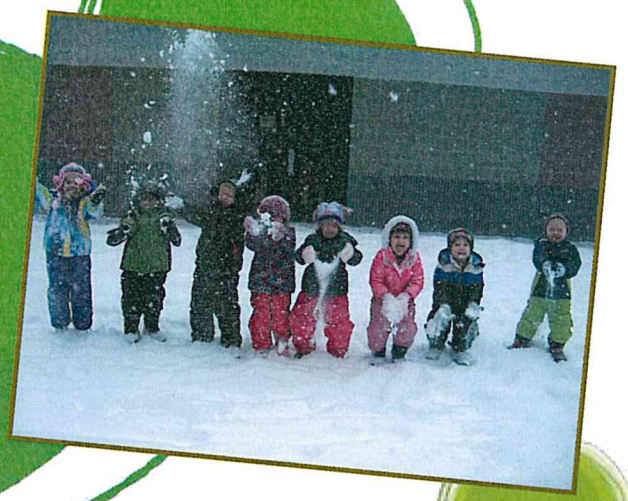
West Midland Family Center Children's Programs Handbook



Visit us at: www.wmfc.org

West Midland FAMILY CENTER

- a learning, growing, exploring adventure -

The Mission of the West Midland Family Center is to enhance the quality of life for each generation by providing growth and achievement opportunities within a caring environment.

Our Vision is helping each community member TODAY to reach their full potential TOMORROW.

"These materials were developed under a grant awarded by the Michigan Department of Education."

General Information

Great Start Readiness Program

Michigan's Nationally Recognized Pre-K Program

Updated 02-05/2019

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Created 04/09/15 (Revision 5)

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Purple border = Department of Human Services Requirements

Green border = Great Start Readiness Program Requirements

West Midland FAMILY CENTER

West Midland FAMILY CENTER

Thriving ... Giving ... Growing ... Together

West Midland Family Center
P.O. Box 1985 (Mailing Address)
Midland, MI 48641-1985
OR
4011 W. Isabella Rd. (M-20) (Physical Address)
Shepherd, MI 48883
Phone: 989-832-3256
Fax: 989-832-5755
Web-site: www.wmfc.org

This manual will cover the general information for all West Midland Family Center Children's Programs, at the following locations:

West Midland Family Center
Bullock Creek Community Preschool
Floyd Community Preschool
Shepherd Community Preschool
St. Louis Community Preschool

This will include Preschool, Childcare, After School and Summer Programs if offered by WMFC at that location.

West Midland Family Center Program Leadership Staff

Executive Director:	Greg Dorrien
Family Services/Volunteer Director:	Renee Young
Early Childhood/Licensing Director:	Trixie Onstott
Childcare/School-Age Supervisor:	Jillian Westphal
Preschool Enrollment Specialist/ Office Manager:	Missy Finney

OPPORTUNITIES AVAILABLE TO ALL OUR FAMILIES AT THE WEST MIDLAND FAMILY CENTER

Not all program locations have these opportunities available on-site, but all families are welcome to participate at the West Midland Family Center.

FITNESS ROOM

Parents are invited to use the WMFC fitness room anytime during regular business hours for FREE while your child is in the preschool program (Sept-May). Each Parent/Guardian must pay a registration fee of $15.00 before using the equipment and can request a Fitness Room Orientation if necessary. Stop by the WMFC Welcome Center to request a registration form. Scholarships are available if you wish to continue using the Fitness Room after the preschool year is complete, regular fitness room rate is $20.00 per month of use (no monthly commitment required).

GYM

Adults are welcome to use WMFC's gym for walking each morning and most afternoons. Drop off your preschooler and do a few laps around the gym. (Check with receptionist for times). For parents of younger children, strollers may be available. We also offer basketball leagues, during the fall and winter months as well as a Martial Arts class, Zumba, Aerobics sessions and other recreation events throughout the year. Check our web-site for more information about recreational opportunities at www.wmfc.org.

SWIMMING POOL

The West Midland Family Center's outdoor swimming pool is open June – August, we offer open swim times, swimming lessons and aqua-aerobics. Watch for more information as summer time approaches!

BOWLING CENTER

The WMFC Bowling Center is waiting for you! With ix different games to choose from including *Regular 10 Pin, EZ Bowling, Creature Feature, HORSE, My Shot*, and *Angry Birds.* The Bowling Center is ALL reservation based, call in advance to reserve a spot. Time slots are an hour long, with a max of 6 people per lane. The cost is $10 per hour per lane and includes balls and shoes. If you are looking to have a birthday party, the Bowling Center has you covered. Please contact Chelsea Davis for more information, we ask if you are wishing to book a birthday party please book at least 2 weeks in advance. Call 989-832-3256 or email davisc@wmfc.org.

