

# Welcome!

\*These policies are subject to change based on the latest COVID-19 information

Welcome to the Grosse Pointe Public School System's Child Development and Preschool Program. Your child is joining a program that has been designed to complement our district's tradition of excellence in education. Our program is licensed by the State of Michigan and adheres to the regulations of the Child Day Care Licensing Division. The following pages explain our program policies and procedures. Please read this manual thoroughly to ensure that you are familiar with the protocol of the GPPSS Child Development and Preschool Program.

We welcome our families to visit our program, and we want to encourage your participation, observations and suggestions. We look forward to working with you and your little one!

We strive to cultivate a lifelong love for learning within each child.



## MISSION

The mission of the GPPSS Child Development and Preschool Program is to provide a secure and caring environment which offers young children opportunities to discover, share, make friends, grow and begin the journey of lifelong learning.

## CURRICULUM

Our emergent curriculum includes elements of Highscope and Reggio Emilia. It is a child-guided, teacher-directed curriculum that incorporates language, literacy, math, science, logic & problem solving, creative representation, dramatic play and sensory exploration.

### *Why EMERGENT?*

Emergent curriculum lends itself to play-based learning. The goal of emergent curriculum is for our teachers to respond to the children's interests and generate lesson plans based on these things. It is open-ended, providing a wide canvas for the learning process. It is individualized, allowing for our teachers to interact with and expand upon each child's questions and interests. It is process-based, enabling our teachers to give considerable attention to the quality of *how* learning is happening.

### *Assessment*

The Child Observation Record (COR) assessment tool allows teachers and parents to carefully monitor each child's progress. You will have the opportunity to meet with your child's teachers throughout the school year to discuss your child's growth and development more thoroughly. Our teachers are regularly making observations of your child's progress which are documented in the COR and added to his or her portfolio.

### *Special Needs Plan*

If you have a concern about your child's development, you may request an additional conference at any time. Evaluations through Early On are also available to residents of Wayne County through the Barnes Main Office at (313)432-3803. In the event that your child does qualify for an Individual Education Plan with legal guardian permission we work closely with your child's team of experts to accommodate your child's needs.

## **Grosse Pointe Public School System's Child Development and Preschool Program**

### **Policies and Procedures**

#### **Age Requirements, Ratios and Class Sizes**

<b>Classroom</b>	<b>Age Requirement</b>	<b>Ratio</b>	<b>Max Size Per day</b>
Infant	begins at 6 weeks old	1 adult:4 children	12
Toddler 1	Approx. 12 months-24 months	1:4	12
Toddler 2	Approx. 2-3 years	1:4	12
Prep	Approx. 2.5-3	1:8	16
Preschool	Approx. 3-4 years (or the start of Pre-K)	1:10	18
Pre-K	Approx. 4-5 years (4 on or before Sept. 1)	1:12	14-20

### **Tuition:**

Tuition is billed in equal installments and is emailed to the address you provided. It is due the first week of each month. Tuition for only the month of June will be prorated for the month.

### *Tuition Discounts:*

Sibling Discount: 10% off of the oldest child's monthly tuition

Full time GPPSS Employee Discount (must be child's legal guardian): 10% off total tuition

Make payments using 'click to pay' from your monthly emailed invoice. Checks are also accepted. Contact the billing department if you'd like to sign up for EZ-EFT. (313) 432-3067.

### *Late Payment Fees and NSF Checks*

There will be a 10% late fee for tuition received after the 1st of the month.

If a check is returned unpaid for any reason, it will result in a \$20 returned check fee and the balance must be paid by certified check or money order only.

Late payments will compromise your child's placement in the program. Children with an account past due without a formal payment plan set-up with the billing department will be withdrawn from the program. Including but not limited to enrolling in our automatic payment program EZ-EFT.

