



**Parent/Family Handbook**

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	<b>Arrival</b>	Assist children with placing items in their cubbies while encouraging independence. Assist children with signing in.
8:30 - 9:15	<b>Free Play</b> 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.
9:30 - 9:45	<b>Morning Circle</b> Introductory and greeting songs, weather, sharing, gratitude.	Participate in singing, focus children's attention on teacher directing activity, and encourage participation of all children.
9:45 - 10:00	<b>Snack</b> 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.
10:00 - 10:45	<b>Recess</b> 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	<b>Project Based Exploration</b> 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	<b>Free Play</b>	
12:00 - 12:15	<b>Group Music &amp; Movement</b> Songs, music appreciation, instruments, movement, dance, finger plays, yoga. *restroom*	Quietly redirect children and avoid calling out names. Participate in the songs, share a new song, play an instrument, teach a finger play, etc.
12:15	<b>End Of Day for Half Day Kids</b> Clean up, prepare to go home.	Guide children in returning items to their proper places. Prepare children for

	*restroom*	parents' arrival. Selected work or projects to go home.
12:15 - 12:30	<b>Reflection Circle; Story</b> 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	<b>Departure</b>	Exchange highlights from child's day.

Extended Day Schedule		
	Activity	Staff Responsibilities
12:30 - 1:00	<b>Lunch</b> 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	<b>Quiet Time</b> 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	<b>Enrichment Class</b> 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	<b>Free Play</b>	
2:45 - 3:00	<b>Snack</b>	
3:15 - 3:30	<b>End Of Day</b> Clean up, prepare to go home. *restroom*	Guide children in returning items to their proper places. Prepare children for parents' arrival. Selected artwork to go home.
3:30	<b>Departure</b>	Remind parents to check their mailboxes. Exchange highlights from child's day.

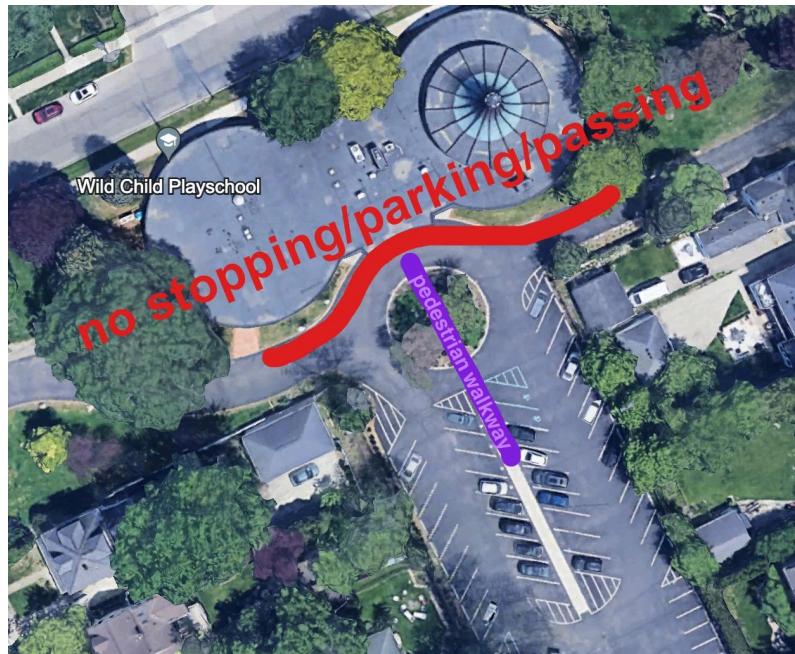
### Drop Off & Pick Up

You are welcome to walk your child to the entry doors or into class. Late arrivals past 8:45am will need to go directly to their child's classroom door from the playground.

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.

CELL PHONE USE PROHIBITED WHILE OPERATING VEHICLE.

**If you want to get out of your vehicle, you must park in the parking lot, not the circle drive.**



1. The circular drive (see red on map) is NO STOPPING, NO PARKING and NO PASSING.
2. DO NOT PASS a car in the circular drive.
3. Do not block the pedestrian crosswalk into the building (see purple on map).
4. If you want to get out of your car, you must park in the parking lot.
5. Do not park in parking spots labeled for other use, such as church staff or handicap.

**Thank you everyone for your cooperation in keeping us all safe.**

## 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 once every two years. It can be completed within the preceding 12 months.
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.
  - Immunization records are required once a year.
4. Fees.
  - First month's tuition is due the first of the month. (see Fee Policy below)
  - Yearly registration fee: \$100.
  - Annual supply fee: \$50.
5. Forms. **All forms must be completed before the child's first day in order for the child to start.**

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. Any behaviors that pose a continuous challenge to the wellbeing of others will be further evaluated in the interest of protecting every individual within the classroom environment. It may be in the best interest of a child with extensive behavioral needs to find specialized instruction through the local public schools.

