GRAND BLANC COMMUNITY SCHOOLS

Children's Garden

PRESCHOOL & LATCHKEY

Family Handbook

Revised February 2026

Children's Garden Preschool & Latchkey
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Welcome

Dear Parents,

Welcome to Children's Garden! We are delighted you have chosen our program and look forward to getting to know you and your child.

Children's Garden has been an integral part of the Grand Blanc Community Schools for over 40 years. We have been honored with the Points of Pride Award from the Genesee Area Community Education Association, Grand Blanc View's 'Best of the Best' Award for multiple years, and have been recognized as *Demonstrating Quality* by Great Start to Quality. This is the highest quality level a program can achieve. These awards exemplify our commitment to quality programs.

It is our intention to provide your Preschool child with a nurturing educational environment with an emphasis on the development of Kindergarten readiness skills and the social, emotional, physical and cognitive development of your child.

Our licensed center also provides quality child care for working parents by offering before and after school enrichment opportunities in our Latchkey program.

This handbook is intended to communicate with you the policies and procedures of our program. We hope your child enjoys their experience at Children's Garden and thank you for sharing your child with us.

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Center Philosophy

Children's Garden Preschool & Latchkey programs are committed to a philosophy of recognizing individual differences in children. We recognize each child as a whole person. We know children will be entering our program from a wide variety of backgrounds and many different stages of physical, social, emotional, and cognitive development. To meet the various needs of individual children, a developmentally appropriate, activity- based curriculum has been planned to reflect the interest of each child. We aim to meet the child at their appropriate level while encouraging school readiness through a developmentally appropriate curriculum.

This early childhood and extended day for Preschool and school-age students will provide a consistent, healthy learning environment with sequential, creative educational experiences for children. The projected outcome will be that students are more successful and productive because of their educational experience at Children's Garden.

This state licensed center is planned and administered by degreed teaching staff experienced in early childhood education. The staff is aided by program assistants with early childhood training.

A licensing notebook is available to all parents which contains all licensing inspections and special investigation reports and related corrective action plans since May 28, 2010: www.michigan.gov/michildcare

Goal

Children's Garden, affiliated with the Grand Blanc Community Schools, shall facilitate the need for a creative care and learning environment for Preschool and school-age youth.

Goals for the Child

1. To provide the foundation for future academic success.
2. To provide appropriate play experiences that contribute to the developmental needs of the child.
3. To provide opportunities for meaningful play that is based on the child's individual needs, interests and abilities that will build an important foundation for future skills and academic pursuits.
4. To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships.

Goals for the Parents

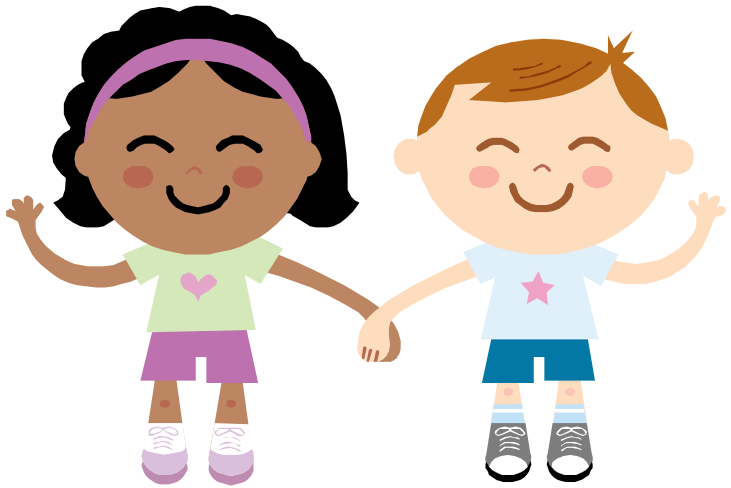
1. To provide opportunities to meet with other parents and teachers who have the interests and needs of the child as their common concern.
2. To provide care for the child while parents pursue their own work or other interests.
3. To provide opportunities to grow in the understanding of child development through a planned educational program.

Goals for the Community

1. To help meet the needs of the community by providing a safe, secure educational atmosphere for Preschool and elementary school-age children
2. To contribute to the wholesome growth and development of the future citizens of the community.
3. To provide a setting where people of various backgrounds can work together for the common interest.

Objectives

1. To focus on the development of the total child in preprimary education - physical, social, emotional and intellectual foundations.
2. To focus on the development of the total child in school-age enrichment education - physical, social, emotional and intellectual foundations.
3. To provide quality child care opportunities in a changing society as a viable support service for parents in a safe, secure, stimulating environment for youth.
4. To provide school and community program connections and early intervention to reduce the necessity for future interventions.
5. To provide an environment that respects and values the culture of all families and demonstrates cultural competence.