### **Vacation Policy**

Vacation credit equal to the number of days your child attends in a week (5 days max) will be allowed each school year (Sept.-June). Vacation credits may not be used in the summer program. Your preschool account must be current at the time of the vacation request, and cannot be used on days when the school is closed. Requests for vacation credit must be made in writing, at least one week prior to use, to the Billing Coordinator.

Unused vacation credit cannot be carried over into the next school year. Half Day programs are not eligible for a vacation credit. Families with children who only attend our summer program are not eligible for vacation days.

### **Financial Assistance**

Families in need of financial assistance are referred to the Department of Human Services (DHS). The GPPSS Child Development and Preschool Program accepts subsidies from this agency. Payment plans may be available on a case by case basis. Legal guardians are responsible for any balance on their child's preschool account. Accounts must be kept current. Please contact our billing office for more information by calling 313.432.3067.

### **Schedule of Operation**

During the school year, the GPPSS Child Development and Preschool Program follows the Grosse Pointe Public School System's calendar for holiday closings with the exception of the mid-winter break in February. The Full day Pre-K programs from Ferry, Monteith, Richard and Trombly will combine with Kid's Club for Mid Winter Break Camp which is hosted at one elementary school location.

All programs are nine month programs, operating during the school year only from September-mid June. Summer programming is available at the Barnes Early Childhood Center and runs for 10 weeks. Families may also choose to enroll pre-kindergarten children in the district's summer camp program, "Camp O' Fun."

## **Kid's Club**

Children at Elementary locations will use Kid's Club after the Elementary school day ends. There is no additional fee for the Kid's Club program. It is included in your child's monthly tuition. Pre-K teachers will walk students down to the Gym. Children will participate in a variety of arts and crafts, group games, and outside time. The Kid's Club program is a licensed program through the State of Michigan and follows the licensing rules for Child Care Centers.

## **Pre-K (4's) Specific Info.**

Trombly, Ferry, Richard, and Monteith house the tuition based Pre-K (4 year old) programs. Trombly and Monteith do not currently have central air conditioning. Please dress your child appropriately.

Pre-K classes will work together to plan an age appropriate end of the year celebration. Please remember not all children 'graduate' to kindergarten at this time.

All children enrolled in Pre-K must be potty trained.

## **Inclement Weather**

Inclement weather or power outages may require that the program be closed. Parents are encouraged to tune in to school closings listed on television or radio (watch for Grosse Pointe Public Schools or your specific school) or visit the district website [www.gpschools.org](http://www.gpschools.org). No tuition refunds will be given for days the program is closed for circumstances beyond our control.

## **Enrollment**

The GPPSS Child Development and Preschool Program serves children from 6 weeks-5 years of age. The application process for the Grosse Pointe Public School System Child Development and Preschool Program has been designed to guarantee all applicants a fair and equitable opportunity. Parents should be aware of the application timelines, and sibling preference. Listed below are the guidelines regarding the application process.

Applications for the GPPSS Preschool Program are available online and through the office 313-432-3809. Applicants will be notified in writing (email) as to whether they have been accepted into the preschool program and if their choice school is available. Parent(s) will have an opportunity to accept or reject acceptance into the program.

If there are more requests for admission than space available, a lottery will be held. The district will make a waiting list in each case. Families requesting a preschool placement should identify

which building or buildings he/she would like to attend, but requests for specific teachers will not be allowed.

All placements approved will be based on space availability.

Transportation is not provided; it is the sole responsibility of parents to transport their children to and from the preschool.

This is for placement in the preschool program only. Students will return to their neighborhood school (if their preschool placement is different) for K-5.

Applications will be accepted beginning in January each year for the upcoming school year. Each year, specific enrollment dates will be posted online. If you are selected in the lottery a non-refundable \$100 registration fee and one month's tuition are required to secure your placement. The tuition is 50% refundable prior to July 1.

Returning families are required to submit their re-enrollment form and a \$25 non-refundable re-enrollment fee.

