

Wolverines Forward Pre-Kindergarten (PK) Program

2024-2025 Family Handbook



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Program Overview

The Wolverines Forward Pre-Kindergarten (PK) Program provides students enrolled in the Griswold Early Learning Program(GEEP) with high-quality child care that promotes students' academic and personal growth, while providing an affordable childcare option for working parents/guardians. Program expenses are supported through parent/guardian-paid fees, and are supplemented whenever possible through grant funding. Program staff can be contacted via email at jcaviness@griswoldpublicschools.org.

Days/Hours of Operation

The Wolverines Forward PK Program follows the Griswold Public Schools Early Learning Program calendar and operates on days when preschool is in session. During the 2024-2025 school year, the program begins on August 30th and ends on the last full day of school. *It is important to note that conference days sometimes differ for preschool.

GRISWOLD PUBLIC SCHOOLS CALENDAR

2024/2025

GBE Approved 12/14/23

AUGUST					2/2 SEPTEMBER					20/22 OCTOBER					21/43				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
					2	3	4	5	6	1	2	3	4						
					9	10	11	12	13	7	8	9	10	11					
19	20	21	22	23	16	17	18	19	20	14	15	16	17	18					
26	27	28	29	30	23	24	25	26	27	21	22	23	24	25					
					30					28	29	30	31						
NOVEMBER					17/60 DECEMBER					15/75 JANUARY					21/96				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
					1	2	3	4	5	6		1	2	3					
4	5	6	7	8	9	10	11	12	13	6	7	8	9	10					
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17					
18	19	20	21	22	23	24	25	26	27	20	21	22	23	24					
25	26	27	28	29	30	31				27	28	29	30	31					
FEBRUARY					17/113 MARCH					20/133 APRIL					17/150				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7	3	4	5	6	7	1	2	3	4						
10	11	12	13	14	10	11	12	13	14	7	8	9	10	11					
17	18	19	20	21	17	18	19	20	21	14	15	16	17	18					
24	25	26	27	28	24	25	26	27	28	21	22	23	24	25					
					31					28	29	30							
MAY					12/171 JUNE					9/180									
M	T	W	T	F	M	T	W	T	F										
					1	2	3	4	5										
5	6	7	8	9	9	10	11	12	13										
12	13	14	15	16	16	17	18	19	20										
19	20	21	22	23	23	24	25	26	27										
26	27	28	29	30	30														

August 29	First Day of School for Students
June 12/Shortened Day for Students	Last Day of School for Students

SHORTENED DAYS

November 27	Shortened Day
December 20	Shortened Day
May 23	Shortened Day

HOLIDAYS /VACATIONS - NO SCHOOL

September 2	Labor Day
October 14	Columbus Day/Indigenous People Day
November 11	Veteran's Day
November 28, 29	Thanksgiving Break
December 23 - January 1	Holiday Recess
January 20	Martin Luther King Day
February 17, 18	President's Day Recess
April 14-17	Spring Break
April 18	Good Friday
May 26	Memorial Day

STAFF DEVELOPMENT DAYS

August 26, 27, 28	Staff Development Days/No Students
October 11	Staff Development Day/No Students
November 5	Staff Development Day/No Students
February 14	Staff Development Day/No Students
March 7	Staff Development Day/No Students
May 23	Staff Development Day/PM
June 12	Staff Development Day/PM

CONFERENCE DATES

November 7, 8	Shortened Days for All Students
March 5, 6	Shortened Days for All Students

Snow days will be made up in this order: June 13, June 16, June 17, 18, 19, and 20. Should we exceed five snow days by 2/1/25, the Board may consider vacation days/staff development days to be school days.

GHS Exam Shortened Days: January 21, 22, 23, 24 and June 6, 9, 10, 11. Please keep in mind that June exam dates could change and will be based on number of snow days to be made up at the end of the school year.

Calendar Break Downs:
180 Student Days/8 Staff Professional Development Days – 7 Full and 2, ½ Days – 8

School Hours:
GES • 8:40 - 3:30 PM GMS, GHS, GAHS • 7:30 - 2:19 PM

The program will operate both before and after the Griswold Early Learning Program sessions. Wolverines Forward PK Program will open at 7:00 AM and the program will remain open until 5:00 PM. Students will be walked by program staff to and from their GEEP classrooms at their assigned time of 9 AM or 12:30 PM.

Drop-off and pickup between 7-9 AM and 3-5 PM will be at the preschool entrance at GES. For pick-up or drop-off outside of these times, please be sure to let us know ahead of time.

Emergency Delays & Dismissals

Changes to school hours may impact Wolverines Forward PK hours, and parents/guardians will be notified of any change with as much advance notice as possible.

Situation	What does WF PK do?
There is a 2 hr delay for GES and no AM preschool.	Wolverines PreK will open at 10am
There is an early dismissal for GES and no PM preschool.	Wolverines PreK we will close at 2pm.
All after school activities are canceled for GPS.	Wolverines PK will close at 4pm.
There is no school for GPS.	Wolverines PK will be closed.

