

PRESCHOOL HANDBOOK

CHUM complies with all Licensing Rules for Child Care Centers

Criteria for Admission and Withdrawal

The maximum enrollment of the school shall be determined, within the limits of the state license, by the Board of Directors upon the advice of the Admissions Chairperson and permission of the teacher(s) involved.

A. RULES OF ELIGIBILITY

Applications are accepted by the Admissions Chairperson. Applicants must be at least three or four years, respectively, before September 1st. The parents shall abide by the requirements of the preschool and assume their full share of responsibility in the operations of the school. Failure to cooperate will bring action by the Board.

B. ORDER OF PREFERENCE

The order of preference in making up the enrollment for the three-year-old group shall be without reference to race, creed, color or economic status.

- i. Siblings of those who are currently enrolled in the school.
- ii. Siblings of those who, at one time, have been enrolled in the school and children of parents/legal guardians from Chapel Hill United Methodist Church.
- iii. Date of application.

The order of preference in making up the enrollment for the four-year-old group shall be without reference to race, creed, color or economic status:

- i. Children enrolled in CHUM Co-op Preschool the previous year.
- ii. Siblings of those who are currently enrolled in the school.
- iii. Siblings of those who, at one time, have been enrolled in the school and children of parents/legal guardians from Chapel Hill United Methodist Church.
- iv. Date of application.

The order of preference in making up the enrollment for both groups shall be discontinued January 1st and enrollment completed by date of application.

C. WAITING LIST

As openings occur in the school membership, they shall be filled in accordance with seniority application within each group. Once an opening has been offered and refused by an applicant, said applicant loses their seniority and, if desired, may be placed at the bottom of the waiting list.

D. REGISTRATION

A set fee, determined by the Board of Directors, shall be charged for the registration of each child and shall be assessed each year the child is enrolled in the school. The registration fee is non-refundable, except when a child is accepted and enrolled into a Young 5's Program or Kindergarten, in which case the registration fee is refundable only until June 1. The registration fee shall be due within two weeks after the child's acceptance to the school, except when that date of acceptance is less than two weeks prior to the opening of the school. It will then be due before the child is allowed to attend the school. The registration fee is due February 15 with the first tuition payment. A non-refundable activity fee, to be determined by the Board of Directors, is due July 15.

E. REQUIRED DOCUMENTS

***The following documents are required prior to Parent Orientation

- First and second tuition payment and activity fee
- Child Information White Card
- Working Parent Questionnaire
- CHUM Co-op Preschool Contract
- Parent Questionnaire
- Disclosure/Release Form
- Comprehensive Background Check and Fingerprinting -LARA
- Health Form and Immunization Form (or Immunization Waiver)

***CHUM Co-op Preschool and students must comply with the State of Michigan Health Department regulations governing licensed preschools. Each child must have a physical within one year of the CHUM school year, and all immunizations must be up to date. This information must be recorded on the green health form and signed by the physician. Immunizations MUST be on file the first day a child starts school. When a child begins CHUM midyear, he/she is required to have a physical within 30 days of his/her starting date. Physical evaluations must be updated every two years.

F. CRITERIA FOR WITHDRAWAL

Families of CHUM will be asked to withdraw their child if any or all of the following occur:

- i. Parents do not pay the tuition according to the established payment schedule.
- ii. Parents do not fulfill their obligation of participating in the classroom, on field trips a set fair amount of days or participating in the monthly/Sunday cleans a fair set amount of days.
- iii. The teacher and board members believe that the child's behavior is disruptive and not conducive to participating with his peers in a classroom setting, including but not limited to, excessive biting, aggressiveness, destructive to school property,
- iv. The teacher and board members believe that the parents' behavior is disruptive and not conducive to the cooperative spirit of the school.

- v. If a child is withdrawn from the school, no refund shall be given. There must be a 30 day written notice given to the Admissions Chairperson before the child is withdrawn.
- vi. Written notice of withdrawal from CHUM Co-op Preschool must be received by the Admissions Chairperson or General Board 30 days prior to the child's last day of attendance. No tuition refund will be given.
- vii. Once current tuition installment has been paid, no money will be refunded. In the case of tuition being pre-paid, a request for reimbursement must be submitted in writing to the General Board for approval.
- viii. Registration fee will not be refunded.
- ix. Activity fee shall be refunded on a pro-rated basis.
- x. If parents are requested, by the teacher(s) or the Executive Board, to withdraw their child from the school, a refund will be given on a prorated basis.