#### *Selection of Pre-K Locations for returning families:*

Students will be assigned to their neighborhood school if they live in the Trombly, Monteith or Ferry attendance areas if space is available. The program will conduct a lottery in December based on parental preference, and availability, regarding placement in Pre-K for Defer, Kerby, Maire, Mason, Richard, or Poupard students. This will take place prior to the community lottery for new students.

#### **Criteria for Admission**

All enrolled children must have a current health appraisal completed and signed by your child's physician and a current immunization record on file. Licensing requires that all sections of all forms be completely filled in. No child may attend any part of the program without the receipt of complete paperwork. The Child Information Record must be completed and signed by the parent or guardian. For your child's safety, please ensure that all names, phone numbers, addresses, and allergy information are accurate and current. You must inform your child's teacher immediately with any changes to this information.

All children who attend preschool programs or licensed childcare centers in Michigan are required by state law to be fully immunized. Parents or guardians are responsible for ensuring that their children have received all required vaccine doses.

Please note that the following forms may be found online but still require a PAPER copy to be submitted to your child's classroom teacher. Your information will not be saved online. Please save a copy for yourself.

- a. Child Information Record
- b. Registration Packet
- c. Health Appraisal Form
- d. Immunization Record (or Immunization Waiver)

A notebook containing emergency information for each child is kept in his or her classroom. There is also a licensing notebook available to parents during regular business hours. The licensing notebook includes all inspections and special investigation reports from the last 2 years. They are also available at **[www.michigan.gov/mychildcare](http://www.michigan.gov/mychildcare)**.

### **Withdrawal Policy**

A two-week written notice is required if families withdraw from the program. Any refund will be prorated two weeks minus a \$15 processing fee after notice of withdrawal is received.

Children will be withdrawn from the program if tuition payments are not kept up to date. You will receive notification from our billing department and every effort will be made to collect past due balances.

If at any time the staff of the GPPSS Child Development and Preschool Program feels that the program is not meeting a child's needs, the staff will use the following protocol:

- a. Child's teacher and program director will meet regarding the situation.
- b. Child's teacher will schedule a meeting with parents and program director.
- c. The family may be referred to the district's early intervention special education staff for consult and possible evaluation.
- d. If, after consult, it is determined that the GPPSS Child Development and Preschool program is not suitable for the child, he or she may be withdrawn from enrollment.
- e. Every effort will be made to accommodate the developmental needs of each child.

### **Cultural Competency Policy**

The Grosse Pointe Public Schools Child Development and Preschool program embraces diversity and celebrates the unique backgrounds of students and staff. We believe in a school community that is respectful and helpful to others. Staff members take the time to learn about each student through a variety of getting to know you posters, star student days and by inviting family members into the classroom. Multiple instructional approaches are used to help meet the needs of all students including curriculum/materials, families and staff.

The information is shared on the classroom app that is shared daily with families, on bulletin boards in and around the classroom.

### **Staff Training and Screening Process**

All teaching staff members must have a minimum 60 credit hours of post-secondary education with at least 12 credit hours in early childhood education.

Staff members are required to receive at least 16 clock hours of training each school year. Staff members also are required to successfully complete training in “blood borne pathogens” and CPR/First Aid.

All staff members of the Grosse Pointe Public School System are required to undergo a Comprehensive Background Check and Fingerprint through the Michigan Department of Child Care Licensing. New employees must also submit a TB test results, and review important safety and licensing information.

Staff members complete a minimum of 16 hours of Professional Development each calendar year.

### *Volunteers*

Volunteers including parents and education students will sign the Volunteer Policy and sign appropriate self-certification statement.

### **Child Abuse Policy**

The Child Protective Services Act is designed to protect the welfare and best interest of all children. Our employees are considered Mandated Reporters under this Act and are required, by law, to report any suspicion of abuse or neglect to the appropriate authorities. Under this Act, Mandated Reporters can be held criminally responsible if they fail to report suspected abuse or neglect. Our employees are not required to investigate the cause of any suspicious marks, behavior or condition before making a report. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities.