Program Enrollment

Each family that enrolls a student in Wolverines Forward PK must first complete the required registration paperwork. This will be followed by an e-mail from the Extended Learning Director with next steps, including payment of an annual registration fee and the initial monthly payment. The Director shall e-mail within one business day, and the child's spot in the program shall be secure for two business days following the initial correspondence. This timely communication is particularly important in the event that a waitlist exists. While Wolverines Forward PK strives to meet the needs of all families interested in the program, staffing and space constraints may result in a waitlist. In such instances, the Director shall place students on the waitlist based on the date that the registration form is received. A parent/guardian who is contacted via telephone and does not reply within two business days, the next student on the waitlist will be offered the spot.

Program Withdrawal

We understand that family schedules and needs change, and program withdrawals are permitted at any time. To allow for proper staffing and the opportunity to fill your student's spot in the program, please provide a minimum of two-week notice. All withdrawals should be made in writing to jcaviness@griswoldpublicschools.org. Program fees will continue to be due, regardless of student attendance, if a parent/guardian fails to follow the withdrawal procedure.

Transportation

Transportation to/from the program is not available at this time.

Attendance Policy

Families must select days and times when registering their students. Changes to this schedule must be submitted in writing and we will do our best to accommodate changes. Drop-in care is not available. Fees will not be prorated based on days attended.

Reporting Absences

Parents/guardians must inform Wolverines Forward PK if their student will be absent on a day that s/he is scheduled to attend the program. Such correspondence is to be sent to

jcaviness@griswoldpublicschools.org.

Signing In and Out

A parent/guardian, or authorized emergency contact over the age of 18, must enter the building to sign the student in and out each day. A sign-out form will be readily available. If an emergency arises and results in the need for a person not listed on the registration form to pick a student up, the parent/guardian must send an e-mail to inform the Director of the change. This must come from the email address listed on the registration form. Please inform those who may pick your student up that they will be required to provide photo identification in order for the student to be released.

Daily Activities & Schedule

Wolverines Forward strives to provide activities and enrichment opportunities that complement the school day while addressing the needs of the whole child. Activities will vary by program and day, with the following components regularly incorporated: snack, student choice centers, wellness breaks, and enrichment activities.

Sample Schedule

SCHEDULE	ACTIVITY
7:00 - 9:00 AM	Arrival and Free play centers Students will be able to choose centers to play in. During this time students can also eat breakfast(parent provided).
9:00 AM	AM Session dismissed to classroom Students enrolled in the Griswold Early Education Program AM session will be walked to their classrooms.
9:00 - 9:30 AM	AM Snack and Bathroom break All students will be provided a snack by the GES cafeteria.
9:30 -10:00 AM	Circle Time Students will enjoy themed music and stories during a group circle time.
10:00 - 10:30 AM	Outside time or Fitness break
10:30 - 11:30 AM	Rotation Stations Structured and varying stations will be offered to students. These stations will match classroom themes and learning objectives. One station will offer an instructor-led activity.
11:30 AM	AM Session students rejoin Wolverines Forward PK Students enrolled in the Griswold Early Education Program AM session will be walked back to Wolverines Forward Pre-Kindergarten Program.

11:30 AM - 12:30 PM	Lunch and Fitness Break Students will eat their lunch (parent-provided) and be offered a fitness activity in the classroom.
12:30 PM	PM Session dismissed to classroom Students enrolled in the Griswold Early Education Program PM session will be walked to their classrooms.
12:30 - 2:00 PM	Nap/Quiet activities Students will be given cots so they can have afternoon rest. For students that don't nap quiet activities such as puzzles and books will be available.
2:00 - 2:30 PM	PM Snack and Bathroom break All students will be provided a snack by the GES cafeteria.
2:30 - 3:00 PM	Circle Time Students will enjoy themed music and stories during a group circle time.
3:00 PM	PM Session students rejoin Wolverines Forward PK Students enrolled in the Griswold Early Education Program PM session will be walked back to Wolverines Forward Pre-Kindergarten Program.
3:00 - 3:30 PM	Outside time or Fitness break
3:00 - 5:00 PM	Dismissal and Free play centers Students will be able to choose centers to play in.

Students are not required to arrive at the start of the morning program or remain until the period noted as the dismissal period. Parent/guardian needs and family schedules will dictate these times, and an estimate is requested on the registration form for planning purposes only.

Staffing & Supervision

A Director with significant experience in childcare programming manages Wolverines Forward. The Director oversees all aspects of the program and visits the classroom frequently to ensure that policies are being followed and quality programming is taking place. She also works in conjunction with the Program Coordinator and lead instructors to design and execute a schedule of activities. Wolverines forward maintains a 1:10 staff-to-student ratio at all times. All staff members are required to attend regular professional development opportunities.

Student Health & Safety

Snack Policy

Please send your child with a lunch daily. We will offer each student one snack per day provided by the GES cafeteria. **Due to choking hazards, these foods are not permitted: hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and pretzels; spoonfuls of peanut butter; or raw carrots or meat larger than can be swallowed whole.**

CPR Policy

Wolverine's Forward staff members are trained and certified in first aid, medication administration, and CPR.

