



STEP BY STEP PRESCHOOL CHILD DEVELOPMENT CENTER 2023-2024 ENROLLMENT

Dear Families:

Welcome to the Step By Step Preschool Center! Along with providing a safe and healthy learning environment for your child, our program emphasizes the growth of social, emotional, physical, and intellectual skills through a developmentally appropriate, literacy based curriculum.

The Full-Day program, starting on Monday August 21, is year-round, open Monday through Friday from 7 am to 6 pm. It is located in the west wing of Arrowwood School at 5410 Seidel Road in Saginaw Township. To be enrolled in the program, your child must be three to five years old, completely toilet trained, and able to feed himself/herself. Please use the west parking lot when dropping off and picking up your child. There is a door buzzer/camera entry door just off the bus loop in the south-west corner of the school building.

Children in the Full-Day program need a book bag, water bottle, and a complete change of clothing to be kept at the center. A SMALL blanket or stuffed animal can be brought if needed for rest time. Due to storage limitations, do not send a pillow. Label all belongings, which must fit in their cubby, with your child's name. Morning and afternoon snack is provided. Please do not send breakfast. The snack menu is posted in the room, along with the hot lunch menu. Your child may participate in the hot lunch program at Arrowwood School for \$1.85 per day. If your child prefers lunch from home, milk can be purchased for 60¢ per carton.

The Enrichment Preschool (open Mondays through Thursdays) begins Monday, August 28, and runs throughout the school year from 8:30 a.m. to 11:30 a.m. Children will need a book bag, water bottle, and a change of clothing. All belongings need to be labeled with your child's name. Snack is provided.

All of the included forms, along with the first week's schedule and payment, must be completed and returned to the Community Education Office (inside Heritage High School). Please turn in all paperwork by August 11. The enrollment limit is 30 students in the Full-Day program and 20 students in Enrichment. Spots are filled on a first come first served basis, so please return your completed packet as soon as possible to guarantee your child's spot.

Copies of your child's birth certificate and immunization record are also required before your student can start. Please read and retain the Step By Step Handbook included in this packet for future reference.

To maintain the convenience of flexible scheduling, your weekly schedule with full payment is due weekly in advance. Late payments will be charged a \$20 fee. Your child is required to attend a minimum of four days per week for Full Day and a minimum of two days per week for Enrichment. This policy does not apply if the center is not open the full five-day week. You will be able to use credit for six (6) sick days per school year and six (6) sick days during the summer months.

If you have questions or concerns, please do not contact the Arrowwood Elementary office. Please contact Community Education (989-797-1847, commed@stcs.org), Step By Step (989-399-8527), or psbuchho@stcs.org.

Sincerely,

Patricia Buchholz, Director, Step By Step Preschool Child Development Center