### **Discipline Policy**

The staff of the GPPSS Child Development and Preschool Program view discipline as part of the learning process. Staff members use positive guidance techniques in helping children move toward self-control and cooperation. Each child is respected as a unique individual. Limits and expectations will be stated clearly and appropriately for each child’s developmental level.

When children are asked to change their behavior, reasons will be given and the adult will state an alternative behavior. Inappropriate behavior will be redirected. Children are never left alone. Physical or emotional punishment is prohibited, including spanking, bribery, shaming, threats or deprivation of snacks or other privileges. It is expected that parents refrain from using physical punishment or threat of punishment while on the premises.

Parents will be given appropriate notice if problems arise that cannot be accommodated.

The Grosse Pointe Public School System's Child Development and Preschool Program will follow the district's Code of Conduct which is posted on the district's website. For a printed copy, please call 313.432.3010.

### **Biting Policy**

Although it is developmentally appropriate for a toddler to bite because of limited language and social skills, we find it an inappropriate behavior in the child care environment. When there is evidence of this recurring behavior, the GPPSS Child Development & Preschool Program will take the following actions:

Parents will be notified that the problem exists within the classroom.

- The wound of the bitten child shall be assessed and cleansed with soap and water.
- The parents of both children will be notified of the biting incident. (appropriate forms will be filled out).
- **Confidentiality of all children involved will be maintained.**

If the biting still persists the parents and director will arrange a shorter schedule for their child's day. The behavior will be reviewed weekly during this time. Once the biting has stopped the child's daily schedule will be reassessed. Children over the age of three are not excluded from this policy.

For more information about how biting is handled in the classroom, please email the Program Director.

### **Arrival and Departure**

Parents and/or guardians must accompany their children into the classroom. Our buildings utilize a buzzer system and/or badge reader for entrance. You may be asked to state your purposes prior to entrance into the building.

Children will only be released to parents or to persons designated, in writing, on the child information record. Teachers and staff will ask to see identification of anyone they do not recognize prior to releasing a child. No changes will be made to the names listed (adults permitted to pick up your child) on the child information record over the phone.

We reserve the right to question the release of a child to any adult under the suspected influence of drugs, alcohol and/or medication.

### ***Late Pick-Up***



Children are expected to be picked up at or before the designated dismissal time. Programs at Barnes and Trombly close promptly at 6:00pm. After 3:38pm, please call the Kid's Club line. Their direct phone lines are:

<b>Class</b>	<b>Phone Number</b>
Infant	313.432.3833
Toddler 1	313.432.3884
Toddler 2	313.432.3821
Prep	313.432.3810
Preschool Barnes 109	313.432.3823
Preschool Barnes 110	313.432.3824
Pre-K Trombly	313.432.5020
Pre-K Ferry/KC	313.432.4143/4109
Pre-K Monteith/KC	313.432.4521/4509
Preschool Office	313.432.3809

Parents must call and inform the staff or leave a voicemail if they are going to be late and state their expected arrival time. The fee is as follows: \$20/child for every 15 minutes or fraction thereof. After the third occurrence your child/children will be dismissed from the program.

The program is licensed by the State of Michigan to operate from 7:15 am to 6:00 pm.

If your child has not been picked up and we cannot reach you or the emergency contact by 6:30 pm, the police will be called to assist with the next steps that will be taken.

#### *Late Arrival and Absences*

In the event that your child will be arriving later than their scheduled time or will be absent from the program, please contact your child's classroom as soon as possible. You will receive a phone call if we have not heard from you and you have not arrived by your usual drop off time.

Please note that you and your child may not enter the building until 7:15 am.

#### **Typical Daily Schedule**

*Arrival/Open Centers* – A time to meet and greet children and their families.

*Large Group* – Children participate in group activities, such as story time, morning message, music and movement, and large group games.

*Small Group* – Children choose from a variety of child-guided, teacher-directed learning centers geared for hands-on, exploratory learning. Teachers work with children on language, literacy, math, science, logic & problem solving, creative representation, dramatic play and sensory exploration.

