



Empowering children
to challenge expectations,
to stand up for themselves and others,
to take risks and try again,
to act with empathy,
to live through love.

We welcome all eligible families regardless of race, ability, nationality, or religious background.

Welcome!

Welcome to early childhood learning that nourishes healthy, independent, empathetic thinkers by focusing on play, nature, and social and emotional skills. We are here to build upon the brilliance and creativity within each child, to help them develop a sense of accomplishment and self-worth, and to inspire a joy of learning. Our teachers act as guides, resources, and partners in learning, through both planned and spontaneous adventures.

Mission

- ★ To provide a caring atmosphere and rich environment that fosters critical thinking, active exploration, cooperation, and compassion;
- ★ To promote and honor diversity and empathy, both in our community and our curriculum;
- ★ To give families confidence that their children are nurtured, inspired, and respected.

Philosophy

Our educational philosophy is inspired by a number of examples on the spectrum of early education, and the main two we appreciate are:

- Play-based: Children make plans, set goals, solve problems, cooperate, negotiate while immersed in materials that foster early literacy, math, science, social studies, as well as the arts, motor skills, and more. They are motivated to develop these skills as part of the process of play. This results in children who associate learning with fun and not the anxiety of being rated or judged.
- Child-led: Children are given the freedom to pursue what interests them from a variety of activities, with varying levels of teacher involvement. Low student-teacher ratio means teachers can recognize and encourage the interests of the children, and act as facilitators all the while. High interest and engagement mean that children learn at a deeper level, concentrate longer, communicate more meaningfully, and gain self-confidence as there is no "right" or "wrong."

Schedule of Operation

Wild Child Playschool will operate September - June, Monday through Friday. Families may choose from 2-day, 3-day, and 5-day offerings, based on availability, and half days or full days, 8:30am - 12:30pm, or 8:30am - 3:30pm.

We generally follow the calendar of Grosse Pointe Public Schools with a few exceptions. A detailed calendar will be provided to your family.

Sample Schedule

Your child's classroom schedule may vary slightly. A large component of our day consists of Free Play. Though teachers curate centers designed to inspire curiosity and invite play, spontaneous adventures are expected and welcome. We allow children to inspire us, too!

Sample Daily Schedule		
	Activity	Staff Responsibilities
8:30	Arrival	Assist children with placing items in their cubbies while encouraging independence. Assist children with signing in.
8:30 - 9:15	Free Play Children select from a variety of activity areas including: Art, Dramatic Play, Literacy, Science, Math, Sensory, Games, Puzzles, Project work.	Assist with choices, cooperation, creativity and peer interactions. Scaffold learning opportunities. Ensure each child can pursue their interests. Keep areas organized and neat.
9:15 - 9:30	Morning Circle Introductory and greeting songs, weather, sharing, gratitude.	Participate in singing, focus children's attention on teacher directing activity, and encourage participation of all children.
9:30 - 9:45	Group Music & Movement Songs, music appreciation, instruments, movement, dance, finger plays, yoga. <i>*restroom*</i>	Quietly redirect children and avoid calling out names. Participate in the songs, share a new song, play an instrument, teach a finger play, etc.
9:45 - 10:15	Snack Healthy snacks served family-style. Children learn to serve themselves food, pour themselves water, clean their own spills and area.	Supervise hand-washing, wash tables before and after meal. Encourage self-help skills and assist with clean up after meal. Sit with children and engage in conversation.
10:15 - 10:45	Recess Gross motor movement!	Maintain safety and encourage fair play while allowing children to play freely and resolve conflict. Ensure all children are included.
10:45 - 11:15	Project Based Exploration Digging into art, science, literacy, and numeracy with extended inquiry units. We begin with discussion leading us into investigation, construction, and summary.	Help children frame their ideas and provide them with usable resources. Look for other areas of interest a child may express that can spin off from the current project.
11:15 - 12:00	Free Play Children select from a variety of activity areas including: Art, Dramatic Play, Literacy, Science, Math, Sensory, Games, Puzzles, Project work.	Assist with choices, cooperation, creativity and peer interactions. Scaffold learning opportunities. Ensure each child can pursue their interests. Keep areas organized and neat.
12:00 - 12:15	End Of Day Clean up, prepare to go home. <i>*restroom*</i>	Guide children in returning items to their proper places. Prepare children for parents' arrival. Selected work or projects to go home.
12:15 - 12:30	Reflection Circle; Story Discuss the day and plans for tomorrow. A storybook or a chapter will be read each day.	Quietly redirect children and avoid calling out names. Assist with any remaining needs before children go home.
12:30	Departure	Exchange highlights from child's day. Remind parents to sign out child.

