

Woodland's Mission and Philosophy Statement:

Our mission here at Woodland Forest Center is to provide a classroom without walls - a place where preschoolers can engage their world and develop their sense of wonder through play and investigation; to help them grow and develop in the healthiest environment nature has to offer. Our philosophy is that children have the ability to learn through play with the guidance of our qualified staff. Here at WFP we offer a rich, natural environment to help our preschoolers develop boundaries of behavior; both physical and social, establish and grow in confidence, self-esteem and become a self-motivated learner.

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 and Volunteers screening: All staff members and unsupervised volunteers will complete a comprehensive background check, including FBI fingerprints. All of the above said persons must have on file a negative TB test.

Supervision of Volunteers including Parents: All volunteers and parents attending WFC will be under supervision and under no circumstance will they be allowed with any children unsupervised.

Tuition and Payment Options: Upon registration, a non-refundable \$80 fee is required. Tuition offers two options: full payment or 9 monthly installments with a one-time \$50 service fee. The initial payment is due in August, and the final payment is in May. WFC accepts checks, cash, Zelle, or Venmo.

Option one: Preschool \$2700 / K-3 Nature Exploring \$1400

Option two: Monthly payments due that last Thursday of the month \$270 / \$140.

Late Payment: Late Fee Policy: Payments overdue beyond the listed due dates will incur a \$5 per day late fee. If you need to make an arrangement, feel free to ask. Parents more than a week late will be considered withdrawn from the program. Payments are due by the last Thursday of the month, and this policy will be strictly enforced.

Late Pick Up Fee: We allow occasional tardiness, but consistent late pick-ups will incur late fees. The fee is \$5.00 for every 5 minutes after 12:15. You'll receive a notice of accrued expenses, and these fees will be collected with the following month's tuition. Timely pick-ups are crucial for staff breaks between classes.

Withdrawal Policy: A 30-Day Notice is required if you choose to withdraw your child from WFC.

Payment is expected for your child's final month. If you paid full tuition upfront, a 10% processing fee

applies to the remaining months refunded. Parents are responsible for all scheduled days, and no refunds or credits will be issued for vacations, holidays, or inclement weather closings."

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

Please note: We do not close during government shutdowns as we are considered essential under child care center licensing. If you choose to remove your child during a shutdown, no refund is provided for the month. Monthly payment is due to hold your child's spot for one month. If your child doesn't return after one month, they will be withdrawn from WFC. For those who paid tuition in full, a \$100 holding fee applies for one month

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 2024/2025

September 3	First Day of school
November 25-28	Thanksgiving break
December 23- Jan 3	Winter Break
March 31-April 4	Spring Break
April 21	Easter Monday
May 22	Last Day of School

Enrollment Requirements

- Birth Certificate *This preschool is for ages 3.5 - up to 5.5 years. In order to enroll in the Woodlands Forest Preschool your child must be: 3.5 years old by their first day of preschool and no older than 5. There are a few exceptions please inquire with Ann Plummer
- \$80 registration must be made to reserve your child's spot
- full payment or first monthly payment with a one time \$50 service fee By August 31
- 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 before the first day of preschool

Daily Tentative Schedule **weather permitting

	DAILY SCHEDULE
8:45	Drop off
9:00-9:15	Woodlands learning center/outdoor gathering
9:15-10:30	Explorations and Adventure time
10:30-10:50	WF learning center for snack
11:55-12:15	outdoor/ indoor exploration, Clean up

Michigan Weather: Appropriate clothing is essential for a positive experience at our nature/forest preschool. While there may be an initial adjustment period to outdoor learning, we assure you that the children will soon embrace it. Despite Michigan's occasional rain and cold winter days, we prioritize outdoor experiences to provide valuable learning opportunities. In extreme weather conditions, such as high winds or thunderstorms, classes will move indoors for safety. However, parents should anticipate that, under normal circumstances, their child will spend at least 75% of their time outdoors. It's crucial that children are dressed for the weather, and parents will be promptly notified if adjustments are needed. We believe that being well-dressed enables us to enjoy the outdoors in any weather. Encourage your child's involvement in selecting their special nature school clothes to streamline morning routines. Additionally, please label all removable clothing and belongings with your child's name for easy identification. Your cooperation in this matter is highly 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. They will get dirty. 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

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 (winter coat) to retain heat and shield against rain, snow, and wind.