CLOTHING ROOM

WMFC clothing room is available to anyone during scheduled hours. There is no charge for any items in the clothing room. Donations are also accepted of clean, slightly worn clothing. (Children's clothing is always needed). Donations of adult sizes are accepting on an as needed basis only. Please inquire first before donating adult size clothing.

FOOD PANTRY

West Midland Family Center is home to one of Midland County's Emergency Food Pantry Network (EFPN) locations. Please let us know if you are in need of food for your family and we may make a referral to the pantry on your behalf. You must live in Midland County to receive services from the pantry, but WMFC can help families that are in our programs outside of the EFPN.

PARENT/FAMILY OFFERINGS

West Midland Family Center offers parenting groups, family activities and couples events periodically throughout the year. There are a variety of topics to choose from. If you would like more information call our Family Services Director, Renee Young at 832-3256.

REFERRALS

WMFC can help connect families who are facing difficulties to community resources:

counseling needs	dental health	transportation	home heating	child abuse
special education	job training	school issues	substance abuse, etc.	diaper bank (on-site)

See the West Midland Family Center Program Guide for details on our programs.

BRINGING YOUR CHILD TO OUR PROGRAMS

For safety reasons, we require parents to accompany their children to and from the classrooms. It is the policy of the programs and West Midland Family Center that a child is with an adult at all times. Your child's safety is very important to us. We will only release your child to you or an adult that you have designated in writing on your child's emergency form, we may ask for picture identification.

Preschool: The preschool programs ask that you please wait until the teacher opens the door before entering the classroom at the beginning of class, this gives the teachers the opportunity to fully prepare for the day.

Childcare: The child care staff asks you to use the main entrance to the building when picking up or dropping off your children. Child care opens at 6:30 am so please do not bring children in earlier than 6:30 am; this gives the teachers the opportunity to fully prepare for the day. Be sure to check your child in/out with the ProCare system when you arrive/depart each day.

Summer: Please use East side of building to meet groups leaders. PLEASE do not leave with your child without telling their group leader. We ask that children not be picked up before the end of the program, unless absolutely necessary. If you drop your child off late or pick up early, your child MUST be checked in/out with the Summer Program Directors. Children arriving or leaving at the scheduled program times will be signed in/out with their group leader.

FAMILY FUN EVENTS / DATE NIGHTS / FAMILY CAMP NEYATI

West Midland Family Center holds FREE activities throughout the year to allow parents a chance to share some fun and exciting activities with their children as well as parent only activities. Limited transportation is available, upon request.

FAMILY ENRICHMENT NIGHTS

FREE Parent Enrichment Nights are held throughout the year, providing ideas and information dealing with parenting & family issues. Many offer meals, childcare, prizes and limited transportation. If you have a specific topic you are interested in, please let us know.

CONFIDENTIALITY

Staff members are committed to protecting your confidentiality regarding issues and family matters. Please know that all staff members will respect your family's privacy.

TRANSPORTATION (Preschool, After School & Summer Program)

Limited transportation can be provided in cases where there is no way for the family to transport the child to the program, this is provided on a month to month basis and this is not a guarantee. Parents must honor their responsibilities each month for transportation to continue. If your child is provided transportation and will not be attending the program because of illness or other circumstances, PLEASE notify your child's program as soon as possible that your child will not be needing a ride that day. A separate transportation contract is required. A fee may be charged for transportation for certain programs, scholarships are available.

OUTDOOR CLOTHING

Our goal is to go outdoors every day, weather permitting (see childcare weather watch chart). Please dress your child according to weather conditions or send extra clothes. During winter months please make sure your child has appropriate winter gear (hats, gloves, snow pants, winter jacket, etc) and during the warm weather days please make sure your child is comfortable to be outside in the hot weather. We can help in obtaining clothing, if needed.

ANIMALS

No pets or animals are to be brought onto the premises or in the building without prior approval and a safety plan is in place. In order for an animal to be brought to any child program it must meet the West Midland Family Center safety requirement check list.

PHOTO TAKING/USAGE

Staff, volunteers and patrons are not permitted to take photos of children with their personal cell phones or other mobile devices. Photos can only be taken for program use with the permission of the parent or guardian and with permission from the Program Director.