Extended Day Schedule		
	Activity	Staff Responsibilities
12:30 - 1:00	Lunch Healthy lunch served family-style. Children learn to serve themselves food, pour themselves water, clean their own spills and area.	Supervise hand-washing, wash tables before and after meal. Encourage self-help skills and assist with clean up after meal. Sit with children and engage in conversation.
1:00 - 1:30	Quiet Time Time to recharge and absorb all that our brains have learned. Students find a comfortable place for a quiet, solo activity or simply to rest.	Supervise all areas, assist children with choices when necessary, keep areas organized and neat.
1:30 - 2:00	Enrichment Class Focus rotates among an art project, learning a particular sport, learning or composing music, etc.	Participate in activity, focus children's attention on teacher directing activity, and encourage participation of all children.
2:00 - 2:45	Free Play Students may continue enrichment class if they are deeply engaged, or select from a variety of activity areas including: Art, Dramatic Play, Literacy, Science, Math, Sensory, Games, Puzzles, Project work.	Supervise all areas, assisting with choices, cooperation, creativity and peer interactions. Scaffold learning opportunities. Ensure each child can pursue their interests. Keep areas organized and neat.
2:45 - 3:15	Snack Healthy snacks served family-style. Children learn to serve themselves food, pour themselves water, clean their own spills and area.	Supervise hand-washing, wash tables before and after meal. Encourage self-help skills and assist with clean up after meal. Sit with children and engage in conversation.
3:15 - 3:30	End Of Day Clean up, prepare to go home. <i>*restroom*</i>	Guide children in returning items to their proper places. Prepare children for parents' arrival. Selected artwork to go home.
3:30	Departure	Remind parents to check their mailboxes. Exchange highlights from child's day. Remind parents to sign out child.

Drop Off & Pick Up

Children are only permitted to be picked up by those authorized by the enrolling parent/guardian. Anyone picking up a child should be prepared to supply photo identification. You may walk your child in or use the circular drive and drop them off with an awaiting staff member.

CELL PHONE USE PROHIBITED WHILE OPERATING VEHICLE.

Safe Drop Off Procedures:

1. Enter from St. Clair, follow the circle drive around the garden, stay in the line of cars.
2. Say your goodbyes in the car and staff will come to your vehicle.
3. Your child will be walked into school by staff.
4. Exit back out onto St. Clair.

Safe Pick Up Procedures:

1. Enter from St. Clair, follow the circle drive around the garden, stay in the line of cars.
2. Your child will be walked to your vehicle by staff.
3. You will place and buckle your child into their seat.
4. Exit back out onto St. Clair.

Admission Criteria

1. Children must be at least 3 but no more than 5 years old on their first day, and fully potty trained.
2. Physical. All children are required to have a completed physician's examination form. Record of a physical is required every year.
3. Immunizations. State of Michigan law requires that children meet one of the following criteria in order to attend preschool:
 - Be fully immunized.
 - Be in the process of becoming fully immunized according to the approved schedule.
 - Have a physician's statement that immunizations are not needed for medical reasons.
 - Have a certified State of Michigan non-medical waiver form.
4. Fees.
 - First month's tuition is due the first of the month. (see Fee Policy below)
 - One-time registration fee: \$100.
 - Annual supply fee: \$50.
5. Forms. All forms must be completed before the child's first day.

Your child's information is contained within the brightwheel app. It is considered confidential and only a limited number of individuals have access to view it.

Wild Child provides a welcome play environment to children of many ability levels and will happily make reasonable accommodations for those with special needs. However, Wild Child does not provide specific programs or services for children with special needs, nor does it employ staff with the expertise to provide special education. Every child deserves the best support possible for their needs. If individual special services are the priority, or are required, it may be in the best interest of a child for the parent or guardian to contact the public school district in the local education area for evaluation and support for special education services.

