



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.



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Foundations

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."

Celebrating Diversity

Families are an essential part of our community. We welcome family input and value the traditions, celebrations, and experiences that are meaningful in your home. When appropriate, families may be invited to share aspects of their culture or experiences with the classroom.

At Wild Child Playschool, our goal is for every child and family to feel a strong sense of belonging while developing an appreciation for the broader community and world. We strive to create a safe, inclusive, and supportive environment where all children can grow and thrive.



Pedagogy

Curriculum

Our program is inspired by the Reggio Emilia approach, which views children as capable, curious, and active participants in their own learning. Teachers observe children's interests and use them to plan meaningful experiences, investigations, and projects. Classes might explore a topic for one week or more based upon children's interests. We often begin new topics with a *KWL chart*, where children share what they *Know*, what they *Wonder*, and later, what they have *Learned*. This process encourages children to ask questions, make predictions, investigate, and reflect on their learning. Teachers guide the process by providing open-ended materials, asking thoughtful questions, and documenting children's ideas, discoveries, and growth along the way.

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!

Using the principles of Conscious Discipline, teachers help children develop emotional awareness, problem-solving skills, empathy, and self-control through calm guidance, consistent routines, and strong relationships.

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.

Assessment Tool Used

Our program uses the Desired Results Developmental Profile – Preschool (DRDP) as an ongoing developmental assessment to observe, monitor, and document each child's growth across key developmental domains. Teachers use these observations to better understand each child's strengths, emerging skills, and areas where additional support may be beneficial. This information helps guide individualized instruction, inform curriculum planning, and support meaningful communication with families about their child's development.

In addition, we administer the ASQ and ASQ-SE once each year as developmental screening tools. These screenings help identify developmental progress as well as any potential areas of concern that may benefit from further observation, support, or referral.



Program Life

Schedule of Operation

Wild Child operates from September through June, Monday through Friday. Families may enroll in 2-day, 3-day, or 5-day schedules, based on availability. Both half-day (8:30am–12:30pm) and full-day (8:30am–3:30pm) options are offered. We generally follow the calendar of Grosse Pointe Public Schools with a few exceptions. A detailed calendar will be provided to your family.

Drop Off & Pick Up

Drop-off is from **8:30–8:45 a.m.** Families are welcome to walk their child to the entry doors or into the classroom. Because routine is so important for young children, students are strongly encouraged to arrive by **9:00 a.m.**

Half-day dismissal is at **12:30 p.m.**, and full-day dismissal is at **3:30 p.m.** Teachers will escort children to the main entrance and dismiss them once an authorized adult is present outside the doors. Families can wait outdoors.

Children may only be picked up by individuals authorized by the enrolling parent or guardian. Anyone unfamiliar to staff should be prepared to present photo identification. Please notify your child's teacher in advance if someone different will be picking up.

If your child needs to leave early, please notify the teacher ahead of time.

CELL PHONE USE PROHIBITED WHILE OPERATING VEHICLE.

Do not block the pedestrian crosswalk into the building or handicapped spots in front of building.

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

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	Greet children and families. 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.
9:30 - 9:45	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.
9:45 - 10:00	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 eating. Encourage self-help skills and assist with clean up after snack. Sit with children and engage in conversation.

10:00 - 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	
12:00 - 12:15	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.
12:15	End Of Day for Half Day Kids Clean up, prepare to go home. <i>*restroom*</i>	Guide children in returning items to their proper places. Prepare children for families' 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.

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	
2:45 - 3:00	Snack	
3:15 - 3:30	End Of Day Clean up, prepare to go home.	Guide children in returning items to their proper places. Prepare children for parents' arrival. Selected artwork to go home.

	<i>*restroom*</i>	
3:30	Departure	Remind parents to check their Brightwheel. Exchange highlights from child's day.

Outdoor Play

Outdoor play is central to our philosophy. In addition to scheduled recess, many daily activities take place outdoors, allowing children to explore, create, and connect with nature. Children are encouraged to experience the outdoors through all seasons, including rain, snow, and mud, while participating at their own comfort level, whether that means splashing in puddles or staying clean and dry. During severe heat, air quality warnings, extreme cold, thunderstorms, or other unsafe conditions, children will remain indoors.

Because outdoor learning is an important part of our program, please send your child with weather appropriate clothing and outerwear each day. On sunny days, families are encouraged to apply sunscreen before arrival or provide labeled sunscreen for staff to apply. We recommend keeping a set of rain boots, winter gear, or rain jacket at school according to the season. Please **label all items** with your child's name or initials so that teachers and children are able to keep track of their items.

Let us know if you would like help acquiring appropriate gear, or if you can donate gear.

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

Inclement Weather and Emergency School Closures

School closures may occur due to weather, power outages, or other emergencies.

In determining whether to close due to inclement weather, the program will reference the **Grosse Pointe Public School System (GPPSS)** as a general guideline and align with their decision for most closures.

However, closure decisions related to cold temperatures are not automatically tied to GPPSS, as our school's circumstances differ.

School closures may be considered when:

- **Unsafe or hazardous road conditions** occur, including snow, ice, or other weather-related hazards that may compromise safe travel for families and staff.
- **Extremely low temperatures** reach **-15°F with wind chill**, when conditions pose a risk to children or staff during arrival, dismissal, or in the event of an emergency.

Families will be notified of closures as soon as possible through Brightwheel. Closure decisions are made in accordance with licensing requirements, with the safety and well-being of children and staff as the highest priority.

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.

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.

