

Woodland's Mission and Philosophy Statement:

Our Mission at Woodland Forest Center is to create a "classroom without walls," where children can immerse themselves in nature, fostering a deep sense of wonder through play and exploration. We are dedicated to helping children grow and thrive in the healthiest environment nature has to offer. We believe that children learn best through play, guided by our experienced and caring staff. At Woodland Forest Center, we provide a rich, natural setting that encourages preschoolers to develop social and physical boundaries, build confidence and self-esteem, and cultivate a lifelong love of learning.

Staff/Student Ratio: Woodland Forest Center (WFC) is licensed by the state of Michigan, ensuring strict adherence to regulatory guidelines. Consequently, we consistently maintain ratios and group sizes well within the stipulated limits of 10:1. Currently, our ratio stands at an even more favorable 8:1, underscoring our commitment to providing a safe and enriching environment for the children in our care.

Staff Screening

The safety of our children is our highest priority. All Woodland Forest Center staff complete a comprehensive background check, including FBI fingerprinting, before working with students.

Registration & Payment Options

A non-refundable \$100 registration fee is required to secure your child's enrollment. Woodland Forest Center accepts payment by check, cash, Zelle, or Venmo.

Tuition may be paid in full or divided into three installments for convenience. Families using the installment option will have a one-time \$50 service fee added.

Annual Tuition

Sprouts: \$1500

Seedlings: \$900

Foresters: \$900

Installment Schedule

Sprouts

September 14 – \$500

November 30 – \$500

February 1 – \$500

Seedlings & Foresters

September 14 – \$400

November 30 – \$300

February 1 – \$200

Enrollment Commitment

Enrollment at Woodland Forest Center reserves your child's place for the full school year. Our program is not month-to-month; tuition reflects the cost of holding a space and preparing staffing and materials for each enrolled child. If a family needs to withdraw, a 30-day written notice is required. Tuition remains due during the notice period and through the next scheduled payment, as your child's space has been reserved for the year. For this reason, tuition is non-refundable and non-transferable.

Because tuition secures enrollment rather than attendance, credits or refunds are not issued for absences, illness, vacations, holidays, individual missed days, or weather-related closures.

We understand that unexpected life events happen, and we encourage families to communicate early if circumstances change so we can work together whenever possible.

Late Payment & Late Pick-Up Policy

Tuition Payments

Tuition payments are due on the scheduled dates. Payments received after the due date will incur a \$5 per day late fee. If you anticipate difficulty meeting a payment deadline, please communicate in advance so arrangements can be discussed. Accounts more than one week overdue may result in withdrawal from the program and release of the child's reserved space. All late fees are due immediately upon notice.

Late Pick-Up

Children must be picked up promptly at dismissal. Occasional delays are understandable; however, repeated late pick-ups disrupt staffing schedules and staff break times. A late fee of \$5 for every 5 minutes after 12:15 p.m. will be charged. Late pick-up fees are due at pick-up or upon notification and must be paid before the child's next scheduled class day.

School Closures: WFP follows Lapeer Public Schools for inclement weather closings. In case of early closure, you'll be notified via Whats App. WFC may independently close due to inclement weather, especially given our location on a gravel road, treated last in the county.

We occasionally close temporarily due to staff illness. Please understand that as a privately owned and operated establishment, we may encounter unforeseen circumstances that result in being understaffed.

Make-Up Days

Woodland Forest Center will provide limited make-up days for unexpected program closures. Each semester, the first two missed class days due to inclement weather or staff illness will not be rescheduled. After those two closures, the next canceled class will be rescheduled. Make-up days will take place the following Thursday from 9:00 a.m.–12:00 p.m. (Sprouts) or 9:00 a.m.–11:30 a.m. (Seedlings and Foresters). Families will be notified as soon as possible when a make-up day is scheduled. Make-up days are only provided when Woodland Forest Center cancels class; individual child absences are not eligible for make-up days.

Attendance: Regular attendance is an important element of your child's success here at WFC. Please speak with Ann Plummer if an extended absence is anticipated.

Important Dates Preschool Calendar 2025/2026

September 14	First Semester Begins
November 25	Closed no Preschool Thanksgiving break
December 16	Last Day of First Semester
February 1	First Day of Second Semester
March 29	No School Easter Monday
May 25	Last Day of Woodland Forest Celebration for All!