Diversity & Inclusion Policy

Children's Garden believes that incorporating and representing diverse backgrounds and abilities of children, families, staff and the community is essential for creating an inclusive and enriching learning environment. There are several ways we attempt to achieve this:

1. **Culturally Responsive Curriculum**: develop a curriculum that is culturally responsive and inclusive, encompassing a wide range of perspectives and experiences. We ensure that books, toys and learning materials reflect cultural backgrounds of the children and their families.
2. **Family Engagement**: establish strong connections with families by actively involving them in the preschool program.
3. **Language Diversity**: celebrate & support the linguistic diversity of children. Encourage the use of multiple languages in the classroom, if applicable, and provide resources for both teachers and students to learn about different languages and cultures.
4. **Celebrating Holidays & Traditions**: recognize and celebrate various holidays and cultural traditions throughout the year. We create opportunities to children to learn about different cultural festivities and invite families to share their customs and traditions.
5. **Anti-bias Education**: we provide ongoing professional development for staff on topics related to anti-bias education, equity, and cultural competency.
6. **Multicultural Books & Materials**: maintain a diverse library of children's books that showcase characters and stories from various backgrounds.
7. **Inclusive Playtime**: create an inclusive playground environment that accommodates children with various physical abilities. Encourage cooperative play that promotes inclusivity and empathy.
8. **Accessible Facilities**: make physical accommodations to ensure that facilities are accessible to persons with physical disabilities. This includes ramps, wide doorways, and accessible bathrooms.

Rates for Services

A $60 non-refundable annual registration fee is due at the time of sign-up. Registration fee for each additional child is $30.

	4-Week Flat Rate Session Price
AM Latchkey ~ 6:30 - 9:00am	
2 days per week	$69
3 days per week	$104
4 days per week	$140
5 days per week	$174
PM Latchkey ~ Dismissal - 6:00pm	
2 days per week	$75
3 days per week	$112
4 days per week	$148
5 days per week	$184
Extended PM Latchkey ~ Dismissal - 6:00pm	
Perry Innovation Center & GSRP	
2 days per week	$104
3 days per week	$155
4 days per week	$207
5 days per week	$258
Preschool 1/2 Days	
9:00 - 11:30am	
2 days per week (Tues & Thurs)	$145
3 days per week (Mon, Wed & Fri)	$225
5 days per week (Mon through Fri)	$370
Preschool Full Days	
9:00am - 3:30pm	
2 days per week (Tues & Thurs)	$345
3 days per week (Mon, Wed & Fri)	$530
5 days per week (Mon through Fri)	$875

Family rates are available for those students using our program 3 or more days. The child with the highest tuition will pay full price, and each additional child will receive a 20% discount.

Both our Preschool & Latchkey programs require a 2 day per week minimum schedule.

Admission/Enrollment Policy

1. Enrollment shall be open to any child, provided the center can meet the needs of that child.
2. Enrollment shall be granted without discrimination in regard to sex, race, creed or political belief.
3. The child must be at least three years old on or before December 1st and completely bathroom independent. Children attending Preschool and Grand Blanc elementary schools are eligible for our Latchkey program.
4. Tuition is due prior to the beginning of each 4 week session. Completed registration form and registration fee(s) must be provided annually.
5. A physical and immunization record is required annually for Preschoolers. This is mandated by the State of Michigan.
6. The registration enrollment fee is non-refundable; $60 first child, $30 each additional child.
7. Tuition refunds will be given only prior to attendance of the second week of a session.
8. Enrollment will be processed in 4 week flat rate sessions.

Withdrawal Policy

1. Voluntary withdrawal by parents will not constitute a refund once the second week of the session has begun.
2. Withdrawal because of behavioral or other problems will be made only following a conference with the parents and a discussion of the child's needs.
3. Other situations requiring the student's withdrawal and withdrawal procedures will be dealt with between the parent and Director; such as illness, moving, late fees, or non-compliance of the center's policies.

Release Procedures

Children will be released only to those persons whose names are listed on the enrollment form unless otherwise notified. Identification will be required of persons picking up the child. Parents are to notify the office in writing in advance if a person not listed on the enrollment form is to pick up the child.

A 'sign-in/sign-out' station will be provided for school-age students.