Withdrawal Criteria

Parents are required to give the director 30 days notice in writing prior to withdrawing their child from the program. Any tuition due during those 30 days is required. Wild Child reserves the right to disenroll a child if we, in our sole opinion, deem it in the best interests of the child or the school.

Fee Policy

Tuition payments are due on or before the first of each month. If payment is not received in full within 5 calendar days of the due date, a \$25 late payment fee will be assessed. If payment is not received prior to the next billing date, the child will not be permitted to attend until all payments are up to date.

If you ever have trouble making a tuition payment on time, please come and see us in advance. We may be able to work something out with you and want to work together.

We offer no allowance for holidays, child illness or absence, or when the center is closed due to unforeseen circumstances. Our financial survival depends on optimum enrollment at all times. Tuition is based on this optimum enrollment, not on attendance. Time taken off without payment of tuition fee may result in your child’s spot being offered to the next child on the waiting list.

If your child is repeatedly picked up late, a late fee of \$10 will be assessed.

All tuition, fees, and deposits are non-refundable.

Attendance Policy

Please report any absence to your child’s teacher or the director, including the reason for your child’s absence so we can make decisions about communicating with other parents regarding contagious illnesses. If a student must leave school early or arrive late due to a doctor’s appointment or another compelling reason, please send a note or email 24 hours prior.

Children, staff, and volunteers with any of the following symptoms may NOT be in school:

<ul style="list-style-type: none"> • Diarrhea or vomiting 	<ul style="list-style-type: none"> • Yellow or green nasal discharge
<ul style="list-style-type: none"> • Cough due to illness 	<ul style="list-style-type: none"> • Difficult or rapid breathing
<ul style="list-style-type: none"> • Severe itching of the body or scalp, or scratching of the scalp. These may be symptoms of lice or scabies. 	<ul style="list-style-type: none"> • Fever over one hundred degrees Fahrenheit (100o F) by mouth or ninety-nine degrees Fahrenheit (99o F) under the arm.
<ul style="list-style-type: none"> • Pinkeye-tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus 	<ul style="list-style-type: none"> • An infected skin patch(es)-crusty, bright yellow, dry or gummy areas of the skin
<ul style="list-style-type: none"> • Unusual spots or rashes 	<ul style="list-style-type: none"> • Unexplained headache or stiff neck
<ul style="list-style-type: none"> • Sore throat or trouble swallowing 	<ul style="list-style-type: none"> • Yellowish skin or eyes

Rash and communicable diseases (chicken pox, measles, lice, pinkeye, etc) require documentation from a physician clearing the person to return. Otherwise, they may return to school 24 hours after the disappearance of all symptoms without the aid of medication. A child may not be brought to school if they are taking an antibiotic prescribed within the last 24 hours – children must be on antibiotics for 24 hours before returning to school. Children returning with

any of the previous symptoms or illness may be sent home immediately. Your child's physician may be called if staff members have questions concerning your child's condition.

If staff or volunteers become ill while at the child care center, they will be sent home to prevent further spread of the illness. If children become ill while in our care, the child will be separated from the group to prevent further spread of the illness to other children. Parent or emergency contact person will be notified by phone and required to immediately pick up the child. The child will be made comfortable and will be adequately supervised until picked up.

It is crucial that we be informed of any contagious condition so that we may notify all families and staff members.

Covid-19 Policy

Should you or any household member have any of the following COVID-19-like symptoms during the preceding 72 hours, we ask you to remain home and notify your child's teacher.

- Cough
- Sore Throat
- Muscle Aches
- Difficulty Breathing
- New Loss of Taste or Smell
- Fever at or above the threshold temperature of 100.4° F* (or would have, but for the use of fever-reducing medicine).

Staff and students must remain out of the school if any member of the household has (or has been in close contact with anyone who has):

- A suspected or confirmed case of COVID-19 (for example – close contact at school, work, religious service, social gathering); or
- Traveled internationally; or traveled domestically from any area which is the subject of travel restrictions under applicable state and local guidance.