Enrollment Requirements

- \$100 registration must be made to reserve your child's spot.
- full payment or first monthly payment with a one time \$50 service fee By September 14th
- Annual Forms required by the State of Michigan
 1. Enrollment and Tuition Agreement full payment or first monthly payment
 2. Emergency Card Information
 3. Photo Release Form accepting or declining permission
 4. Exempt Form or Certificate of Immunization with in 30 days
 5. Pediatric Health Form within 30 days of the first day.

Daily Tentative Schedule **weather permitting

	DAILY SCHEDULE	Seedlings
9:00	Drop off	12:30
9:00-9:15	Woodlands learning center/outdoor gathering	12:30-12:45
9:15-10:30	Explorations and Adventure time	12:45-3:00
10:30-10:50	WF learning center for snack	
10:55-12:15	outdoor/ indoor exploration, Clean up	

Michigan Weather: Appropriate clothing is key to a positive experience at our nature-based preschool. Children spend at least 75% of their day outdoors—rain, snow, or shine—so being properly dressed keeps them comfortable, safe, and ready to learn. In cases of extreme weather, such as high winds or thunderstorms, we'll move indoors for safety.

We believe there's no bad weather, only bad clothing. To help your child embrace the outdoor experience, involve them in choosing their special nature school clothes. This builds excitement and makes morning routines easier. You'll be notified if any clothing adjustments are needed during the year.

Please label all removable clothing and gear with your child's name to avoid mix-ups. Your help in keeping everyone prepared and organized is greatly appreciated.

Safe Weather Policy: Generally, outdoor activities are permitted when the wind-chill is 20 degrees and above. In temperatures below 20 degrees, indoor breaks occur every 30-45 minutes with engaging indoor activities. If temperatures drop below 15 degrees, outdoor activities will be suspended.

Accidents: Do not send your child in new clothing. Take advantage of our local resale stores to purchase inexpensive clothing. Please remember we spend the day exploring the outdoors and your child will get dirty. Please send a complete extra outfit to store at school that way we can change if really needed.

Recommendations for All Year gear

IMPORTANT!!!!

Winter Reminder: Cold weather can catch you off guard, especially when navigating icy puddles or bundled up in a parka. Emphasizing the importance of staying warm, layering is key. The standard recommendation includes a base layer for dryness, a mid-layer for warmth, and an outer layer a winter coat or snowsuit which will be supplied.

Head: Remember cotton absorbs sweat and no one wants a cold wet head, choose synthetic or wool blends.

ABSOLUTELY No hats with pom poms!!! They fall off too often.

Torso: Wear a synthetic, moisture-wicking base layer to draw moisture away from your skin (such as fleece or wool). On top of that, layer with loose-fitting, non-cotton long underwear for insulation, add a fleece jacket, and include additional warm layers as necessary. Complete your outfit with a raincoat or winter coat with a hood.

Hands: Mittens will be supplied as part of the registration fee. We wear mittens because they are more effective at keeping hands warm than gloves, as clustered fingers generate more insulating body heat. With 32 hands available to help, we cannot dedicate time to assist with putting gloves on 320 fingers.

Base layer Legs: loose fitting non-cotton long underwear, fleece or other warm non-cotton pants for the first layer.

Feet: Buy boots one size bigger than shoe size to have room for extra socks. Warm waterproof tall boots (we recommend Kamik/Baffin/Boggs/Mucks Boots good for -31°).

ONE PAIRS OF SOCKS IS NOT ENOUGH! Wear two if they fit comfortably inside your boots. Non-cotton, fleece, preferably wool socks

***Remember: Gear is great to ask for Birthday gifts. Kids always have plenty of toys.

Communication: Open communication is key to a positive educational experience and building strong partnerships. We welcome your input and are available to discuss any academic, social, emotional, spiritual, or developmental concerns. Feel free to contact us by phone, email, or schedule an in-person meeting at your convenience.

Please keep us informed of major events in your child's life—such as visitors, work trips, moving, new siblings, divorce, illness, or loss—as these can affect them. Timely updates help us offer the support your child needs.

Snack Policy: The Sprouts program provides a daily healthy snack such as fresh fruits, vegetables, pretzels, or veggie straws. As of 2025, foods containing corn syrup or synthetic dyes are not served at Woodland Forest Center.

