

# Welcome!

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 High/Scope 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 Preschool and Pre-K 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. 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.

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

Policies and Procedures

**Age Requirements, Ratios, Max Size, Tuition Rates for Full Day Programs**

Classroom	Age Requirement	Ratio	Max Size Per day	3-Day Rate Per month	4-Day Rate Per month	5-Day Rate Per Month	Additional Day Charge
Infant	6 weeks-approx. 12 months & walking	1 adult:4 children	8	\$645	\$835	\$1,048	\$50
Toddler 1	Approx. 12 months-24 months	1:4	12	\$630	\$816	\$1,024	\$50
Toddler 2	Approx. 2-3 years	1:4	12	\$630	\$816	\$1,024	\$50
Prep	Approx. 2.5-3	1:8	12	\$599	\$780	\$998	\$50
Preschool	Approx. 3-4 years (or the start of Pre-K)	1:8	16	\$599	\$780	\$998	\$50
Pre-K	Approx. 4-5 years (4 on or before Sept. 1)	1:8	12-16	\$599	\$780	\$998	\$50

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 if you do not plan to send your child during the summer. Families with children who only attend our summer program are not eligible for discounts.

For the updated employee/sibling discount rates please contact the preschool office 313.432.3809/[preschool@gpschools.org](mailto:preschool@gpschools.org). Only children enrolled in our full day programs are eligible for any discounts. Legal guardians must be full-time GPPSS employees to qualify.

Make payments using 'click to pay' from your monthly emailed invoice. Checks are also accepted.

*Late Fees and NSF Checks*

Payments received after the first of the month will be assessed a \$15 late fee.

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 cash or money order only.

Late payments can compromise your child's placement in the program.

**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.-Aug.). Your preschool account must be current at the time of

the vacation request. Requests for vacation credit must be made in writing, at least one week prior to use, to the GPPSS Child Development and Preschool Program Director. Unused vacation credit cannot be carried over into the next school year or used when the school is closed. 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. Please contact our billing office for more information by calling 313.432.3066.

### **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 Maire, Monteith and Trombly will combine at one of the Pre-K site for the mid-winter break. Full Day Preschool at Ferry will close during mid-winter break. During the summer, the GPPSS Child Development and Preschool Program follows the district's summer camp calendar for holiday closings.

Children may be enrolled in the summer program at Barnes Early Childhood Center if space is available. Families may also choose to enroll pre-kindergarten children in the district's summer camp program, "Camp O' Fun."

### **Inclement Weather**

Inclement weather or power outages may require that the program be closed. The GPPSS Child Development and Preschool Program will follow the guidelines of the Grosse Pointe Public School System for any emergency delayed openings and/or school closings. Parents are encouraged to tune in to school closings listed on television or radio (watch for Grosse Pointe Public Schools or for Barnes Early Childhood Center or your specific Elementary School) or visit the district website. 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 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.

Siblings of children already attending the elementary school building will receive preference.

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, you will have 48 hours to accept placement. A non-refundable \$100 registration fee is also required to secure your placement. Returning families are required to submit their re-enrollment form and a \$25 non-refundable re-enrollment fee.

### **Criteria for Admission**

All enrolled children must have a current health evaluation 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 complete 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. Preschool Contract
- c. Health Appraisal Form
- d. Immunization Record (or Immunization Waiver)
- e. Outdoor/Media Permission/Lunch Form
- f. Notification of Parent Handbook

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.

## **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 have their fingerprints checked at the state and federal level. The GPPSS Department of Human Resources must have these prints on file in order for an employee to begin working. An “Internet Criminal History Access Tool,” called ICHAT, must also be completed prior to working.

Staff members working for the GPPSS Child Development and Preschool Program have an additional set of clearances they must complete for employment. All new employees must submit documentation through the Department of Human Services “Family Independence Agency” indicating that they have no history of abuse or neglect. New employees must also submit a current physical and TB test results.

### *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 reoccurring 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.**

When needed, a conference will be set up and actions will be discussed to curtail the problem.

- Any more than 3 bites in a day/5 in a week calls for a conference.

If the biting continues, the parent may be asked to pick the child up from the center for the remainder of the day.

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. If there is a "biting incident" where an older child is involved, the parent will be called, a conference will be set up and a behavior contract will be implemented. We will monitor the contract closely. If there is no improvement witnessed, a suspension may be issued.