*Snacks and Lunch*- Children are offered a morning snack and an afternoon snack. Lunch is eaten in your child's classroom. The GPPSS Child Development and Preschool Program also provides milk and water.

*Outdoor Play* – Children play outside every day weather permitting. Please make sure your child is dressed in clothing that is appropriate for the weather conditions. If it has recently rained, your child will need a pair of boots to wear outside.

- Infants and Toddler: Outside minimum temperature 20 degrees with the wind chill
- Prep-Pre-K: follow the Elementary Playground Guidelines

*Rest and Nap time* – Children in full day programs are required to rest every day. For our Toddler – Pre-K rooms, this time will follow lunch. Children 12 months of age and older will sleep on cots. Please send in a sheet and blanket for your child.

Infants may take several naps throughout the day and will be encouraged to move to one longer nap at or around the time of their transition to the toddler room (approx. 12-14 months of age). Infants will be put to sleep on their backs and will sleep in their cribs only. Infants under the age of 12 months are not permitted to sleep with anything (blankets, comforting possessions) in their cribs.

*Departure* – Please plan to arrive a few minutes early if you need to speak with your child's teacher or if you have more than one child to pick up.

## **Health Policy**

Our program health policy is in place to ensure that all steps are taken to prevent illness for our children, staff and parents.

Please notify the Child Development & Preschool Program director and the classroom teachers to report any communicable illness by calling 313.432.3809. The classroom staff will notify parents that their children may have been exposed to a communicable illness and will provide the following information:

- The name of the communicable illness
- The symptoms of the illness

## ***Illness***

Parents and/or guardians are expected to keep sick children at home. If your child is not well enough to participate in daily activities and outdoor play, he or she should not come to school. The following explains our policy for temporary exclusion of sick children.

You are required to keep your child at home if he or she has:

- Temperature of 100 degrees or more (99 degrees under arm)
- Intestinal problems with diarrhea and/or vomiting
- Any type of undiagnosed or contagious rash
- Any type of communicable illness (i.e. chicken pox, measles, impetigo, pink eye, strep, etc.)
- Discharge from the eyes (conjunctivitis, see above)
- Been taking medication for less than 24 hours
- Not well enough to participate in the daily routine, including outdoor play

A child that exhibits any of the above symptoms may not return to school until he or she has been free of the symptoms for 24 hours. A child must be fever free without the aid of medication for at least 24 hours prior to his or her return to school. The staff of the GPPSS Child Development and Preschool Program will not administer medication to reduce fever. For contagious illnesses, children should be kept home until a doctor verifies that the period of contagion has passed. Please see the Exclusion Chart posted on our website for disease specific information.

You will be notified if your child becomes ill while in school. If this happens, our staff will:

- Make your child as comfortable as possible
- Provide you with specific information about your child's condition
- Care for your child until you arrive to pick him or her up

If your child becomes ill during the school day, you are expected to make arrangements to pick him or her up within an hour. Your child will be moved away from other children until he or she is picked up.

## **Medication**

Your child's teacher (teacher or assistant teacher)) will administer prescribed medication that is in its original container with the updated prescription label. All medications including over the counter and prescription must be accompanied by a doctors note and school medication form. The container must include the physician's name, the child's name and instructions, name and strength of the medication. The teacher or assistant teacher will keep a record of the time and the amount of medication administered to your child. All medication will be kept out of reach of children and will be returned to you or destroyed after it is no longer needed or has expired.

Over the counter medications and vitamins must also be accompanied by a doctors note and medication form and should never be packed in your child's lunch. Over the counter medications must have a physicians, PA, or NP note indicating dosage, frequency, with an end date. Should also be in their original container with a label that clearly states the dosage. We

will not administer a dosage larger than what is stated on the label. Please inform your child's teacher if he or she has been given medication prior to coming to school.

Please provide a liquid measuring syringe or measuring spoon for administering medication.