SCHOOL YEAR

CHUM Parent Orientation meetings are held the week of Labor Day, and classes for the children will begin the following week. CHUM follows the academic calendar of the Portage Public Schools for the major holidays and vacations. Regular CHUM classes are held during Portage Public Schools conference times. CHUM classes are cancelled for "snow days" according to the Portage Public Schools, and the information is broadcast on the local radio stations as well as WWMT Channel 3. You can also call the Portage Public Schools information line at 323-6800. CHUM classes end in mid-May. The three-year-old class meets on Tuesday and Thursday from 9:15-11:30 a.m. The four-year-old AM class meets on Monday, Wednesday and Friday from 9:15-11:45 a.m., and the four-year-old PM class meets on Monday, Tuesday, Wednesday, and Thursday from 12:30-3 p.m. Children must be either 3 or 4 years old by September 1 to attend classes. CHUM reserves the right to cancel an entire class section (3AM, 4AM, 4PM) pending enrollment numbers before the school year begins.

A. TUITION

Tuition shall be paid in money and services. Tuition and fees shall be determined by the Board of Directors...refer to Chum Tuition and Fee Policy for the current school year

- i. Annual tuition shall be paid in eight installments due August 15, September 15, October 15, November 15, January 15, February 15, March 15, and April 15th. Arrangements for an alternative payment schedule may be made in special circumstances.
- ii. If tuition is not received by the 15th of the relative month, Treasurer B will notify the parent tuition is late and a \$50.00 late fee is due along with all tuition due by the 20th of the relative month. Tuition and the \$50 late fee must be paid prior to the parent's child returning to school. If the tuition and late fee are not received before the 25th of the relative month, the President will speak directly with the parent and/or notify them by letter their child is withdrawn from the school. With approval from the Executive Board, the child may be reinstated upon receipt of the tuition and late fee, provided the child's place has not been filled by another student.
- iii. Tuition for a child entering after school has started shall be prorated. The activity fee will be prorated based on the child's start date. The registration fee will remain the same regardless of when the student begins school.
- iv. All payments must be made by check or money order. In the event payment is returned for any reason, i.e. NSF, Account Closed, etc. the family will be charged a minimum of \$10 and subject to

any additional bank fees. This fee along with the full tuition payment, in the form of a cashier's check or money order, must be received before the child will be allowed to return to the school. If this occurs with the first tuition payment prior to the start of school, this must be paid within seven days or the child's position will be given to the next child on the waiting list. Any NSF received by the school is deemed nonpayment and will be treated / handled according to the rules of this Handbook.

B. FINES

Parents shall serve as helpers as often as is found necessary by the Class Parent, and mothers and/or fathers shall be required to give some time each year for other committee work and/or maintenance and repair of equipment. The following penalties shall be assessed for noncompliance of parental obligations:

- i. Missing a scheduled work day:
 - a. There shall be a \$50.00 penalty assessed for missing a scheduled workday without securing a substitute. This fee is payable prior to the parent's child returning to school. The child may NOT stay that day if the parent does not work. In emergency circumstances, the Board strongly encourages the parent to contact the President to explain. Extenuating circumstances shall excuse said penalty by Board approval. If approval is granted, a refund of the penalty will be issued after the next Board meeting.
- ii. Missing a scheduled cleanup day / Volunteer Assignment:
 - a. A \$50.00 penalty shall be assessed for failure to work a scheduled clean-up time (monthly or Sunday clean). There is no grace period. This fee must be paid BEFORE the parent's child returns to school. The parent will be rescheduled to work another clean-up time to make up for the missed day in addition to the penalty. In emergency circumstances, the Board strongly encourages the parent to contact the President to explain the situation as soon as possible. Extenuating circumstances shall excuse said penalty by Board approval. If approval is granted, a refund of the penalty will be issued after the next Board meeting.
 - b. A \$50.00 penalty will result for any family who does not fulfill volunteer obligation (specific task signed up for at Orientation i.e. set up, clean up or planning committee) with assigned CHUM event (i.e. Fall Festival/Trike-A-Thon, Spring Carnival, etc.) without securing a replacement. This fee must be paid BEFORE the parent's child returns to school. Extenuating circumstances shall excuse said penalty by Board approval. If approval is granted, a refund of the penalty will be issued following the next Board meeting.