## 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 may not be permitted to attend until all payments are up to date.**



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 picked up more than 15 minutes late, a late fee of \$10 will be assessed after the third time.

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

**Brightwheel**

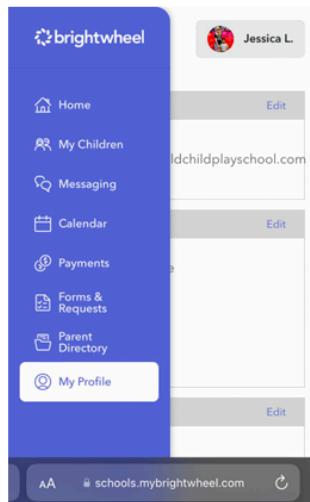
It is expected that parents/caretakers have the Brightwheel app downloaded with notifications **turned on**. Brightwheel messaging is our primary means of communication as a school, so we appreciate your compliance in this matter. Your child's information is contained within the Brightwheel app. It is considered confidential and only a limited number of individuals have access to view it.

Brightwheel includes a Parent Directory feature. Everyone is automatically added to the directory. If you would like to remove yourself from the directory, please follow the steps below.

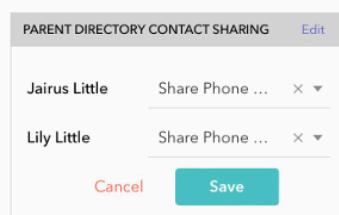
**Parent Directory Settings**

Changing Parent Directory Settings

- 1) Log in on the **web** (not the app)  
[brightwheel \(mybrightwheel.com\)](http://brightwheel.mybrightwheel.com)
- 2) Click **My Profile**



- 3) Scroll down to **Parent Directory Contact Sharing**



- 4) Change your settings as desired



### **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, please notify their teacher through a Brightwheel message.

### **School Exclusion**

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

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

**Wild Child deserves the right to require documentation from a physician clearing the person to return particularly in the case of a rash and communicable diseases (Hand Foot Mouth Disease, influenza, Covid-19, chicken pox, measles, lice, pinkeye, etc), especially if symptoms are still present.** 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.

Hand Foot Mouth Disease has become increasingly common, especially in early childhood settings. Due to the highly contagious nature of this illness and our small class sizes, it is our desire to prevent an outbreak, which is when only 25% of a classroom is affected and requires the classroom be shut down. At minimum, students must stay home with fever, drooling, open sores.

***It is crucial that we be informed of any contagious condition so that we may notify all families and staff members in order to contain the spread.***

We follow the Michigan Department of Health and Human Services, CDC, and Michigan Department of Education communicable diseases guide for how we handle communicable diseases. Please look for more information here: [Managing\\_CD\\_in\\_Schools\\_FINAL.pdf \(michigan.gov\)](https://www.michigan.gov/documents/Managing_CD_in_Schools_FINAL.pdf)

#### **Lice Protocol**

"Students with live lice may stay in school until the end of day; immediate treatment at home is advised." -Michigan.gov

Lice and viable eggs are generally destroyed and the contagious period ends after nit combing and 1-2 shampoo treatments.



#### **Medical Needs/Allergies/Special Needs**

Please communicate any medical needs, allergies, or special needs to the director so proper accommodations can be made (when possible) and to ensure the health and safety of your child.

Examples of overlooked needs to communicate include:

- Asthma
- Allergies or food sensitivities
- Eczema
- Speech services received
- Any services received outside of school
- Vision/hearing challenges
- Sensory processing differences

#### **Medication Policy**

Whenever possible, it is best that medication be given at home. All medication must be in the original container with the original label and must have the 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 (permission form must be signed for staff to apply sunscreen) 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.

## **Weather Limits**

Wind Chill	Guidance
32 degrees and higher	All clear
13-31 degrees	20-30 minutes at a time
0-13 degrees	10-15 minutes at a time
0 or below	Stay inside

## **Potty-Trained**

Due to state licensing regulations, we are unable to change diapers or pull-ups. Rest assured, it is common for students at this age to have accidents as they are immersed in play, and we simply ask that you please ensure that they have a change of clothes. If accidents are persistent and disruptive to the classroom, a child may need to be sent home, and we will work together with your family to find a solution!

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

## Personal Items

Children are allowed to bring one stuffed animal to school daily that does not exceed the size of their backpack. We do not allow pacifiers, toys, hard objects, or other personal items to be brought into the classroom from home. Exceptions may occur when it is a show-and-tell or other event which will be explicitly communicated by your child's teacher. In addition, we are a screen-free environment and strictly prohibit any screen devices.

## Clothing



Active indoor and outdoor play is a regular part of our school day. Please dress your child in clothing that is suitable for physical 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.