Head: Remember cotton absorbs sweat and no one wants a cold wet head, choose synthetic or wool blends. 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 are more effective at keeping hands warm than gloves, as clustered fingers generate more insulating body heat. Ensure you buy long mittens that can be comfortably tucked under the coat. Please provide gloves only if your child can independently put them on. With 32 hands available to help, we cannot dedicate time to assist with putting gloves on 320 fingers. Thanks in advance (TIA).

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

Feet: Buy boots 1-1.5 size bigger than shoe size to have room for extra socks. Warm waterproof boots (we recommend 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: Always check second hand stores and swaps. Don't wait until the winter months to look for gear when demand is high. Also great to ask for Birthday gifts. Kids always have plenty of toys.

Communication

Open communication enhances the educational experience for our students and is vital in fostering strong partnerships. We value your input and are available for discussions regarding academic, social, emotional/spiritual, or developmental concerns. You can reach out to us through phone, email, or in-person meetings, and we are always happy to schedule a convenient time for you.

Please keep us informed about significant events in your child's life, such as visitors, work trips, moving, new siblings, divorce, illness, or death, as these can impact children. Your timely communication allows us to provide the necessary support and encouragement to your child.

Snack: Snack is a time for coming together to share the observations of the day and practice table manners. We will provide a healthy snack on a daily basis.

Discipline:

Our discipline approach aims to cultivate self-discipline in children. In our early childhood program, we create an environment that fosters respect for others and their surroundings. Emphasizing problem-solving and conflict resolution skills, we employ techniques like prevention, teacher shadowing, redirection, positive modeling, and gentle reminders. Discipline is administered fairly, consistently, and is age-appropriate. Woodland Forest Center strictly prohibits physical punishment, including spanking, and any discipline that is frightening or humiliating.

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:

Inappropriate Behavior:

- Hurting another child or throwing a tantrum results in the child being temporarily separated with a staff member until they are calm enough to rejoin the activity.

Abuse of Privilege:

- Misusing an activity or object leads to a temporary loss of the privilege of using that item.

Repeated Aggressive Behavior:

- Persistent unprovoked harm to others or using objects as weapons may necessitate a call to parents for immediate removal for the day.

Severe Incidents:

- Serious injury to a child or staff member or habitual compromising of safety may result in termination of enrollment.

Resolution Steps:

- Parent/Teacher Conference:
 - Schedule a meeting to discuss concerns and develop a plan of action agreed upon by both parties.
- Written Action Plan:
 - Develop a written plan outlining steps for improvement, with consensus from both parent and teacher.
- External Support:
 - If necessary, a referral to an outside agency will be considered for developmental or behavioral concerns.
- Withdrawal (if necessary):
 - In rare cases where severe behavioral problems persist without a positive solution, withdrawal may be considered.

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 are welcome to bring a special snack or small toy but, please do not under any circumstances feel obliged! Please check beforehand to make sure there are no dietary restrictions that need to be met. Muffins, frozen yogurt, bubbles or stickers are great! If you choose to bring a treat please provide for 20 children. ***If you are planning a birthday party for your child outside of school, please don't have invitations passed out at school unless all students are invited. Staff will not pass out invitations.

Health and Safety

Sick Child Policy: Parents must keep children home if they exhibit any of the following symptoms. Communicable diseases or conditions, such as conjunctivitis, head lice, or chickenpox, must be reported promptly. These standards are crucial to prevent symptom worsening or spreading. Additionally, consider whether your child can be outdoors for three hours in addition to the listed conditions.

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: Under staff supervision, If a child shows possible symptoms of an illness we will move the child away from others and the parent will be called. If parents cannot be reached, a relative or emergency contact will be called to pick the child up. In the case of minor injury, an "Ouch / Illness Report" will be completed. If a child has a head or eye injury, the parent will be notified by phone immediately.

In the case of an emergency involving serious illness or injury 911 will be called first and then 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 the privacy of every child and family and holds all records confidential regarding your child's personal information but it is required by Michigan State Law, suspected child abuse and/or neglect will be reported to Child Protective Services (CPS). Directors are responsible for submitting reports. Under law, child care personnel do not notify parents when CPS has been called about possible abuse, neglect or exploitation except on the recommendations of CPS or police personnel.

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 Preschool. 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 and Staff*