DISCIPLINE

Discipline involves teaching, guiding and correcting toward a more acceptable behavior. It is the responsibility of the teacher and parents. A positive approach, which encourages the development of self-control, cooperation and self-confidence, is recommended at CHUM. Consistency is essential.

A. The CHUM teacher will:

- i. Establish behavioral limits and inform children and parents of these expectations and rules (i.e. no pretend weapons at CHUM).
- ii. Demonstrate disciplinary techniques appropriate for the situation and developmental level.
- iii. Work with parents when persistent behavior problems occur.
- iv. Suggest alternative methods when Working Parent displays inappropriate discipline.

B. Discipline Guidelines for CHUM Parents:

At school, we use positive discipline, redirecting children and warning them of the consequences.

Room arrangement can help manage the flow of children and their behavior. State the rule simply and clearly. It is unnecessary to scold or punish. We stop unacceptable behavior, state the desired behavior and diligently observe and follow through.

Rules should address:

- Personal safety
- Safety of others
- Safety of equipment/environment

C. Use these approaches:

- Position yourself to face the center of the room so you can view everyone.
- Be on the child's level and make eye contact.
- Avoid long explanations - you'll lose the child.
- Do not yell across the room - walk over and get the child's attention. State name as you walk quickly if the incident is serious.
- Genuine praise of acceptable behavior is meaningful and will promote continuation. "You waited very patiently for your turn at the sink." Focus on the details and acknowledge the child's effort.
- Do not step in too quickly; encourage the children to be successful on their own.
- Let child be a watcher; "everybody's doing it" isn't reason enough to participate.
- Use "I messages" when redirecting children.
- Use positive directives -- "Walk." "Keep the play dough ON the table." "Drive the truck AROUND the blocks." Preschool children cannot determine the opposite of the "Don't run" directive --all they hear is "Run!"
- Wait until after class to address with the teacher any concern you have about a child – Confidentially.

D. What to do when you must intervene

1st time	State what the child is doing State why it is unsafe ("I message") What you want the child to do - THE RULE
2nd time	State what the child is doing Remind of the acceptable behavior - THE RULE State consequence - must be natural or related by time - an either/or statement
3rd time	Remind of consequence ("Remember I said...") Follow through

Please address inappropriate behavior as it occurs. It is much easier for the person who observed the behavior to address it with the child than someone who is getting secondhand information. However, if you are out of your comfort zone, please come get the teacher and she will manage the situation. Time out is to be used ONLY by the teacher as a last measure or for chronic antisocial behavior (i.e. pinching, biting). If you are unsure how to handle a particular situation, ask the teacher for advice.

- Avoid dangerous situations by restructuring play within the classroom limits. Never leave a room unattended.
- If attention appears to reinforce negative behavior, then it might be best to ignore the behavior unless it is harmful to others.
- Never hit a child or deny them snack as punishment.

E. Problem Behavior Resolution

To maintain consistency and fairness with every CHUM student, persistent discipline problems will be addressed using the following procedure:

- i. Teacher discusses situation with parents, encourages parents to observe classroom behavior, and monitors classroom behavior for two weeks.
- ii. After the two-week period, the teacher calls parents to report on progress.
- iii. If problem behavior persists, a meeting with the teacher will be arranged and the Executive Board will be notified. Parents decide whether to meet with the teacher alone or have their child present to set up an "adjusted" schedule. The teacher will recommend appropriate options for a two-week period:
 - a. Shortened class time
 - b. Parent accompanies child to class
- iv. After two weeks, parents and teacher re-evaluate the situation and decide upon the following options:
 - a. Normal schedule resumed
 - b. "Adjusted" schedule lengthened
 - c. Dismissal recommended
- v. If the teacher recommends dismissal, she presents her recommendation to the Executive Board. The Executive Board discusses the situation and votes on the recommendation. The President reports the Executive Board's decision to the parents. Upon dismissal, tuition will be refunded on a pro-rated basis.

PROGRAM PHILOSOPHY

The purpose of CHUM Co-op Preschool shall be to support and operate a non-profit, non-sectarian, state licensed school of the highest possible caliber at the least expense through the cooperation of parents and staff; and to provide parents with experience in the knowledge and understanding of children by observation and participation in the school and by attendance at parents' meetings.

We believe children learn best through play and hands-on activities. Through purposeful classroom arrangement and planning developmentally appropriate activities, the children will be meaningfully engaged in play with their peers while attending CHUM Preschool.

