Tadpole App to communicate with families, share lesson plans, and include pictures from each child's day.
- The following Early Childhood rooms utilize the Tadpole App:
 - Infant, Toddler, Young Preschool, and Summer Care at Saint Joseph Campus
 - Infant and Toddler at Saint Catherine Campus
- Program Survey: Parents are invited to participate in an annual program evaluation via a survey. This process allows the school to measure progress toward program goals and objectives. The results are used as a basis for continuing successful activities and for changing those that need improvement.

PEST MANAGEMENT PLAN

Divine Providence Academy has a pest management plan when pesticide applications should occur in the building. The plan will include the following:

- An annual notification will be provided to the parents informing them that they will receive advance notice of pesticide applications.
- The notifications shall specify two methods by which the advance notice of pesticide application will be given (newsletter, sign, preschool website etc.)
- An advance notice shall contain information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at the center, and a toll-free number for a national pesticide information center recognized by the Michigan Department of Agriculture.
- Liquid spray or aerosol insecticide applications may not be performed in a room of Preschool unless the room will be unoccupied by children for no less than 4 hours or longer if required by the pesticide label use directions.

DISCIPLINE

Positive methods of discipline shall be used to help children gain self control. The purpose of discipline at Divine Providence Academy is to help children develop self-control and to become responsible for their own behavior. We are always guiding and directing children toward acceptable behavior by offering them choices and opportunities to make decisions.

We use preventive discipline techniques such as suitable program planning, positive verbal communications, and the setting of an appropriate emotional tone in the classroom. The best motivation for encouraging positive behavior is modeling appropriate conduct, stating expectations, and the child's own inner satisfaction.

Adults involve children in resolving conflicts. Adults treat conflict situations with children matter of factly.

Adults defuse the conflict situation before moving into problem solving; Approach children calmly and stop any hurtful actions, and acknowledge children's feelings.

Adults involve children in identifying the problem, gather information from the children and restate the problem.

Adults involve children in the process of finding and choosing a solution for a problem. Ask children for solutions and encourage them to choose one together and be prepared to give follow up support when children act on their decisions.

If a child exhibits continually disruptive and unsafe behavior that is not resolved through appropriate positive behavior management strategies, the teacher will discuss the situation with the parent to develop an action plan. All reasonable attempts will be made to work with the child and the family to resolve the behavior issue. Staff will keep parents informed of the progress made. Referrals to community resources may be suggested when appropriate.

Nutrition/Food Service

Hot Lunch is available to all DPA families. Families are required to fill out hot lunch forms online at divineprovidenceacademy.org. Ensure that you are filling out the hot lunch form for the correct campus.

All food allergies must have a written doctor's statement of the allergy. All food brought into the classroom must be approved by teaching staff and must be store bought with the ingredients listed. This includes treats/snacks for birthdays. Meals are primarily served family style with an adult sitting with and supervising children. Children clean up their own spill (with help from others) fostering independence.

WATER BOTTLES

Each child will need to bring a water bottle each day. This needs to be labeled with the child's complete first and last name as well as the current date.

SCHOOL CLOSINGS

We will close the child care in poor weather conditions. Closings will be posted on our DPA Facebook page, DPA app, TV Channel 13-WZZM, Fox 17, and Wood TV-8.

Teachers will also call the parents if poor weather requires that the school will be closed prior to the regular dismissal time. Please note that Little Wings may still be opened even if the school is closed.

CHILD PROTECTION LAWS

Divine Providence Academy staff are mandated by the Child Protection Law of Michigan to report to the Department of Human Services any "suspected cases of abuse, neglect, child sexual abuse or sexual exploitation."

EMERGENCY PROCEDURES ACCIDENTS

An Accident Report form will be completed by staff in the event of minor injuries, such as scrapes and bruises, occurring during preschool hours. The teacher will notify the parent of the accident and give them the Accident Report form at the time of pick up. The parent will sign the form and be given a copy of the form and the original form will be filed in the child's center file.

In the event of a more serious injury requiring emergency attention, one teacher will remain with the injured child, the second teacher will call 911 and contact the parent, and the aide staff will stay with the remaining children. If the parent is unavailable, the emergency contact person will be notified. Your signed child information form gives us permission to seek medical treatment for your child if you and/or the persons you have designed are unavailable.

Please keep us informed of any changes in phone numbers for parents and/or emergency contacts. In addition, please keep us informed of any changes in allergies or medications that your child is taking.

FIRE & TORNADO EMERGENCIES

In the case of a fire or tornado emergency, all children will be brought to the designated safe areas. Teachers will take the sign in/out log and the emergency cards with them.

If a **tornado watch** is in effect at regular arrival or dismissal times, parents may continue with dropping off and picking up.

If a **tornado warning** is in effect at regular arrival or dismissal times, no children may be picked up or dropped off until the warning has been lifted. At all times, precautions will be taken to secure every child's safety.

In the event of a fire, the teacher present is responsible for safely leading all the children outside to a designated safe area. Once outside, a role will be called to make sure everyone is out of the building. The class will practice fire drills at least three times per year.

ACTS OF TERRORISM, LOCKDOWNS OR OTHER EMERGENCY SITUATIONS

In the event of an act of terrorism or other event that requires a lockdown of St. Joseph School, the Early Childhood classroom doors will remain locked and the children will be moved to the safest location in the classroom. Staff and children will remain in the preschool as long as it is safe to do so. In addition, we will contact parents as soon as possible and will release the children only when it is safe and only to the parent or someone on the emergency contact list.