Staff

- All Children's Garden lead Preschool and lead Latchkey teachers are 18 years of age and older.
- All Preschool teachers have at least a Bachelor's Degree in Early Childhood or a related field or a Child Development Credential (CDA).
- Preschool assistants, Latchkey teachers and Latchkey assistants have early childhood training.
- All of our staff have had a comprehensive background check which includes clearance of child abuse & neglect, and an FBI fingerprint check for any state or federal crimes.



Center Schedule

Children may attend the Preschool Program, Latchkey, or a combination of these programs. Latchkey is available for both Preschool and elementary-aged children both before and after school. Preschool students can have a 1/2 day or full day schedule, for two, three or five days per week.

Daily Schedule

6:30 - 9:00am	AM Latchkey
9:00 - 11:30am	AM Preschool
11:30am - 1:00pm	Lunch & Nap *(Full day students only)* *Child brings lunch* *w/milk provided*
1:00 - 3:30pm	PM Preschool (Full Day Only)
3:30 - 6:00pm	PM Latchkey
6:00pm	All Latchkey centers closed

Center Visits

We welcome you to visit our center anytime to have an opportunity to observe the classroom programs and to see the facilities, activities and equipment that are available to the children. Please stop by the office and check-in for a visitor's pass.



Center Policies

Payments ~ Our center operates on a 4-week flat rate session system, not by the month. Pre-payment, prior to the 4-week session, must be made during the designated week of registration. Failure to do so will result in a **$15 per day late fee**. If we do not have payment by the Tuesday after the due date your child will be dropped from our program. You will have the opportunity to re-enroll ($30 re-enrollment fee) your child at the next registration period, providing there is availability. The days used in the 4-week session ***must be consistent***. There are no refunds for scheduled days not used, including school activities, snow days, emergency school closures, temporary pivots to remote learning, district days off, etc. Voluntary withdrawal by parents will not constitute a refund once the second week of the session has begun.

Late Pick-Up ~ Charges will be assessed for late pick-up. If a child is not picked up by the dismissal time of their program, a late pick-up fee of $15.00 per quarter hour will be assessed. Habitual abuse of this practice or non-payment of assessed fees may result in dismissal from the program. The center will be closed at 6:00pm. If it is after 6:00pm and your child has not been picked up, the staff will contact the person(s) designated on the emergency section of the child's registration data form to arrange for pick-up. If these attempts are unsuccessful, authorities will be contacted.

Absences ~ Absences will not be deducted from your child's tuition due to staffing requirements by state licensing according to proportion of scheduled children per classroom.

Vacation ~ Each family will be allowed one consecutive calendar week (Monday - Friday) vacation credit per child's schedule for the Preschool and Latchkey programs, if the child is absent. You must notify the office and classroom teacher prior to the session you will be taking the vacation.

Center Policies (cont.)

Schedule ~ We operate within the Grand Blanc school calendar. If the Grand Blanc Schools are closed due to holidays, inclement weather, mechanical problems, emergencies, pivot to remote learning, Records Day, PDD, etc., Children's Garden will also be closed. This includes both Latchkey and Preschool programs. Since Children's Garden operates on 4-week flat rate sessions, there is no refund for scheduled or unscheduled school closings (inclement weather, mechanical problems, etc.).

Emergency Numbers ~ Parents will be notified in writing or by phone of any accident, injury or illness that takes place during their child's time at our center. Please notify us if any medical attention was needed after the incident. Parents must leave a current and working phone number where they can be reached, as well as two additional names and telephone numbers to call in the event the parents cannot be contacted. If your phone number changes or any other information changes, please notify the office immediately. Failure to do so may result in dismissal from our program.

Playground Use ~ Your Preschool/Latchkey student will be occasionally using the elementary school playground which, in some areas, is designed for ages 5 through 12 years old. The equipment meets the standard and safety requirements for elementary schools. Preschool students will only go outside if the temperature, including wind chill, is 20 degrees or above.

Birthday Celebrations ~ If you would like to celebrate your child's birthday at school with a special treat, you must notify the teacher in advance and send in enough treats for the entire class. You may also celebrate your child's 1/2 year birthday if their actual birthday falls during summer months. Please be aware that snacks brought into the classroom must be peanut free.

Clothing & Personal Possessions Policy

Children should wear play clothes that can be worn for art and craft projects, floor activities, water and sand play and outdoor recreation.

Clothing should be appropriate for weather conditions. We may go outdoors daily except during extremely cold or rainy weather. Fresh air and exercise are important to your child's health, so please see that proper clothing is worn. Children that need to stay indoors due to special circumstances must have a physician's note.