West Midland Family Center Guidelines for Outdoor Play

West Midland Family Center will adhere to the following guidelines:

- Children will not go outside other than to take a short walk or to go to the bus if the temperature is 15° or below.
- Children will not go outside for any length of time if the wind-chill is below 0°.
- If temperature and wind-chill is appropriate to go outside all children will go outside in their winter gear. These items should include a winter jacket, snow pants, boots, hats and mittens. If you are purchasing mittens for your child, the wind and waterproof gloves are the best.
- In the event temperatures are not safe for children to play outdoors staff will make sure the children are in full outdoor gear as they walk outside before going home and to the bus. Fresh air is an important part of everybody's healthy day and it is the staffs goal that all children get outside for at least a few minutes each day.
- Children will not go outside if the temperature is above 92° with a humidity level above 40%, the exception will be the time they will spend in the pool or participating in water activities for a limited time.

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)

Wind Speed in mph

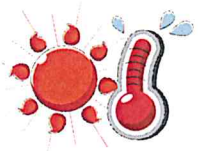
Air Temperature	Calm	5	10	15	20	25	30	35	40
40	40	36	34	32	30	29	28	28	27
30	30	25	21	19	17	16	15	14	13
20	20	13	9	6	4	3	1	0	-1
10	10	1	-4	-7	-9	-11	-12	-14	-15
0	0	-11	-16	-19	-22	-24	-26	-27	-29
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43

Comfortable for out door play | Caution | Danger

Heat Index Chart (in Fahrenheit %)

Relative Humidity (Percent)

Air Temperature (F)	40	45	50	55	60	65	70	75	80	85	90	95	100
80	80	80	81	81	82	82	83	84	84	85	86	86	87
84	83	84	85	86	88	89	90	92	94	96	98	100	103
90	91	93	95	97	100	103	105	109	113	117	122	127	132
94	97	100	103	106	110	114	119	124	129	135			
100	109	114	118	124	129	130							
104	119	124	131	137									



Nutrition and Food Services Policy - Licensing Rule 400.8146(1)(e)

MEALS provided to your child:
Healthy meals are provided by the school & childcare program through the Child and Adult Care Food Program for the school year and the Summer Food Service Program during the months of June, July & August. If you wish to bring a treat for a birthday, you may certainly do so - please notify the teacher prior so we are aware the snack will be changing for the day. Healthy snacks, such as - fruit, cheese, crackers, juice and milk will be provided daily, pre-packaged items will be used in the programs that have no kitchen to prepare meals. Menus will be noted with food substitutions and will be posted in a place visible to parents.

Preschool: Breakfast, lunch & PM snack
Childcare: Breakfast, lunch & PM snack
*Infant and toddlers shall be fed on demand
After School Program: PM snack
Summer Program: Lunch & PM snack

Non-Discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) (http://www.ascr.usda.gov/complaint_filing_cust.html) online, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: 202-690-7442; or (3) email: program.intake@usda.gov.
This institution is an equal opportunity provider.

West Midland Family Center Nutrition Plan

In an effort to provide the best possible nutrition and physical activity environment for the students in West Midland Family Center Programs, we have adopted the following policies. We appreciate support from parents in promoting healthy eating and exercise habits.

Breakfast, Lunch & Snack:

West Midland Family Center programs provides a healthy breakfast, lunch & snack through the Child and Adult Care Food Program during the school year and through the Summer Food Service Program in the summer months. All children receive the same meal, which follow food program guidelines in quantity and meal patterns for their age and is prepared within a licensed kitchen. In the event that a child in the class has a food allergy, the parent must notify the teacher before the child begins the program so we can accommodate the menu change and have the parent complete the food substitution form required by the CACFP & SFSP.

Feeding Practices:

- Our staff help children determine if they are full before putting away their plates and help children determine if they are still hungry before serving additional food.
- The children will have sufficient time to eat breakfast, lunch & snack (when offered in that program).
- Our staff gently and positively encourage children to try new foods.
- We do not use food to encourage positive behavior or withhold food because of inappropriate behavior.
- Our staff is committed to accommodating for medically-based diets, food allergies, or other dietary requirements/restrictions, our programs provide whole (under age 2 years) or fat free milk, we do not provide organic products unless a physicians statement requires it. Please talk to the Director about how we can best accommodate your child's needs.

Foods Offered Outside of Regular Meals and Snacks:

- We encourage families to provide healthier foods for holidays and celebrations (see below).