You may send in over the counter diaper creams, sunscreen lotions and insect repellants, labeled with your child's name.

### **Allergies**

Please complete the section for allergies found on the "Child Information Record" in your enrollment paperwork. An allergy list will be on file and posted in the classroom. Please inform your child's teacher and/or the program director if you have additional information related to your child's allergies or conditions. For the safety of your child, please contact the program director if he or she has severe allergies. Our staff will work with you to create a care plan for your child. Epi-pens, asthma inhalers and medication for diabetes all require a complete medication permission form and must be in their original packaging.

### **Injuries**

A minimum of 50% of all child care staff members in the center required to be current on certification in 1st aid and CPR (adult and child). In the event of an accident involving your child:

- Staff will administer basic first aid.
- Staff will comfort your child.
- Staff will notify you at pick-up if your child suffered a minor accident.
- Staff will notify you via phone if the injury is non-threatening but is more involved than a scrape or bump.
- Staff will complete an accident report and a copy will be sent home with you. A copy of the report signed by you will be kept on file at the GPPSS Administrative offices.

If your child's injury is on the head, neck or back or is more significant, we will call you to discuss the injury. The program director and/or your child's teacher may recommend that you pick up your child and take him or her home or to your child's pediatrician for a more complete assessment.

In case of a serious injury, staff will implement the GPPSS Child Development and Preschool Program Plan in Case of a Serious Injury:

- 911 will be called for an ambulance, if necessary
- The Curriculum Director will be notified of the situation via a phone call from the Program Director.

- The child's parents will be notified via a phone call from the child's teacher. Parents will be notified of the hospital their child is being transported to.
- The Program Director will accompany the child to the hospital in the ambulance. If the Program Director is unavailable, the child's teacher will accompany the child to the hospital in the ambulance.

### **Incident Reports**

In the event of an incident that disrupts the proper care of your child(ren), you will receive a phone call from either the preschool director or the supervisor of childcare programs. All incidents are reported by the staff within 24 hours to our state licensing consultant through the Department of Human Services.

### **Staff and Program Health Policies**

The following health policies are in place for the protection and well-being of our children, families and staff members:

#### *Hand Washing*

Proper hand washing procedures are posted by the classroom sinks and include rubbing hands vigorously with soap and warm, running water for at least 20 seconds, rinsing, turning off the water using a clean paper towel and drying hands with a clean paper towel. All staff members, visitors, parents and families are asked to wash hands when entering a classroom and interacting with children and class materials. Staff hand washing procedures are used at the following times:

- Before and after preparing and serving food, eating and feeding
- Before and after administering medication
- After using the toilet or helping a child use the toilet
- After changing diapers or training pants
- After handling bodily fluids
- After cleaning or handling garbage
- When necessary for the health and safety of children, staff or visitors

#### *Handling Bodily Fluids*

The GPPSS Child Development and Preschool staff have been trained to use certain precautions when handling bodily fluids. These include mucus, blood, vomit and any other potentially infectious fluids. The following procedures are in place for handling bodily fluids:

- Staff members will use rubber, latex-free gloves
- Clean up the bodily fluid, first using soap and water and then with a sanitizer
- Wash the hands of the child

- Take off gloves and wash hands
- Dispose of cleaning materials in a double bag, separate from other trash
- Staff members will deep clean and disinfect the area by using soap and warm water, rinsing, and then applying a sanitizing solution.

### *Sanitizing Solution*

Staff members use a solution of water and unscented chlorine bleach in the ratio of 1 tsp. bleach to 1 quart (32 oz.) of water. The sanitizing solution is mixed each morning.

Commercial sanitizers (i.e. Lysol, Clorox) are used according to the directions listed on the original packaging and so long as they are deemed safe for food surfaces.

### *Food Storage and Clean-Up*

We store food in its original packaging, sealed and dated with the day the item was opened. Dry food is stored in a cupboard designated for food. Refrigerated foods and drinks are stored in the kitchen refrigerator or in the classroom refrigerator (Infant/Toddler). Refrigerators are deep cleaned on a regular schedule using a sanitizing solution that is deemed safe for food surfaces.