Parents of children in the Preschool programs are requested to leave the following items at the center:

1. A change of clothing for accidents. If the child needs to use the change of clothes, please replace these items on the next scheduled school day.
2. Children enrolled in Full Day Preschool will need a small or crib-size blanket for rest time with the child's name visibly marked on the border. These blankets will be sent home weekly for laundering. For a feeling of security, they may bring a favorite cuddly toy to nap with them.



Food Policy

Parents need to provide lunch for children in Full Day Preschool. Please label your child's lunch bag with their name. We are not licensed to have access to hot meals served by the cafeteria. Milk will be provided for lunch. Daily snacks will be provided by our program and served to afternoon Latchkey students. Preschool parents provide snack, including milk and cups, on their designated day. Due to choking hazards, please do not send grapes, cherry or grape tomatoes or popcorn for either snack or lunch. Any child with special dietary needs must supply a daily snack by their own parent according to their physician's recommendation.

Nutrition Plan

- The purpose of our nutrition plan is for students to eat healthy while they are in our care.
- This is important to children, families, and staff because when nutritional needs are met, students are able to focus properly and meet their educational goals.
- We are able to aid in this goal by following the CACFP (Child & Adult Care Food Program) meal pattern requirements when snacks are provided by the center. Visit their website for more information,:
  https://www.fns.usda.gov/cacfp/nutrition-standards
- The nutrition plan meets the needs of children, families, and staff by ensuring children are getting a healthy, balanced snack while in our care.
- Details on our nutrition plan, including suggestions for healthy snacks, will be distributed by your child's Preschool teacher. School-age nutrition plans and menus will be posted publicly in each classroom.

Medication Procedures

1. The only medication that the school is obligated to dispense is medicine that is prescribed by a licensed physician in the prescribed pharmacy container.
2. A medication form will be used for all medication given at the center. These forms may be picked up in the Children's Garden Office. Medication forms must be provided annually.
3. Medication that is to be taken over a long period of time should have a new medication sheet every month.
4. All bottles or containers must be labeled properly (see #1 above). For example, name of child, name of medicine, time and dosage.
5. Medicine is to be dispensed by the child's teacher, Director or their designee in case of absence.
   a. All medication will be taken in the presence of the designated staff member.
   b. In order to be sure that everyone has received his or her medication for the day, a checklist will be made.
6. In an effort to reduce problems when medication is changed or discontinued, no more than a one session supply of the medication will be kept at the center.
7. It is the parent's responsibility to notify the center when medication has been discontinued. The parent will be expected to pick up any remaining medications or authorize the Director to dispose of it.
8. It is the parent's responsibility to notify the center when a child's medication has been changed. A new medication sheet must be filled out.
9. Self-administration of medication is allowed with specific procedures and authorization. Check with the office to see if this applies to your child.
10. Please tell staff if your child was given any medication prior to arriving at school. The staff will be better able to care for the child and evaluate his/her needs.
11. Please note: Latchkey teachers do not have access to medication kept in the school office. If your child requires medication during Latchkey, please also provide medication to be kept in the Latchkey classroom.

Health Plan

- The purpose of the health plan is to ensure the health and well-being of all students enrolled in our program. This will be done through reviewing and updating children's health records, including health appraisals and immunization records.
- The health plan is important to children, families and staff to ensure the health and well-being of all students. Regular checkups and current immunizations are an important way to keep track of a child's health and physical, emotional and social development.
- Our center's process for updating and reviewing these records includes a mandatory, up-to-date health appraisal and immunization history for each Preschool student, prior to attending their first class. Students without these documents on file will not be allowed to attend class.
- Our office staff will encourage families to keep their well-checks and health appraisals up-to-date through phone calls and email.
- Families can find more information on local pediatricians or health care centers, immunization recommendations, developmental milestones and health screenings on our website, gbcs.org/cg.



Health Plan (cont.)

Preschool children will not be admitted to the program without a current physical and an up-to-date record of immunizations. The State of Michigan requires that all children be immunized for certain diseases. The only exceptions to this requirement are:

1. The family physician recommends against immunization on medical grounds - or-
2. The parents request an exemption on the basis of religious belief or other objections. In each case, a signed Immunization Waiver Form obtained from the Health Department must accompany the medical history record.

It is **urgent** that every parent cooperates fully with the center's health policy. Our regulations are designed to protect the well-being of all children and to guard, as much as possible, against avoidable absences for health reasons. When there are symptoms of illness, or other indications that a child is not well enough for group activities, arrangements must be made for his/her care at home.