NUTRITION AND FOOD POLICY

Snack time is an important part of CHUM. It offers the students and adults a time to relax, share thoughts and ideas in conversation, and also allows for the practice of manners and good nutritional habits. When you are planning the snack for the day:

- i. Please be sensitive to students with food allergies when providing snacks. Please see the snack list in the back of the orientation folder for your particular class. Only food items listed on the snack list may be served.
- ii. The snack and beverage must arrive at CHUM in unopened, original packaging. The ingredients list and nutritional information must be visible.

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- iii. The snack should include a fruit or vegetable.
- iv. The snack should be simple and appealing to children.
- v. The snack could be a learning experience (peeling fruit, preparing the food, tasting something new, etc.) When possible, please incorporate the monthly themes into your snack choice.

DAILY ROUTINE

Three Year Old Daily Schedule

9am – Working parents arrive
9:15 – Arrival-Art Room stations open
9:25 – Welcome/Job Circle (welcome song, attendance, calendar)
9:40 – Free Choice (Art project, blocks, table games, dramatic play)
10:30 - Clean-up
10:35 – Story Circle (songs, finger plays, a story, handwashing for snack)
10:45 – Snack Time
11:00 – Sharing Circle
11:10 – Outside Play (on playground if weather permits or inside game or other group activity)
11:30 – Dismissal

Four Year Old AM and Four Year Old PM Daily Schedule

8:45/12:15 – Working Parents Arrive
9:15/12:30 – Arrival
9:10/12:40 – Circle Time (welcome song, calendar, group activity)
9:30/1:00 – Free Choice (art project, blocks, table games, housekeeping etc.)
10:25/1:55 – Clean up
10:30/2:00 – Story time (songs, finger plays, a story, handwashing for snack)
10:45/2:15 – Snack
11:00/2:30 – Large Motor Activity (on playground if weather permits or inside game or group activity)
11:45/3:00 - Dismissal

CHUM'S PARENT NOTIFICATION PLAN FOR ACCIDENTS, INJURIES, INCIDENTS, ILLNESSES & OTHER

In the event of accident, injury, incident, illness or other during regular class session hours, the teacher will make verbal notification to the parent/guardian at the time of pick-up or contact the parent/guardian by phone during class when necessary. If someone other than the parent picks up the child, the parent/guardian will be notified as well. The teacher will give a verbal report within 24 hours to the Department of Licensing and Regulatory Affairs (LARA) when required by R400.8158. A written report will be submitted to LARA (www.michigan.gov/michildcare) within 72 hours and a copy of the report will be on file at the center.

A. SERIOUS ACCIDENT OR INJURY

In case of serious accident or injury, the teacher will be in charge, administer First Aid. If emergency medical attention is deemed necessary by the teacher, the child will be transported by emergency personnel to the nearest hospital accompanied by an eligible volunteer and the child's parent will be notified.

B. INCIDENTS AND ILLNESSES

If a child reports or is observed in alleged inappropriate contact with staff/volunteer/peer or becomes ill while at CHUM, the parent will be notified immediately. An ill child will be placed in a separate supervised area until the parent arrives. All items and facilities used by the ill child shall be thoroughly cleaned and sanitized before they are used again.

C. OTHER

If a child is left alone or unsupervised, the building is evacuated for any reason, there is a fire or death; the parent(s) will be notified immediately and the teacher will make the required reports as noted above.

D. EXCLUSION POLICIES FOR CHILD ILLNESSES

(Staff, Working Parents, and Volunteers will also follow the policy below)

Keep your child home from class sessions, field trips and school wide events if he/she is not feeling well. The child must be symptom and fever free for 24 hours. If your child has a fever of 100 degrees or more, has a colored discharge from the nose, has had diarrhea or vomiting in the past 24 hours, or has a rash keep them home. Please notify the Health/Student Services Chairperson if you keep your child home from school because of being sick (this is how the health department keeps tracks of illness). Keep in mind that sickness spreads quickly in close contact.

When any child enrolled at CHUM contracts a contagious illness, please notify the Health/Student Services chairperson as soon as possible. All parents will be notified of the type of illness and associated symptoms.