Contacts and Access	Emergency contact	Approved Pickup	Family	Parent
Can create a Brightwheel account		✓	✓	✓
Can check a student in and out		✓	✓	✓
Can update their personal contact information and check-in code		✓	✓	✓
Can see all updates in the Daily Feed			✓	✓
Can message the program on the app			✓	✓
Can message the school and receive messages in an inbox (sent to staff & school) between only Schools and Parents				✓
Can view child's profile				✓
Can access billing and payment information (by default)				✓
Can add or remove other adults from the child's profile of the program (excludes editing permissions)				✓
Can edit child's profile information of the program (excludes editing permissions)				✓

Daily Essentials

Backpack

Please send your child with a backpack or bag that is large enough to hold all of their items and that they can carry independently.

Rest Time

Provide a child-sized pillow and blanket in a separate bag for rest time. Items will be sent home weekly to wash.

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
- Personal items from home
- Small jewelry
- Electronic items that make sounds such as: stuffed animals or toy watches.

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

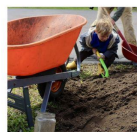
- Waterproof boots
- Rain jacket/rain suit
- Sweatshirt or jacket
- Gloves/mittens
- Sun hat or beanie

Winter Attire

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

WE GET MESSY HERE

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



Food Policy

Water Bottles

- Please provide a clean, non-spill, water bottle each day. Be sure to take apart all pieces when cleaning as mold can get in the small crevices and straw.
- No juice or milk in water bottles.

Allergies/Dietary Restrictions

- 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.
- Families will be notified if a child in their classroom has a food allergy. When a food allergy is present, families will receive guidance on any foods that are prohibited to help keep all children safe. Families will be asked to acknowledge this policy by signing the appropriate Brightwheel form.

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.

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 tooths)
 - Kool-aid packets
 - Juice/pop of any kind
- If packing a Lunchable, please remove items listed above.
- We do not heat food up from lunches.
- Include any utensils your child may need, such as a fork or spoon.
- 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:

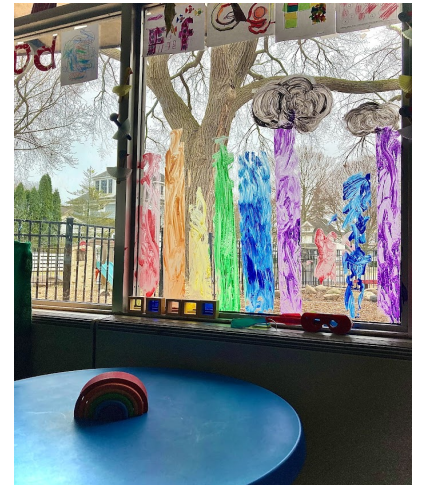
- Whether they eat
- How much they eat
- Cleaning up their area



Enrollment

Admission Criteria

1. Children must be at least 3 but no more than 5 years old on their first day, and fully potty-trained. Children who are 2 years and 9 months are able to attend with a signed waiver that it is developmentally appropriate to participate in a preschool program.
2. Health appraisal. All children are required to have a completed physician's examination form. A record is required once every two years. It can be completed within the preceding 13 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 are sent via Brightwheel and are completed digitally. **All forms must be completed before the child's first day in order for the child to start.**



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!

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.

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.

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.



Community

Family involvement opportunities

During the school year there are a number of events for families to come in and celebrate with their child.

Some of these events include:

- Halloween celebrations
- Family fun night
- Art night
- Earth day celebrations
- Field day



Portfolio Night

Portfolio Nights are held twice each school year, once in the winter and again in the spring. During these conferences, families meet with their child's teachers to review their portfolio, discuss their development and progress, celebrate strengths, and share goals and interests for continued growth.

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. All food items must be pre packaged from a store with all ingredients listed. Please make arrangements with your child's teacher at least two days prior to the birthday. Remember to check in for any food allergies.

Parent Directory Settings

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.

1. Log in on the app
2. Click the three horizontal lines ≡ menu (top left)
3. Tap Parent Directory, then hit the settings gear ⚙️
4. Adjust the Parent directory contact sharing settings or choose Do not share, then click Save



HEALTH & SAFETY

School Exclusion

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

Diarrhea or vomiting	Yellow or green nasal discharge
Cough due to illness	Difficult or rapid breathing
Severe itching of the body or scalp, or scratching of the scalp. These may be symptoms of lice or scabies.	Fever over one hundred degrees Fahrenheit (100°F) by mouth or ninety-nine degrees Fahrenheit (99°F) under the arm.
Pinkeye-tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus	An infected skin patch(es)-crusty, bright yellow, dry or gummy areas of the skin
Unusual spots, rashes, or blisters	Unexplained headache or stiff neck
Sore throat or trouble swallowing	Yellowish skin or eyes

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. A 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 \(michigan.gov\)](#)

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. Medication must be handed directly to the teacher and not be kept in children's backpacks.

- 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.



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.

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, a 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.

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.

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.

For further information pertaining to pesticides, contact the National Pesticide Information Center at 800-858-7378. The website is www.npic.orst.edu. For additional information pertaining to pesticide use, you can contact the Michigan Department of Agriculture and Rural Development (MDARD) at 800-292-3939. The website is www.michigan.gov/mdard.

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



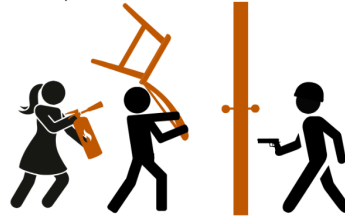
HIDE (If you need)

- 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



Thank you for being part of our Wild Child community.