- If your child stays home due to illness, please let the office know the date of the absence and the nature of the illness. All Preschool absences due to illness must be reported to the County by our office.
- The child must be fever free for a 24 hour period of time without fever reducing medication before returning to school. The center does not have provisions for children who are ill. Proper care at the beginning of an illness can often shorten its duration.
- If your child becomes ill at the center, he/she will be separated from the group, you will be notified so you can make arrangements to have the child picked up within the hour. When the parent cannot come within the hour, the parent is responsible for contacting another adult listed on the authorized pick-up list to pick up the child. It is expected that a sick child be picked up in a reasonable amount of time to assure the needs of the child are met in a timely manner.

Health Plan (cont.)

- Exposure to communicable diseases and any infectious illnesses of other family members should be promptly reported so that the center may be alerted to early symptoms. Parents of your child's classmates will be notified when a child has been exposed to an infectious disease.
- Only prescribed medication can be administered at school. 'Over the counter' medicines will be given only if we received a note from a physician. All medication must be taken to the office or given to a Children's Garden staff member. Medication 'sent in' with a student will not be administered. (See Medication Procedures, page 14).
- If your child has head lice, the child must be picked up from school immediately, begin treatment and take other precautions to rid the home of the infestation. Children that have been sent home/absent due to lice must be checked at the office before they can return to class.
- A child diagnosed with pink eye must be on medication for 24 hours before returning to school.
- A child with a rash must be diagnosed by a doctor and bring a note from the doctor when returning to school.
- All children have gross motor physical activity daily. Weather permitting, they will go outside. If your child is well enough to be in school, they are well enough to go outside. Children that need to stay indoors due to special circumstances must have a physician's note.
- A child who vomits at school may not return for 24 hours.

Health Plan (cont.)

Important Notice to Parents/Guardians from the Genesee County Health Department (GCHD) Regarding Student Absences

GCHD is working directly with your child's school to make Genesee County a healthier place to live. Michigan law requires that schools report the possible occurrence of any communicable disease to the local health department on a weekly basis. To assist your child's school in reporting possible communicable diseases to GCHD and prevent possible outbreaks, please be specific when reporting your child's absence.

When calling in for a child please include the following information:

1. **A description of the symptoms of the illness (vomiting, fever, rash, etc.)**
2. **The type of illness if known and who identified the illness**
3. **Your child's name, your name and your telephone number**

Please inform the school if any suspected illness is later confirmed by a physician.

Thank you for your cooperation with the school and GCHD.
For more information please visit us at http://www.gchd.us

Safety Drills

We will participate in several lockdown, fire, tornado & severe weather drills throughout the school year. You will not be notified of these routine drills, as they are designed to be random and not disclosed to staff and students. You will only be notified if there is an actual emergency.

Please note that during any such drill or in the event of an actual emergency, school doors may be locked for safety and you will be unable to access the building for the duration of the drill or event.

Transportation Policy

Preschool Students

- Children's Garden does not bus students to/from school.
- Transportation for Preschool students will be provided by parents.
- Parents must sign a permission slip for the district to provide transportation for field trips, etc.

Latchkey Students

- Students in our Latchkey program from Brendel, Myers and Indian Hill will attend Latchkey at the Perry Center and be transported by school bus between the Perry Center and their elementary school.
- Latchkey students at Anderson Elementary will attend Latchkey at McGrath Elementary and will be transported by school bus between Anderson and McGrath.
- In the event of a temporary Latchkey bus route cancellation, an alternative bus assignment will be provided by transportation for the Latchkey site affected.
- Board Policy states that students are picked up at the same location daily and dropped at the same location daily. Since Anderson, Brendel, Myers & Indian Hill students are bussed to their PM Latchkey sites, those who

Student Conduct

Parents, please review the following expectations with your child (ren) to help ensure their time with Children's Garden is pleasurable.

- Children are to respect the rights and property of others.
- Children are to act courteously and appropriately, be cooperative and follow the instructions of the teacher(s).
- Elementary school building rules also apply during your time with Children's Garden.
- Appropriate and acceptable language is expected.

Student Conduct (cont.)

- Children are expected to be responsible for their actions.
- Materials and equipment are to be treated properly and returned to their place when done.

Latchkey students will follow the elementary school rules, including no bullying, when they are in Latchkey. Failure to comply will result in dismissal from our program. Also, any student or parent disruption to the program or a child who does not adjust to behavioral recommendations as found in our discipline policy may result in dismissal from the program.