Food that has been served for a snack or meal but not eaten will be discarded.

### *Classroom Materials and Toys*

Toys and equipment are regularly washed and sanitized for the health and safety of children, staff and families. If a child has put a toy in his or her mouth, or if an ill child has played with a particular toy, those will be set aside and cleaned and sanitized before being returned to the classroom for use.

Tables, chairs and counters will be cleaned after each meal or activity.

Laundry, including cot and crib sheets, bibs, burp cloths and paint smocks will be done as needed, at least one time per week. No sheets, bibs, burp cloths or washcloths will be used by more than one child.

### **Diapering and Toilet Training**

Parents are expected to provide diapers and/or training pants and wipes for your child while at school. Your child's teacher will inform you if your child's diapering supplies are running low. Diapering supplies are labeled with your child's name or initials and are stored in a safe, tidy manner.

Diapering is done in designated diapering area. Infants and Toddlers are changed on a regular basis (checked every 2 hours when children are awake and immediately after naptime) and will be changed when soiled or wet. Your child's teacher will document all diaper changes and checks on your child's daily sheet.

Staff members will keep a hand on your child when he or she is being changed on an elevated surface. Staff members will wear gloves while diapering. Gloves are disposed of immediately after each diaper change. Gloves and changing table paper will not be used on more than one child. A separate hand washing sink will be used following all diaper changes and all surfaces are cleaned and sanitized following each use.

Toilet training is encouraged by the time children enter the preschool program. Our teachers and staff members will work with you to establish a potty training routine for your child, to be started at home and carried into the school day. It is expected that you send your child in training pants (Pull-Ups) if he or she is not potty trained by age 2 ½ years.

Pull ups should be equipped with "easy open" and "reattachable sides" for quick checks and quick changes. This style of pull up vs the style that pull on and off like underwear, helps staff and students with the potty training process.

Children are required to be potty trained by the time they enter the Pre-K classroom, and for half day programs. Please note that teachers are not able to begin potty training in our Toddler 1 room.

Children will be expected to wash their hands immediately after toilet use. Staff members will use rubber, latex-free gloves when assisting children with bathroom needs and are expected to wash their hands immediately after. All training surfaces will be sanitized after each use.

### **Nutrition Policy**

The purpose of having a program wide nutrition policy is to let families know that our program feels strongly about the whole child. This includes ensuring that they are getting all of the essential nutrients needed for healthy growth and development.

A morning and an afternoon snack will be provided by the program. Children with special dietary needs are asked to have a snack provided from home.

To ensure the most successful experience for your child we encourage all families to pack healthy lunches. We do not recommend foods high in sugar or artificial ingredients.

Families may choose to send your child with a healthy lunch from home or purchase a lunch from the Food Service program used by the Grosse Pointe Public School System (food service is available for children in the preschool and Pre-K classrooms only). Please note that there will

be no food service program on days when the district is not in session. You will need to provide a lunch from home for your child on these days.

Please label your child's lunch with their full name. Ice packs and insulated lunch containers help to keep your child's lunch cool until it is time to eat. Lunches are not refrigerated and will be stored in your child's cubby. Please do not send food items that need to be warmed or cooked.

For children under the age of 4 years:

- Hotdogs (must be cut into bite size pieces)
- Whole grapes (must be cut into bite size pieces)
- Popcorn (do not send)
- Nuts (do not send)
- Chunks of Raw Carrots (can be diced or cooked and cut up)
- Raw Peas (can be cooked)
- Meat (must be cut into bite size pieces)

\*Please note that the program will not provide these items to the class.

Remember that sticky substances like peanut butter can be difficult for young toddlers to swallow. Please spread only a thin layer on your child's sandwich.