First Aid Policy

In the case of a minor accident or injury, first aid/CPR-certified staff will administer basic first aid, and parent/guardian will receive a notice with basic information.

If the injury or illness is more serious but not life threatening, first aid will be administered and the student's parent/guardian and/or emergency contact will be contacted immediately to assist in deciding an appropriate course of action.

If any injury or illness is life threatening, emergency personnel will be contacted immediately, the parent/guardian and/or emergency contact will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff will not transport children in staff-owned vehicles.

All injuries and illnesses will be tracked in a site incident log. For injuries that require medical intervention, staff will prepare an incident/injury report detailing the nature of the incident, the cause (if known), and details on any medical interventions administered.

Student Illness

Students who have a temperature of 100 degrees Fahrenheit or higher or who are vomiting shall not attend the program for 24 hours after the fever is reduced without medication or after vomiting has ceased. Exhibiting these symptoms during program hours will result in program staff contacting the parent/guardian and/or emergency contacts to arrange for the student to be picked up within thirty minutes. Students who stay home as a result of illness, or who become ill during the school day and are dismissed early, should not attend after-school programming.

Mandated Reporting

Connecticut General Statutes identify professionals who, because their work involves regular contact with children, are mandated by law to report suspected child abuse and neglected. All Wolverines Forward staff are mandated reporters under Connecticut law.

In accordance with state law, all mandated reporters are required to report suspected abuse when there is reasonable cause to suspect or believe that a child under the age of 18 years has been abused or neglected, has had non-accidental physical injury, or injury which is at variance with the history given of such injury, or is placed at imminent risk of serious harm.

A mandated reporter shall make an oral report by telephone to the Department of Children and Families or a law enforcement agency as soon as possible, but no later than twelve hours after the mandated reporter has reasonable cause to suspect or believe that a child has been abused or neglected. The mandated reporter shall inform the Site Coordinator or Program Director that s/he is making such a report, who will in-turn inform the student's building principal. Not later than 48 hours after making an oral report, the mandated reporter shall submit a written report to the Department. The mandated reporter shall give a copy of the written report to the building principal or designee, as well as to the Site Coordinator.

Student Behavioral Expectations

As is defined in Griswold Board of Education policy 5114:

It is the goal of the Board to ensure the safety and welfare of all students in attendance, and to maintain an atmosphere conducive to learning. In keeping with this goal, students are expected to comply with school rules and regulations, as well as Board policies. Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.

Participation in co-curricular and extra-curricular activities is a privilege and not an entitlement. Students involved in such programs are expected to follow all school rules and demonstrate good citizenship. Failure to do so may result in partial or complete exclusion from said activities and programs.

At a minimum, students are expected to:

- Follow the directions of staff, volunteers, or outside organizations delivering instruction;
- Show respect and speak kindly to others;
- Keep hands and feet to themselves;
- Ask permission to leave an area;
- Use equipment and materials properly, carefully, and with respect; and
- Clean up after themselves.

Disciplinary Procedures

Wolverine's Forward staff will use restorative practices to help guide students towards appropriate behavior. Should this not be an effective mode of altering behaviors, the following procedures will be followed for minor rule violations:

- First Occurrence: The student will receive a verbal warning. The behavior will be documented by staff, but the student will not be written up.
- Second Occurrence: The student will receive a written warning. The student's parent/guardian will be contacted, and the issue will be discussed. The staff person, parent/guardian, and student will establish an agreed-upon strategy to allow for success moving forward.
- Third Occurrence: Repeated rule violations will not be tolerated, and may result in suspension or expulsion.

At the discretion of program and school administration, a student may be removed from Wolverines Forward immediately for any action or behavior that threatens the health, safety, or security of the student committing the act, program staff, and/or other students.

Program Fees

Wolverines Forward strives to provide quality before/after school programming at the lowest expense possible to parents, while still maintaining a quality, self-sustainable program. The Director will pursue grant opportunities regularly, and program fees will be reduced or eliminated whenever possible. All fees noted below are per student.

Fees are due upon enrollment in the program and by the first of each month thereafter. Fees must be paid using the District's online portal; check, or money order. No cash payments will be accepted.

2024-2025 Program Fees

Monthly program fees are determined by multiplying a Board-approved daily rate by the number of days in a school year. This annual rate is then divided by 10 equal months of payments, with the full annual amount paid in full by the beginning of June.

Program	Monthly (Sept-June)
Registration (annual per child)	\$15
Wolverines Forward PK Monday-Thursday	\$375
Wolverines Forward PK Monday-Thursday and full day Fridays	\$390

Annual tuition amounts shall not be prorated based on student absences or due to weather related delays, dismissals, or cancellations. * Please note this does not include the fee for GEEP, that is a separate program charged separately.

Financial Assistance

Wolverines Forward accepts Care 4 Kids. For additional information on this State-sponsored program, please visit their website.



Additional Charges

Charges incurred by the program as a result of a parent/guardian's failure to follow policies and procedures shall result in additional fees. This includes:

Description	Fee
Late Payment Fee	\$20 per late month until the fees are paid in full
Returned Check Fee	\$25 per returned payment
Late Pick-Up Fee	\$5 per 5 minute increment after program closing time