Parent Responsibilities

- Fill out registration forms completely and keep all information current.
- Pay tuition and fees on time.
- Read all communication in teacher newsletters, bulletin board and parent newsletters.
- Make alternative arrangements if your child is ill.
- Properly sign your child in and out of Latchkey.
- Follow the Perry Center Security Policy of either showing a pass or signing in and out of the building.
- Keep the staff informed of any changes or incidents in the home that may result in a change in behavior or attitude.
- Listen to concerns of the staff regarding your child and work out an agreeable solution.
- Label all of your child's clothing and property, including lunch bag.
- Pick your child up by the end of their program time.
- Parent volunteers must have criminal history & public sex offender registry clearance prior to volunteering.
- Any violent or aggressive behavior by a parent that is directed toward another parent, a student or a staff member will result in dismissal of your child from our program.

Discipline Policy

We use positive methods of discipline which encourage self-control, self-direction, self-esteem and cooperation. Any physical or emotional punishment is prohibited. When it becomes necessary to discipline a child, certain steps are followed:

1. Talking to the child to help him/her see how he/she is misbehaving.
2. Removing the child from the activity being disrupted.
3. Separating the child from the entire group (sitting on a chair, apart from the others).

Please be aware that any violent or aggressive behavior that is directed toward another student or staff member will result in dismissal from the program.

If a child's behavior causes chronic disruption, the following three-step plan is in place to handle the situation:

1. The parent is notified verbally and/or in writing about the behavior or incident causing the disruption.
2. If the behavior has continued, a meeting will be arranged between the Director, the teacher and the parents.
3. If a child receives a third behavior related incident report, the child may be suspended or removed from the program. At that time, the Director, parent and teacher will meet to determine the conditions of reinstatement.

It is our goal to provide a safe and pleasant environment for all children. The discipline policy above is implemented for children displaying chronic and disruptive behavior.

Preschool Philosophy

Our philosophy is based on learning through directed and self-directed play. Play is the natural way a child learns. It is the way the child learns to concentrate, to exercise their imagination and to try out new ideas. The Preschool curriculum is designed to integrate into the Grand Blanc School's Kindergarten curriculum. These programs are designed to enhance the development of Kindergarten readiness, socialization, oral language and large and small motor skills. The focus of this program is the total child, helping each child to develop to his or her fullest potential.

Preschool Programs

Our Preschool program provides an environment filled with opportunities! Through exploration and experimentation, young children acquire the developmental foundation necessary as building blocks for later learning. A progressive, continual curriculum of age-appropriate activities will enhance the student's social and emotional behaviors, motor skill development and stimulate their intellectual growth. This structured curriculum is taught in 4 week sessions with daily learning centers that include art, blocks, library, dramatic play, math & manipulatives, science, sensory and writing.



Preschool Programs (cont.)

Preschool classes are available for 3-, 4- and 5-year-old children. Students must be at least 3 years old on or before December 1st and fully bathroom independent in order to enroll in our program. A choice of Monday, Wednesday & Friday, **or** Tuesday & Thursday **or** Monday through Friday schedule is offered with a choice of either morning or full day class. All of our programs require a 2 day per week minimum schedule. A snack is provided each Preschool 1/2 day class by parents on a rotating schedule. This program consists of an ongoing series of 4 week sessions throughout the school year.

4 Week Flat Rate Session Prices:
Tuesday & Thursday 1/2 days ~ $145
Mon., Wed. & Fri. 1/2 days ~ $225
Monday through Friday 1/2 days ~ $370

Tuesday & Thursday Full days ~ $345
Mon., Wed. & Fri. Full days ~ $530
Monday through Friday Full days ~ $875

AM Class: 9:00 - 11:30am
Full Day Class: 9:00am - 3:30pm



Preschool Programs (cont.)

Nap/Rest Time ~ Preschool children are required to rest during the day if they are at the center for a full day program. They will re-join their class at the start of their scheduled class time, if awake. Sleeping children will be awakened at 2:00pm, at the latest, to re-join their afternoon class.

Bathroom Independence ~ Children must be able to use the bathroom independently. Pull-Ups are prohibited and our staff is unable to assist with bathroom use. Please make sure your child is wearing clothing they can easily get in and out of without assistance. If they are not bathroom independent they may not be ready for Preschool at this time

Field Trips ~ Four- and five-year-olds may go on field trips either on foot or transported by school bus. Written permission will be obtained from parents prior to each trip. Staff will notify parents prior to each trip. Some field trip costs are extra and not included in tuition. For non-walking field trips, Grand Blanc School District Transportation will be used. Only a limited number of parents may volunteer to chaperone field trips due to site restrictions. If there are more parent volunteers than spots available, teachers will use a lottery system to select chaperones. All volunteers must complete a District criminal background check and will be supervised at all times.