### *Infants and Toddlers*

The infant and toddler classrooms each have a refrigerator designated for cold food storage. Anything you store in these refrigerators, including bottles and sippy cups, must be labeled with your child's name or initials, the date, and the contents.

You must provide a lunch for your toddler. Please label your child's lunch box with their full name and include an ice pack. Your child's lunch box will be stored in his or her cubby.

Bottles are warmed and the temperature tested before feeding. A microwave oven is prohibited and no bottles or food will be warmed using this device.

### **What to Bring to School**

Please dress your child in comfortable clothes and shoes for school that are easy to change into and out of. Clothes should be easily washable as our days can be messy! The GPPSS Child Development and Preschool Program is not responsible if dirt, paint, glue, crayons, markers, etc. get on children's clothing.

### *Infants and Toddlers*

- Package of diapers - labeled with your child's name or initials



- Wipes - labeled with your child's name or initials
- Diaper cream – labeled with your child's name or initials and accompanied by a complete diaper ointment permission form
- Age-appropriate food, drinks and snacks (enough for your child's entire time at school; labeled with your child's name or initials, and date.
- At least two complete changes of clothes – labeled. Please include socks and make sure extra clothes are size and season appropriate.
- An extra pacifier (if your child uses one)
- Appropriate outdoor clothing, including a hat, mittens, snow pants, coat, boots, etc. Children will play outside every day, unless there is severe weather (excessive heat or cold, wind, wet, snow, ice).
- Medications, if applicable – Must be in their original containers and accompanied by a physician's note and a complete medication permission form.
- A blanket for naptime and fitted crib sheet(12 months and older only)

#### *Preschool and Pre-K*

- Package of training pants (if your child is not yet potty trained) – labeled with your child's name or initials. (reattachable sides, see above)
- Wipes (if your child is not yet potty trained) – labeled with your child's name or initials
- Sunscreen, or other topical non-prescription medication – labeled with your child's name or initials and accompanied by a complete medication permission form
- A healthy lunch (or a complete food service order through the Food Service program) – labeled with your child's complete name
- At least two complete changes of clothes – labeled. Please include socks and shoes and make sure extra clothes are size and season appropriate.
- Appropriate outdoor clothing (See Above)
- Medications, if applicable (See Above)
- Naptime supplies: Fitted crib sheet, blanket, pillow (to be taken home and laundered weekly)

Your child may bring a comforting possession for use during naptime. Please do not send toys or other items from home.

#### **Healthy Transitions**

Teachers and parents will work together to ensure that children make smooth transitions throughout our program and into Kindergarten. To aid in a healthy transition we ask each family to fill out the Ages and Stages Questionnaire (ASQ) online. We encourage all families to send a copy to the program director at [meiers@gpschools.org](mailto:meiers@gpschools.org).

### Infants and Toddlers:

The transition from the infant room to the toddler room will begin around your child's first birthday. Transition goals for home and school include:

- Walking without assistance
- Sleeping on a cot
- Weaning from a bottle during the school day
- Drinking from a sippy cup
- Eating finger foods
- Eating at a table and sitting in a chair for all meals
- Wearing shoes to school- velcro recommended
- Eating snacks and lunch at approximately the same time as the toddler class
- Taking fewer naps, with the longest nap occurring at approximately the same time as the toddler class

The Pre-K class is reserved for children who will enter Y5/ Kindergarten the following year. Your child will transition from our preschool program to our Pre-K program one year prior to their enrollment in Kindergarten. Children must be fully potty trained in the Pre-K program.

Transition goals for home and school include:

- Using the bathroom independently
- Able to put clothes on and take off, including jackets, with minimal assistance
- Recognition of some letters, numbers and shapes
- Following two and three step directions

If you are a resident of the Grosse Pointe Public School System and your child will attend one of our elementary schools, you will have the opportunity to visit your child's school prior to the start of Kindergarten. Enrollment paperwork and residency verification should be submitted to the enrollment office at 389 St. Clair, Grosse Pointe, MI 48230 no later than May 1st.