E. HEAD LICE “NO-NIT” POLICY AND PROCEDURE

Lice checks will occur the day following any school break by parents trained by the Health/Student Services Chairperson. A “no nit” policy is one that excludes students from school based on the presence of lice eggs whether or not live lice are present. The No Nit Policy encourages each family to do its part at home with routine screening, early detection, accurate identification and thorough removal of lice and nits. If lice or nits are detected, an all school lice check will occur on the next scheduled school day. Any child infected will be rechecked prior to reentering school.

NOTICE OF THE CENTER’S LICENSING NOTEBOOK AVAILABILITY

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.

- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Community and Health Systems website at www.michigan.gov/michildcare

RESPONSIBILITIES OF CHUM PARENTS

A. EXPECTATIONS AND REQUIREMENTS

Being a co-op, we are by name and nature required to work together with the teacher and other parents.

- Parents are expected to be informed and interested in the operation of CHUM. Each family be represented at Parent Orientation meetings. Parents are to read the monthly newsletter and other information regarding the preschool. A copy of the CHUM constitution and by-laws is available on the CHUM website.
- Parents are required to work their assigned days and participate on the scheduled field trips. Fathers as well as mothers are encouraged to work. Should a family need someone other than the parents to work, they must complete the Working Parent Orientation, complete the comprehensive background check and fingerprinting - LARA, and be approved by the Executive Board. Parents act as aides to the teacher during class sessions and help to carry out the daily lesson plan.
- Parents with special skills are encouraged to share their time and talents with CHUM.
- Parents are responsible for the condition of the school and its equipment. One parent from every non-board member family is required to work as part of a monthly clean-up team (both parents are more than welcome to help). Parents sign up for requested dates at the Orientation and the Facilities/Volunteer Chairperson assigns the families and notifies them of the schedule in the monthly newsletter. However, it is the family's responsibility to make any necessary schedule changes, to notify the Facilities/Volunteer Chairperson and to change the copy of the schedule in the classroom. Children are NOT allowed on cleaning days. CHUM families will be responsible for Sunday cleans in years it is deemed necessary due to student allergies. It is the scheduled family's responsibility to obtain the key from the classroom on the child's last scheduled school day prior to the clean. Please return the key on the child's next scheduled school day.

B. REPORTING CHILD ABUSE AND NEGLECT

As a licensed preschool, staff and volunteers are required by law to immediately report suspected abuse and/or neglect to Children's Protective Services (855) 444-3911 followed with a written report within 72 hours. As a Working Parent: I know child abuse/neglect is against the law; I am aware of CHUM's policies on child abuse/neglect. The following are some possible signs children may exhibit:

- extremely aggressive and/or passive behavior
- delays in development
- afraid of parents or adults
- unusually shy, avoids children and adults
- avoids physical contact
- apt to seek attention from any adult
- child makes statements of being hurt or abused

Other signs to look for:

- Physical abuse: sores, burns, bruises on body and a reluctance or vagueness about where they originated

- Neglect: routinely tired, hungry or not clean
- Sexual Abuse: unusual or inappropriate sexual awareness or behavior; persistent sexual play with other children, themselves or toys

In the event child abuse/neglect is suspected/reported, the alleged parent may not work in the class while the case is being investigated.

C. WHEN YOU ARE THE WORKING PARENT

- i. Upon arrival to the classroom, the working parent must wash hands with soap and water following the procedure outlined below.
- ii. Arrive at school by 9:00 a.m. for the 3AM class, 8:45 a.m. for the 4AM class, and 12:15 p.m. for the 4PM class. This will allow time to discuss the daily plans and to prepare materials.
- iii. Plan to leave at approximately 11:45 a.m. (morning classes) and 3:15 p.m. for the 4PM class after the cleaning is completed. No Working Parent may leave until clean up is completed and all children are accounted for.
- iv. Do not discuss the behavior of children in front of them or in front of other children.
- v. Do not visit with other adults during school hours any more than necessary. Remember that you are there to assist the teacher with the class.
- vi. Siblings are welcome only at invited occasions.
- vii. There will be no smoking at school or on field trips.
- viii. Wear comfortable clothes and shoes to allow you to participate in class projects and activities.
- ix. There is a First Aid kit available in the classroom and in the shed at the playground. When exiting the building, be sure to bring the EpiPens with you when necessary.
- x. Please leave personal cell phones turned off while working in the classroom.

D. HANDWASHING

All staff, parents and children will follow the recommended hand washing procedure.