Sign-In/Sign-Out ~ Parents must accompany their child/children into the appropriate classroom and sign their child/children in. Parents (or designated pick-up person) must come into the classroom and sign out their child/children.

Developmental Screening ~ At the time of registration, each parent will be required to fill out the ASQ-3 developmental screening for their Preschooler. This will help us identify your child's strengths as well as any areas where your child may need support.

Preschool Curriculum

The Preschool program is structured in four week sessions with special interest areas to allow for opportunities to stimulate your child's growth and development.

Children's Garden uses the High Scope Curriculum and concepts may include:

Language/Literacy Experiences
- Letter/word writing
- Phonemic awareness
- Name recognition/writing
- Rhyming/word families
- Reading environmental print
- Concepts of print in books

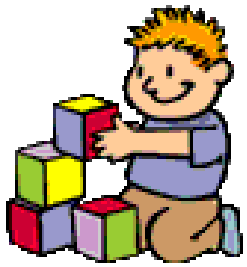
Math Skills
- Number recognition, writing
- One to one correspondence
- Measurement
- Patterning, sorting, counting
- Concepts of more or less
- Estimation

Science Concepts
- Colors
- Insects, animals
- Seasons
- Five senses
- Magnets
- Nature
- Matter (liquid & solid)

Creative Play/Art
- Explore basic elements of art
- Dramatization
- Create play themes/Cooperation
- Songs/Poems/Events
- Imagination
- Sensory

Physical Development/ Gross & Fine Motor Skills
- Jumping, hopping, running, climbing & throwing
- Coordination/balance
- Drawing
- Hand/eye coordination

Cognitive/Social/Emotional Development
- Sense of self
- Responsibility of self & others
- Cooperative play



Preschool Parent Involvement (Parent Link)

What is Parent Link?

- Parent Link is similar to a PTO/PTA which gives parents an opportunity to become involved in their child's education right from the start.
- It is a source of support and information for parents and provides valuable resources to guide our children through these important early years.
- A source of lasting friendship in a growing community.
- Parent Link is organized by parents for parents with the support of the Children's Garden staff.

Parent Link Programs

Each year, Parent Link attempts to assess parents' needs and provide programs that address those needs. In past years, Parent Link has offered information and activities including:

- Activities for the entire family such as Gym Night, Holiday Make & Take Craft Night, Homecoming Pep Rally, Night at the Circus, Puppet Show, Think Safety Magic Show, and Family Bowling Night.
- Scholastic Book Club - great deals on high-quality books for Preschoolers (there is never an obligation to buy).

Parent Link Meetings

- Everyone is welcome!
- Held on the second Thursday of every month.

Other Parent Involvement

Parent/Teacher Conferences

Once a year, teachers offer conferences for families of four- and five-year-old students to discuss their progress which is assessed using High Scope Curriculum for Preschool. Conferences for three-year-old students take place as needed or upon request, by appointment.

Parent Volunteering in the Classroom

Parents of four- and five-year-old students may volunteer in the classroom at times designated by the student's teacher. Volunteer Clearance forms must be filled out, along with a copy of the volunteer's driver's license, in order to volunteer in the classroom. Volunteers will be supervised at all times.

Perry Center Security Policy

The Perry Center has two building monitors working in the lobby of our building each day. The building will be staffed from 6:30am to 6:00pm. There is a buzzer system with security camera installed at the main entrance doors. Therefore, the main entrance will be the only entrance accessible for dropping off and picking up each day.

Once buzzed into the building, everyone will be required to either show a security pass or sign in with the hall monitor and obtain a visitor pass. Security passes will only be issued to families in early childhood programs and Latchkey, all other visitors must sign in with the security monitor. This will help eliminate the need for each person to sign in just to pick up or drop off a student. If you ever forget your security pass, you must sign in with the security monitor and obtain a visitor pass. The color of the Perry Center security passes changes with each new school year and will be distributed on the first day of school.

Continual abuse of this security policy will result in your child's dismissal from our program.

Latchkey

Latchkey is an extended-day program for Preschool and elementary-aged children that provides a supervised, safe, secure and stimulating environment both before and after school. Latchkey students are placed in classrooms based on their age & grade, with age appropriate and specific enrichment opportunities. Children will be involved in group and/or self-directed opportunities in a variety of activity centers. These centers include board games & puzzles, construction & sensory materials for play, craft materials, study & reading and supervised films & TV specials.