Staff and students may not return for 14 days after exclusion for exposure or 10 days after exclusion for symptoms. Please note, depending on the circumstances we may require you to obtain clearance to return from a medical provider before return to the center will be allowed. We also require that you test your child anytime they are exposed to someone with COVID-19 so that the school and fellow families can be fully informed.

STAFF AND FAMILIES MUST COMPLY WITH STATE AND LOCAL REGULATIONS REGARDING MASKS/FACE COVERINGS.

When masks are necessary, it is the parent's responsibility to provide the school with a clean cloth mask every day. Parents must wash the mask daily.

The COVID-19 pandemic is a challenging and fluid situation. Federal, state, and local orders and guidance may change frequently, therefore our policies and procedures are subject to change accordingly. Current CDC guidelines can be found at

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

We take Covid-19 seriously. Wild Child will rely on all preventative measures, including limiting group sizes, increasing sanitization and ventilation, wearing protective masks.

Medication Policy

Whenever possible, it is best that medication be given at home. All medication must be in original container with original label and must have child's name, dates, times, dosage.

- Prescription Medication:
 - A doctor's note with written instructions on how the medicine is to be administered and for how long is REQUIRED;
 - A Medication Authorization form must also be filled out by a parent or legal guardian.
- Nonprescription/Over-The-Counter Medication:
 - "As-Needed" medication, including but not limited to antihistamines, decongestants, non-aspirin fever reducers/pain relievers, cough suppressants, requires written parent/guardian authorization each time.
 - Topical medication, including but not limited to diapering cream, triple antibiotic, sunscreen, and insect repellent, requires written parent/guardian authorization annually.

Emergencies

Fire, tornado, and evacuation drills are held throughout the year at different times of the day. Early in the school year all students are instructed in proper procedures and a scheduled drill is held. Each child care staff member is trained at least twice a year on their duties and responsibilities for all emergency procedures. Extensive Emergency and Evacuation Plans are found in the Forms section at the back of this handbook.

We follow the schedule of Grosse Pointe Public Schools for weather, emergency, and holiday closures. Notice of school closings or a delayed start will appear:

Social Media: GPPS Facebook and Twitter

Radio: WJR 760AM, WNIC 100.3FM, WOMC 104.3FM, WWJ 950AM

TV: WXYZ Channel 7, WDIV Channel 4, FOX Channel 2

In the case of an accident, illness, injury, or other urgent incident, parent will be called by phone. If they are not contacted, they will receive a text message and the next parent/guardian/contact will be called by phone. Minor injuries or accidents will be discussed at pick up. Serious injuries will require immediate notification. All incidents will be documented in an incident form, signed by both staff and parent/guardian.

Outdoor Play

Outdoor play is crucial to our philosophy. We will spend time outdoors as much as possible. This means that, in addition to the “recess” time on the schedule, other daily activities will take place outdoors, too! Due to this, it is important to provide the necessary clothing and outerwear for the weather conditions. *Let us know if you would like help acquiring appropriate gear, or if you can donate gear.* Parents are encouraged to provide sunscreen (medication form must be signed for staff to apply sunscreen) and sun hat for sunny days. Layers are helpful for cooler mornings.

Children spend a shorter amount of time outside in hot and cold temperatures, but we strive to get outside every day. In cases of severe heat, severe cold, or storms, children will not spend time outside.

Clothing

Active indoor and outdoor play is a regular part of our school day. Please dress your child in clothing that is suitable for running, climbing, and other vigorous activity, and that is appropriate for the weather.

- Because the children work with paint, clay and other messy materials, they should wear clothes that can be laundered easily.
- Shoes with rubber soles are required. For your child’s safety we recommend that you do not send your child in flip flop shoes. Waterproof shoes, rain boots, snow boots are essential for wet/snowy days.
- A complete change of clothes is required, please have at least one complete set of clothing for your child. The extra set of clothing will be stored in a Ziploc baggie at school. Please be sure to mark your child’s name on the outside of the baggie as well as on the extra clothing.

Due to licensing, children must be fully potty trained. We cannot be responsible for diapers.