Discipline:

Our discipline approach focuses on helping children develop self-discipline and respect for others and their environment. We use prevention, redirection, teacher support, positive modeling, and gentle reminders to guide behavior. Discipline is always fair, consistent, and age-appropriate. Woodland Forest Center strictly prohibits physical punishment or any form of frightening or humiliating discipline.

If an issue arises, our staff addresses it directly with the child, seeking resolution. We believe in collaborative problem-solving, emphasizing the importance of immediate ties between consequences and behavior. Parents and staff working together are key, and every effort will be made to help resolve difficulties in the program promptly.

Our policy is clear and centers on maintaining a safe environment for all children:

Behavior Guidelines

Inappropriate Behavior:

Hurting others or throwing a tantrum may result in temporary separation with a staff member until the child is calm and ready to rejoin.

Abuse of Privilege:

Misusing an item or activity may lead to a temporary loss of that privilege.

Repeated Aggression:

Ongoing harm to others or use of objects as weapons may require parents to pick the child up for the day.

Severe Incidents:

Serious injury or repeated safety concerns may lead to dismissal from the program.

Resolution Process:

- **Parent/Teacher Conference:** A meeting to discuss concerns and create a plan.
- **Written Action Plan:** A shared outline of steps for improvement.
- **Outside Support:** Referrals may be made for developmental or behavioral support.
- **Withdrawal:** If no progress is made, withdrawal may be necessary in rare cases.

Safety: Keeping children safe is of utmost importance at Woodland Forest. Safety measures are in place for extreme weather. During our outdoor time we do multiple headcounts to make sure all students are present. We also have measures in place for any injuries, lost children, or medical emergencies.

Birthdays and Holidays: You're welcome to bring a special snack or small toy, but there's no pressure to do so! Please check for dietary restrictions first, and plan for 20 children. Treats like muffins, frozen yogurt, bubbles, or stickers are perfect. **Please note that Woodland Forest Center does not allow snacks containing artificial dyes or corn syrup.**

Reminder: If you're planning a birthday party outside of school, invitations may only be distributed at school if the entire class is invited. Staff cannot hand out invitations.

Health and Safety

Sick Child Policy: Children must stay home if they show any symptoms of illness. Communicable conditions like conjunctivitis, head lice, or chickenpox must be reported. Please also consider if your child is well enough to be outdoors for three hours before sending them.

Keep your child home if they have:

- Fever of 100+ (must be fever-free without medication for 24 hours before returning)

- Diarrhea (more than one loose stool within a 24-hour period)
- Vomiting (more than once in a 24-hour period)
- Severe coughing with runny nose and green mucus
- Unidentifiable or non-typical rashes
- Pink-eye (conjunctivitis): Redness, swelling, and/or discharge
- Change in skin or eye color (may be signs of hepatitis)
- Inability to participate in normal activities, including outdoor play
- Lice or scabies: For head lice, return after treatment and no nits; for scabies, return after treatment.

Here are the guidelines we follow when a child appears ill or injured: If a child shows signs of illness, staff will separate them from others and contact a parent. If unreachable, we'll call an emergency contact. Minor injuries will be documented in an "Ouch/Illness Report." For head or eye injuries, parents will be notified immediately. In serious emergencies, 911 will be called first, then the parent.

Medication Policy: Medication Policy: A signed Medication Authorization from parents or guardians is required for all medications, including non-prescription items like Tylenol, sunscreen, ChapStick, lotions, and ointments. Follow these guidelines:

- Prescription drugs must be in the original bottle with the child's name and dose indicated.
- Non-prescription medications must be in the original container with the child's full name and the date brought to school.
- Medication will be administered according to label instructions only.
- Staff members will dispense all medications; they cannot be kept in the child's possession.

Child Abuse Reporting: Woodland Forest Center respects each child and family's privacy and keeps all personal information confidential. However, Michigan law requires that suspected child abuse or neglect be reported to Child Protective Services (CPS). Directors are responsible for filing reports, and by law, staff cannot notify parents unless advised by CPS or law enforcement.

Thank you for entrusting us with your child's care. We eagerly anticipate serving your family and are committed to providing the highest quality experience at Woodland Forest Center. Keep this guide as a reference throughout the school year, also accessible online at www.woodlandforestcenter.com. Feel free to contact us with any questions or concerns regarding the policies or your child's experiences at WFC.

*God Bless,
Mrs. Ann Plummer*