Children's Garden offers Latchkey programs at Anderson/McGrath, Cook/Mason, Reid and Perry Center (Perry includes Brendel, Indian Hill and Myers students). Enrollment is open to all children enrolled in Grand Blanc Elementary schools and Preschool programs, providing space is available.

Hours of Operation:

AM Latchkey ~ 6:30 - 9:00am
PM Latchkey* ~ 3:30 - 6:00pm
PM Latchkey Ext.* ~ 2:50 - 6:00pm
(Bobcat Innovation & GSRP students)

*A snack is provided in PM Latchkey.

Twice a year during parent teacher conference half days, off-site field trips are offered to PM Latchkey students, providing a fun, enriching activity, as well as care for the half days. Field trips are the only form of care offered on these half days. Any PM Latchkey student who attends Anderson, Brendel, Myers or Indian Hill who does not utilize field trips for the half days must be parent pick-up from their elementary school at half day dismissal.

Please note that dropping off an AM Latchkey student prior to 6:30am may be grounds for dismissal from the program.

Latchkey (cont.)

Sign-In/Sign-Out ~ Parents of AM Latchkey students must accompany their child/children into the appropriate classroom and sign their child/children in. Licensing requires parents (or designated pick-up person) of PM Latchkey students to come into the classroom and sign out their child/children.

Attendance ~ So we can be accountable for all our students, parents must call their child's Latchkey location if their child will not attend PM Latchkey on a scheduled day. Parents must call the office (for Perry Center Latchkey students) or the Latchkey classroom no later than 3:50pm on or before the day of the absence (2:45pm for Bobcat Innovation). Failure to do so will result in a $15 charge each time and may result in dismissal from our program. **Your child's safety and whereabouts is our #1 concern.**

Frequently Asked Questions (FAQ)

What qualifications do your teachers have?

Our Preschool teachers have at least a Bachelor's Degree in Early Childhood or a related field or a Child Development Credential (CDA). Preschool assistants, Latchkey teachers and Latchkey assistants have early childhood training.

What is the teacher/student ratio in the classroom?

- 4-year-old Preschool class: A typical class of 18 students will have one lead teacher and one assistant.
- 3-year-old Preschool class: A typical class of 15 students will have one lead teacher and one assistant.

Can a Preschooler stay all day?

Yes, Full Day Preschool is available from 9:00am - 3:30pm. Spaces are limited in our Full Day Preschool program.

Do you serve lunch?

No, we provide care at lunchtime which includes a nap/rest time, but the child must bring a packed lunch. We provide milk and water.

Do Preschoolers go on field trip trips?

Yes, however, we only take our four- and five-year-olds out of the building for field trips. They go on field trips and may be transported by school bus.

Can my child wear Pull-Ups?

No, all children must be bathroom independent and be able to care for all of their toileting needs.

Frequently Asked Questions (FAQ) (cont.)

Are you open in the summer?

Yes, we offer full day Summer Camp for School-Age children (dependent on enrollment & staffing).

Do you provide Latchkey for all Grand Blanc Elementary Schools?

Yes, providing we have space available at each grade level. In addition to the Perry Center, we also have satellite Latchkey locations at Cook, McGrath and Reid schools. Mason students attend Latchkey at our Cook facility. Anderson students attend Latchkey at McGrath. Brendel, Indian Hill & Myers students attend Latchkey at the Perry Center. We are not licensed to provide care for Middle School students.

Do I have to pay full price for all of my children?

No, we offer family rates for those students using our program 3 or more days. The child with the highest tuition will pay full price, and each additional child will receive a 20% discount based on the number of days scheduled.

Where is the Perry Center?

The Perry Center is located on the southwest corner of Saginaw Street and Perry Road in downtown Grand Blanc.

District Phone Numbers

Perry Center	
Children's Garden Preschool & Latchkey	591-6083
Great Start Readiness Program (GSRP)	591-8459
Parents as Teachers (PAT)	591-6135
Central Office	591-6000
Transportation	591-8965
Grand Blanc Elementary Schools	
Anderson	591-5829
Brendel	591-6137
Bobcat Innovation	591-6078
Cook	591-7910
Indian Hill	591-4100
Mason	591-7840
McGrath	591-5827
Myers	591-3000
Reid	591-7121
Grand Blanc Middle School East	591-4696
Grand Blanc Middle School West	591-7309
Grand Blanc High School East	591-6634
Grand Blanc High School West	591-6351