### Fall/Spring Attire

- Waterproof boots
- Rain jacket
- Sweatshirt or jacket
- Gloves/mittens
- Sun hat or beanie

### Winter Attire

- Waterproof, insulated boots
- Warm coat
- Snow pants/snow suit
- Waterproof mittens/gloves
- Beanie

## Messy Play

Here at Wild Child, embracing nature and enjoying outside time is a vital part of our philosophy. Kids play in the rain, snow, and mud while we also honor temperature limits or if there is lightning expected. We allow kids to participate in the messes of nature in the way they choose. Some kids sit in a mud puddle while others prefer to stay dry and clean. We follow their lead and accept their approaches all along the spectrum.

We appreciate you providing changes of clothes for your child as they engage in supervised play outside and ask you to continue sending extra temperature-appropriate clothes, especially on wet days. If clothing comes home wet/dirty, please make sure it is replaced.

# WE GET MESSY HERE

Rain  
Mud  
Water  
Snow  
Paint  
Art  
Puddles  
It's all a go!



## 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, and derogatory language are forbidden.



Any behaviors that pose a continuous challenge to the wellbeing of others will be further evaluated in the interest of protecting every individual within the classroom environment. It may be in the best interest of a child with extensive behavioral needs to find specialized instruction through the local public schools.

## Food Policy

### Snacks

- All of our snacks are vegetarian. Meals will be in accordance with the federal requirements of the Child and Adult Care Food Program, and will be posted weekly. 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. Nuts/peanuts are strictly forbidden when an allergy is present. Brightwheel forms will be required to be signed to acknowledge there is an allergy present. 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 different dietary needs. 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.

### Lunches

- Lunches for extended day schedules are to be brought from home. Please refrain from bringing the following:
  - Glass containers (for safety reasons)
  - Candy of any kind or excessive sweets (fruit leather is a great alternative for sweet tooth)
  - Kool-aid packets
  - Juice/pop of any kind
- If packing a Lunchable, please remove items listed above.
- We encourage lunches to have a **protein** option so that kids have enough energy for the rest of the day.

Adults are responsible for:

- Offering healthy foods in sizes, shapes, 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

## **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. Remember we are nut-free when a child has nut allergies.



## **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](http://www.michigan.gov/michildcare)

## **Pest Control**

Treatments will be communicated via two means- on the bulletin board outside the office and on the wall between Room 7 and the office. Treatments will only occur when unoccupied by students for not less than 4 hours after the application. The target pest or purpose for the pesticide application, information about the pesticide, location of application, and date of the application can be found by contacting the Grosse Pointe Unitarian Church at (313) 881-0420 between the hours of 9am-3pm Monday-Friday.

## **Incident Notification Plan**

- Notification will occur at pick up time or in Brightwheel for minor injuries/incidents. Staff may apply first aid if needed, complete an incident report, and notify parent at pick up time verbally and/or with a provided written injury report.
- Notification will occur immediately via telephone call to parent for serious injuries/incidents. If unable to reach the 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 agencies 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.

**Virtual Parent Handbook Acknowledgement and Agreement, is required to be signed on Brightwheel.**

## **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. The Lead Teacher will line up children in a single line and do a headcount 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. The 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 the 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 a 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 agencies so they can let parents know where their children have been taken if a parent contacts the police department.

## ACTIVE SHOOTER RESPONSE GUIDE

### RUN (If you can)

- Get out if you can, even if others insist on staying
- Leave belongings behind
- Your life is more precious than "things"
- Once out, call 9-1-1



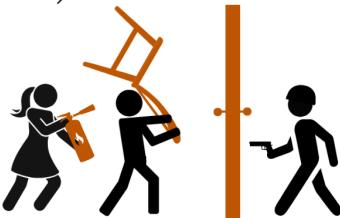
### HIDE (If you need)

- If you can't get out, find a place to hide
- Barricade or lock doors
- Hide behind large objects
- Turn out lights and silence your phone



### FIGHT (If you must)

- Attempt to incapacitate the shooter
- Act with aggression
- Improvise weapons
- Commit to your actions



**CALL 9-1-1 WHEN IT'S SAFE TO DO SO**



The University of Texas at Austin  
Emergency Management



The University of Texas at Austin  
Police Department

### Basic Information

Facility Name	Wild Child Playschool
Facility Address	17150 Maumee Ave. Grosse Pointe, MI 48230
Facility Phone	313-263-3651
Main Contact(s)	Lindsey Richards, Founder/Executive Director Email: <a href="mailto:hello@wildchildplayschool.com">hello@wildchildplayschool.com</a>  Jessica Little, Director Email: <a href="mailto:director@wildchildplayschool.com">director@wildchildplayschool.com</a>
Emergency Kit Location(s)	Each classroom and in the basement
Number of Children	11 per classroom

### Emergency Contacts

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



Thank you for being part of our Wild Child community.