Discipline Policy

At Wild Child, we seek to enhance every child’s self-image and ability to self-direct. We do not seek punishment, control, or obedience. Preschoolers are at an age where they are not always developmentally conscious of consequences before they act. We vow to maintain realistic expectations of behavior based on developmental ability, and guide children to recognize and put into practice more appropriate and beneficial behavior. Our day is full of opportunities to learn, practice, and grow, and challenging behaviors are just that - opportunities!

Behavior management techniques include:

- Guidance. Children practice problem-solving, conflict-resolution, cooperation and respect. Children learn how to identify and express emotions appropriately.
- Redirection. Staff offer alternative activities and choices. If needed, children may be guided away from the problem situation until they are calm enough to address it.
- Supervision. Staff create an environment that sets limits, keeps children engaged, and facilitates the ability to intervene when appropriate.

The use of corporal punishment, threats, derogatory language are forbidden.

Food Policy

We provide each child with a morning snack. The morning snack is not meant to be a replacement for breakfast. Children in the extended day program will receive an afternoon snack and must bring lunch from home. Meals will be in accordance with the federal requirements of the Child and Adult Care Food Program, and will be posted weekly.

Parents that have children with food allergies or special diets must notify Wild Child with a written statement at enrollment. We may be able to accommodate most different dietary needs (e.g., vegetarian, vegan, lactose intolerant). If this is not possible, foods may need to be sent with the child on a daily basis. Please talk with staff if you have any questions.

Adults are responsible for:

- Offering healthy foods in sizes, shapes, and textures that are right for the children's age.
- Modeling good behavior and manners.
- Involving children in food preparation, serving, and clean-up.
- Providing a pleasant, relaxed eating atmosphere.

Children are responsible for:

- Whether they eat.
- How much they eat.
- Cleaning up their area.

Foods from at least 2 different groups	Minimum Portion Sizes
Milk - fluid milk (1% or skim for kids over age 2)	½ cup or 4 oz.
Fruit/Vegetable - fruit and/or vegetable	½ cup or 4 oz
Grains/Bread (whole grain or enriched or fortified) - bread - cornbread or biscuit or roll or muffin - cold dry cereal or hot cooked cereal - pasta or noodles - grains	½ slice ½ serving ¼-1/3 cup ¼ cup ¼ cup
Meat/Meat Alternate - meat or poultry or fish - alternate protein product - cheese - egg - cooked dry beans or peas - peanut or other nut or seed butters - nuts and/or seeds	½ oz. ½ oz. ½ oz. ½ egg 1/8 cup 1 tbsp. ½ oz.

- yogurt	2 oz.
- tofu	1 oz.

Volunteers

Volunteers in the classroom are encouraged. A special family member or family friend is welcome to volunteer with prior approval from the director (parents/guardians may visit anytime). They may simply participate in our typical daily activities, or they may share a special skill/interest/experience, such as:

- Read a book or tell a story.
- Do a science or math experiment.
- Play an instrument or teach new songs.
- Teach a dance or yoga or language.
- Share photos or art or recipes from another culture.

Volunteers are supervised at all times. All volunteers (including parents/guardians) must have public sex offender registry clearance. Any individual who is registered on the PSOR is prohibited from having contact with any child in care.

Birthdays

If you would like your child's birthday to be celebrated, you are welcome to bring a treat to share. Please make arrangements with your child's teacher at least two days prior to the birthday. Contact us for suggestions on fun and nutritious snack ideas. Due to child care licensing regulations, all snacks must be pre-packaged.

Licensing Notebook

The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years. The licensing notebook is in the center office and is available to parents during regular business hours. Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the Department of Licensing and Regulatory Affairs child care licensing website at www.michigan.gov/michildcare.

Incident Notification Plan

- Notification will occur at pick up time for minor injuries/incidents. Staff may apply first aid if needed, complete incident report, and notify parent at pick up time verbally and/or with provided written injury report.
- Notification will occur immediately via telephone call to parent for serious injuries/incidents. If unable to reach parent, the emergency contact person will be contacted. This applies to more serious injuries, illnesses, or incidents, including, but not limited to: head injuries of any kind, injuries requiring medical attention, allergic reactions/rashes, seizures, asthma attacks, unconscious child, fever, vomiting child, or incidents involving lost children, physical discipline of a child by a staff member/volunteer, alleged sexual contact between children or between a child and staff/volunteer...etc.
- In case of an emergency, such as a natural disaster, parents will be notified via mass email, or text message system, and staff will also use the emergency child information cards to contact

parents for immediate pick-up. The center will notify local law enforcement agency so they can let parents know where their children have been taken if a parent contacts the police department.