Supporting Healthy Eating:

- Breakfast, lunch & snack times are viewed as opportunities for positive social development among the children and staff.
- Our staff join children at the table for meal times.
- Our staff are provided the same meal as the children to encourage healthy eating habits and engage them in conversation about meals with the children.
- We provide visible support for good nutrition in our classrooms through the use of posters, pictures, and displayed books.
- Our staff often talk informally with the children about trying and enjoying healthy foods.

Nutrition Education for Staff, Children, and Parents:

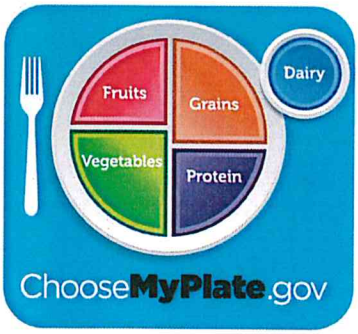
- Professional development training opportunities on nutrition education are available for staff to attend.
- We provide teacher-directed nutrition education to the children through studies on health and nutrition.
- We make nutrition education information available to parents through parent education classes, flyers, etc.

Healthy Guidelines for Celebrations:

Please help us encourage lifelong healthy habits among our children. Please select or prepare healthier food options that your child enjoys. Suggestions include:

Favorite fruits
Favorite dishes that aren't necessarily desserts
Healthy foods in fun shapes (ex. cookie cutter shaped fruit)
Lower fat baked goods (ex. mini muffins with icing)
Foods with special family or cultural significance

- Consider celebrating with favorite stories, music, games, or activities. Often the most important thing to your child is that you took the time to plan something special. Please talk with the Director if you have questions or need ideas. We know that it's hard to break old habits like cake, ice cream, or candy, but give it a try!
- Professional development training opportunities on physical activity are available to staff.
- We provide teacher-directed physical activity education for children, often through an approved curriculum.
- We make physical activity & screen time education information available to parents.



Criteria for Admission - Licensing Rule 400.8146(1)(a)
Fee Policy - Licensing Rule 400.8146(1)(c)

ATTENDANCE

Regular attendance is very important for your child to get the most from the programs. When there are frequent absences, a child may feel uncomfortable as he/she may not know the songs, activities, or the other children as well. Friendships are easier when children attend regularly. If your child is on the schedule for childcare and they do not arrive, you will still be charged for the time you reserved. Children in the summer program are expected to attend at least 80% of the program, which means missing no more than 3 days.

If your child has not attended the program for 1 week with no communication, we will contact you to confirm that you have withdrawn your child from the program and enroll a child from the waitlist.

PARENT EXPECTATIONS

Parents are the most vital and valuable people in a child's life and are extremely important to the West Midland programs. Your involvement is important to us and to the future of your child.
Here (described briefly) are the main parent responsibilities:

- Volunteer in the classroom twice a month (staff will give you guidance in the classroom). (Childcare, ASP & SP optional)
- Attend parent and family activities, based on program requirements.
- Be available for 2 home visits and 2 parent/teacher conferences. (Preschool only)
  Home Visit - Fall & Winter Conferences - Winter & Spring
- Stay informed by reading newsletters, flyers, and other communication sent home with your child.
- Arrive and depart with your child at scheduled times.
- Walk your child into his/her preschool or childcare classroom when dropping off and come to the classroom when picking up. Notify the staff if your child(ren) will be absent.
- Complete all required forms and provide up-to-date health and emergency information.
- Notify the program in case of illness or communicable diseases.
- Request a conference at any time.
- Share skills, interests and materials.
- Bring thoughts, suggestions and concerns to your child's classroom staff.

DOCUMENTATION

The child's parent or guardian must provide the following documentation to the program:

- Child's Birth Certificate (Preschool requirement)
- Child's Immunization Record (Preschool & Childcare requirement)
  All immunizations must be up to date before entering the program or have a signed waiver on file if your child does not receive immunizations due to medical or religious beliefs. School-age children must have their immunization record on file with their school district.
- Health screening (Preschool & Childcare requirement)
  A health exam is required for entry into the preschool & childcare programs, the form must be turned in by the opening day of program. The child will not be able to attend until the physical form is returned. If you have any difficulty in obtaining any of these documents, please let us know and we may be able to help you.
- Emergency card complete (All programs)
- Proof of the following if enrolling in one of our preschool programs:
  *Federal Income Tax Return *W-2 statement *Pension income
  *DHS cash assistance *Recent check stubs (2) *Unemployment income
  *Child support/Alimony *SSI documentation *Proof of Residency
  *Foster care reimbursement
- For the summer & after school program school-age parents must verify that your child is in good health with or without activity restrictions and that their immunization record is up to date and on file with their school.