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 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. Our program closes promptly at 6:00 pm. If you anticipate not being able to pick up your child by 6:00 pm please contact your child's classroom teacher. 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	313.432.3823
Pre-K Barnes	313.432.3824
Pre-K Trombly	313.432.5020
Pre-K Ferry	313.432.4143
Pre-K Maire	313.432.4325
Preschool Monteith	313.432.4521
Director	313.432.3809

### *Late Pick-Up Fee*

A late fee will be applied to your next month's tuition statement if your child is picked up later than 6:00 pm. The fee is as follows: \$20/child for every 20 minutes or fraction thereof. Consideration will be given for weather-related tardiness. 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.

### *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.

## **Typical Daily Schedule**

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

*Large Group* – Children participate in activities such as calendar, weather, story time, music and movement, planning and recall.

*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. If there is snow on the ground and/or if it is very cold outside (minimum wind chill factor of 20 degrees Fahrenheit to play outside), your child will need a snowsuit, hat, gloves or mittens and snow boots.

*Rest and Naptime* – 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 and sheets will be provided by the GPPSS Child Development and Preschool Program. Children should bring a blanket.

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* – Our program closes promptly at 6:00 pm. 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**

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

It is the policy of the Grosse Pointe Public School System that no person shall on the basis of race, creed, color, national origin, sex, marital status or handicap be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity including employment.

- 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.)
- Congestion or mucous discharge of the nose (excessive and green/yellow in color) or ears
- Discharge from the eyes (conjunctivitis, see above)
- Been taking medication for less than 24 hours

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 (head teacher or lead teacher only) will administer prescribed medication that is in its original container with the updated prescription label. The container must include the physician's name, the child's name and instructions, name and strength of the medication.

You must complete a medication permission form for any medication that is administered at school. The head teacher or lead 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 medication form and should never be packed in your child's lunch. Over the counter medications 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, sun screen lotions and insect repellants, labeled with your child's name. You must complete a medication permission form or a diaper ointment permission form annually and it must be on file with your child's teacher.

### **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**

All full-time teachers and caregivers and the program director are required to maintain current certification in CPR and basic First Aid. 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 Child Care Coordinator 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 head/lead 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 head teacher will accompany the child to the hospital in the ambulance and the classroom lead teacher will assume head teacher responsibilities. The Child Care Coordinator will meet the ambulance at the hospital.

### **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 non-scented 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 Barnes ECC kitchen refrigerator designated for preschool/pre-k 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.

Dishes will be washed and sanitized daily using a heated dishwasher.

### *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. Children are required to be potty trained by the time they enter the Pre-K classroom, and for half day programs.

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**

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.

You 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 (i.e. summer program, Mid-Winter break, teacher development days). 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. There is not an available microwave to heat your child's lunch. Please do not send food items that need to be warmed or cooked.

For children under the age of 4 years, do not send:

- Hotdogs
- Whole grapes
- Popcorn
- Nuts
- Hard Pretzels
- Chunks of Raw Carrots (can be diced or cooked and cut up)
- Raw Peas
- Meat that is larger than what can be swallowed

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; toddlers will be offered a morning and an afternoon snack) – labeled with your child’s name or initials, date and contents
- At least two complete changes of clothes – labeled. Please include socks and shoes 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
- Wipes (if your child is not yet potty trained) – labeled with your child’s name or initials
- Sunscreen, insect repellent 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 Sodexo 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. The transition from the infant room to the toddler room will begin around your child’s first birthday. This transition process begins with a

meeting between the infant and toddler teachers and between the parent and teachers to ensure that your child is adequately prepared for the move into the next room. You will have a unique opportunity to discuss with your child's current and future teachers your questions and concerns regarding the transition. Transition goals for home and school will be addressed at this time. Goals for your child 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
- Using a utensil at meal times
- Wearing shoes to school
- 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

Your infant will make the official transition to the toddler program by the target age & stage of 14 months and walking. The transition between the rooms will occur in over a span of two full-time weeks.

The transition from the toddler to the preschool program will begin on or near 2 ½ years of age (space permitting). If your child turns 2 years old in the toddler room and there is not a space for him or her in the preschool program, he or she will remain in the toddler room until the next opening becomes available or until the following school year.

The Pre-K class is reserved for children who will enter 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.

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 by the spring.