- i. Moisten hands with running water and apply soap.
- ii. Rub hands together vigorously for at least 20 seconds.
- iii. Rub areas between fingers, around nail beds and on the back of hands.
- iv. Rinse hands under running water until free of soap and dirt.
- v. Leave water running while drying hands with a clean, disposable, single use towel.
- vi. Turn off water with towel.
- vii. Dispose of towel in lined trash can.

E. CLEANING AND SANITIZING

All food preparation areas, snack tables and toys must be cleaned and sanitized using the “three step” cleaning method. Use a clean cloth for each step every time.

- i. Wash the surface using “All Purpose” spray.
- ii. Rinse the surface using “Rinse Water” spray.
- iii. Sanitize using “Clean Assist” spray and let air dry. **DO NOT WIPE.**
 - Hang cleaning cloths on white hooks so they can be laundered on Friday.

F. GENERAL PARENT GUIDELINES

- i. Bring your child to school on time and be prompt in picking him/her up at dismissal time.
- ii. Let the teacher know in writing if someone unfamiliar to her is picking up your child after school. This includes relatives and neighbors. They will be asked to show a picture ID.

- iii. Keep your child home if he or she is not feeling well, has had a fever of 100 degrees or above in the last 24 hours, has a colored discharge from the nose or if there is a possibility of pink eye, or has a rash. If your child has diarrhea or has been vomiting, please keep him/her home for 24 hours AFTER it stops. Keep in mind that sickness spreads quickly in close contact.
- iv. Individual accommodations will be honored when dictated by an Individualized Education Plan or a physician's written orders.

G. PREPARE YOUR CHILD FOR PRESCHOOL

- i. Let your child know he is coming to school to have an enjoyable time. The adults will help him whenever needed and there will be other children to play with.
- ii. Be sure he understands who will be picking him up at the end of class.
- iii. Play clothes are essential. They should be loose enough for large muscle activity. All outer clothing should be labeled with your child's name - this helps the child, the Working Parents and the teacher. Outer clothing should be large enough for the child to get on himself and designed to encourage independence in learning to fasten and unfasten. Tennis shoes or soft-soled shoes are encouraged for safety reasons. Cowboy boots and fancy dress-up shoes are discouraged.
- iv. Each child will become a part of and identify himself with CHUM by use of his own name tag and by having a personal hook for his coat and tote bag.
- v. Each child must bring a tote bag or backpack labeled with his name to school each session. The tote bag or backpack should be large enough to hold artwork and notes from CHUM. Open-top tote bags are preferred as backpacks with fasteners are more difficult to manage.
- vi. When your child comes home, help him feel that the family places an importance on his school and encourage him to tell you about the activities and happenings of the day. Please empty your child's tote bag or backpack and check for important information after every school day.

H. FIELD TRIPS

- i. Field trips are planned in advance throughout the year as part of the educational program.
- ii. All parents accompany their child on the field trip unless other arrangements have been made. Parents also will bring their own EpiPens / necessary medications for their child.
- iii. Children should hold each other's and an adult's hand when crossing streets.
- iv. Parents should help children understand the points of interest and enjoy the experience.
- v. There will be a First Aid kit taken on all field trips. First Aid kits are available at CHUM.
- vi. On occasion there might be an extra expense for parents and/or siblings. Also, siblings are not always allowed on field trips so please check with the Field Trip Chairperson.

PEST CONTROL POLICY

As required by section 8316 of 1994 PA 451, MCL 324.8316, a center shall develop and implement an integrated pest management program when pesticide applications occur on the premises. The integrated pest management program shall include, but not be limited to, the following:

- i. An annual notification provided to parents or guardians informing them that they will receive advance notice of pesticide applications. The annual notice must be provided in September.
- ii. The annual notification to parents or guardians specifying 2 methods by which the advance notice of pesticide application will be given.

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- iii. An advance notice containing information about the pesticide, including the target pest or purpose, approximate location, date of application, contact information at the center, and a toll-free number for a national pesticide information center recognized by the Michigan department of agriculture.
- iv. Liquid spray or aerosol insecticide applications may not be performed in a room of a center unless the room will be unoccupied by children for not less than 4 hours or longer if required by the pesticide label use directions.

Upon daily visual inspection of the playground area, if stinging insects are observed nesting in the play structure or fencing, in order to keep the students safe, Ortho brand Insect Spray will be applied as needed upon discovery of said stinging insect. 1-888-270-3714