Wild Child is welcome to all children and will make reasonable accommodations for those with special needs. However, Wild Child does not provide specific programs or services for children with special needs, nor does it employ staff with the expertise to provide special education. It may be in the best interest of a child for the parent or guardian to contact the public school district in the local education area for evaluation and support for special education services.

By signing the Parent Handbook Acknowledgement and Agreement, I understand that I am entering into an agreement with Wild Child. I agree to abide by the policies within the handbook. I further agree that I will provide written notice of any complaint, claim, or other dispute within 30 days of the incident giving rise to such complaint, claim, or other dispute. I agree to schedule an appointment with Wild Child staff to attempt to resolve the complaint, claim, or other dispute. If Wild Child and I are not able to resolve the complaint, claim, or other dispute, I agree that the complaint, claim, or other dispute shall be subject to mediation as a condition precedent to binding dispute resolution. Wild Child and I will select a mutually agreeable mediator to conduct the mediation. If we are unable to agree on a mediator, the mediator will be the first available mediator at MI-JADR PC, 38701 Seven Mile Road, Suite 175, Livonia, Michigan 48152. The costs of mediation will be split evenly between me and Wild Child.

Emergency and Evacuation Plans

EVACUATION/RELOCATION. In case of the need to evacuate (due to fire or building issue) or relocate (due to flooding or power outage).

1. Sound fire alarm.
2. Lead Teacher will line up children in a single line and do a head count of the children. Teacher will grab attendance and emergency cards and proceed with the children in a single line to the following sites:
 - a. Grosse Pointe Police Department at 17145 Maumee Ave.
 - b. Maire Elementary School at 740 Cadieux Rd.Once at the meeting place, take roll to account for all children in attendance. Keep children calm and quiet.
3. The director will contact the fire department. This person will do a quick check of lavatories, closets, under desks, behind curtains, etc. If children are found they will proceed with the child to the predetermined meeting place and reunite with the child's assigned teacher if possible.
4. The assistant will grab any medications, and do a quick check of rooms for children.
5. Children with special needs or acquiring special accommodations will be transported by wagon, which is stored in the basement.

SHELTER IN PLACE. In case of the need to stay put due to a tornado, disaster, lockdown, or notification from authorities.

1. Lead Teacher will line up children and do a head count and proceed to the basement.
2. Children with special needs or acquiring special accommodations will be transported by wagon, which is stored in the basement.
3. The assistant will grab any medications, and do a quick check of room for children.
4. The director will do a quick check of lavatories, closets, under desks, behind curtains, etc. If children are found they will proceed with the child to the predetermined meeting place and reunite with the child's assigned teacher if possible.
5. Once at predetermined shelter do another head count.
6. Keep children calm and wait for the all clear.

SERIOUS ACCIDENT/INJURY

1. Assess child to determine extent of injury
2. Call 911 or administer First Aid as necessary
3. Contact Parent or emergency contact person.

Parents will be notified via mass email, or text message system, and staff will also use the emergency child information cards to contact parents for immediate pick-up. The center will notify local law enforcement agency so they can let parents know where their children have been taken if a parent contacts the police department.

Basic Information

Facility Name	Wild Child Playschool
Facility Address	17150 Maumee, Grosse Pointe, MI 48230
Facility Phone	313-263-3651
Main Contact(s)	Lindsey Richards, Director
Emergency Kit Location(s)	Each classroom and in the basement.
Number of Children	11 per classroom

Emergency Contacts

	Phone	Location	Additional Info
Emergency 911			
Public Safety (Fire, Police)	313-886-3200	17145 Maumee	
Hospital	313-473-1000	Beaumont Grosse Pointe 468 Cadieux	
Electric & Gas Company	313-256-6227	DTE	
Water Company	313-885-5800	17147 Maumee	
Insurance Company	810-229-5415	Church Mutual	