Criteria for Withdrawal - Licensing Rule 400.8146(1)(a)

WITHDRAWAL POLICY/GRIEVANCES

It is required that each family fulfill the responsibilities outlined in this manual as well as scholarship requirements. As problems arise, be sure to communicate them with the staff. When staff members are informed of the situation, most problems can be overcome as staff and families work together. If it becomes evident that a parent is not going to fulfill his and/or her responsibilities to the program or the child is having behavioral issues, the child could be withdrawn/removed/suspended from the program and a child from the wait list will be selected for the vacancy. Please direct any concerns/grievances first to your child's teacher/leader, then to the Program Director, then to the Family Services Director, by calling 832-3256. If parents choose to withdraw their child from the program they need to, at a minimum, inform the teacher or Director of the reason they are withdrawing (in writing or verbally). If your child has not attended the program for 1 week with no communication, we will assume you have withdrawn from the program and enroll a child from the waitlist.

The childcare program requires a 1 week notification for withdrawal or you will be charged for the time your child is scheduled. A re-registration fee will apply if you return to the program after 3 months and your initial registration fee was put toward your last payment. Your child(ren) may be removed from the program for non-payment of childcare fees or program tuition.

Discipline of Children - Licensing Rule 400.8146(1)(d)

DISCIPLINE

Positive discipline allows children to solve their own problems with the guidance and modeling of staff. Children learn to use words instead of hitting and pushing. The environment is set up to prevent many problems from happening. The room is arranged so that children can handle things primarily by themselves. Children are not expected to perform beyond their individual ability. The staff strives to work closely with parents to make the program experience all that it can be for each child and family. We will use redirection, the problem-solving process, discussion with teachers and children to make a positive behavior plan and encourage use of the calm/safe spot. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary based on a child's development, to prevent a child from harming him/herself or to prevent a child from harming other persons or property. In extreme situations where behavior is detrimental to the learning/program atmosphere on a continuing basis, the teachers, Early Childhood Director, Family Services and Executive Director may meet with the family to decide on the best course of action to help the child be successful. Staff will use expectations that are realistic. Children will not be humiliated or made to feel threatened or afraid. Corporal punishment in any WMFC program is prohibited. Children deserve to be treated respectfully and appropriately in a positive manner. Time-out is not an appropriate type of discipline.

Elementary Age Children

Suspension from school policy: Care must be provided at home when a child is suspended from school. Allowing a child to attend childcare when he/she is suspended from school only rewards the disruptive behavior. We feel strongly that this is an issue that the parent and child must resolve.

GENERAL RULES OF BEHAVIOR

- Respect staff, visitors and other children.
- Keep hands & feet to themselves.
- Obscene and inappropriate language or gestures are not acceptable.
- Children will always be in the line of sight of staff or authorized volunteer.
- Respect the other children and appropriate use of the equipment, toys and other people's belongings.
- We ask that children do not bring toys from home.
- Real and/or play guns, swords, knives or anything of a violent nature are not allowed. If any weapon is brought to a WMFC program with the intent to threaten or do harm the child will not be allowed to return to WMFC programs until there is a review of the situation and the executive committee makes a recommendation.

- Children are asked to NOT bring any media type device to the programs, these items will be held by the leader until the end of the child's day at the program (this will include transportation). WMFC will not be responsible for lost, stolen or broken items.

Licensing Rule - Licensing Notebook 1973 PA 116 rule 400.8146 (1)(j)

Licensing Notebook

All childcare centers must maintain a licensing notebook which includes all licensing inspection reports, special investigations and all related Corrective Action Plans (CAP). The notebook must include all reports issued and CAP's developed on and after May 27, 2010 until the license is closed.

- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at **www.michigan.gov/michildcare**

Screening Policy for Staff and Volunteers - Licensing Rule R400.5102(2), R400.5104 & R400.5104(a)

STAFF

All staff working in a licensed program will be fingerprinted through the Childcare Background Check Program (CCBC Program) and have a negative TB test on file before having contact with children.

VOLUNTEERS

The majority of volunteers are under the supervision of a paid staff person at all times, occasionally we utilize student interns or long-term volunteers who may be given additional responsibility. They undergo the same screening as our staff; Childcare Background Check Program (CCBC Program) & TB Test, plus additional trainings.

If a negative ICHAT, DHS Clearance or Childcare Background Check Program (CCBC Program) is found for either a staff or volunteer, that person will not be allowed to take part in WMFC programs.

Mandated Reporter - Licensing rule 400.8125 (11)

Mandated Reporter of Child Abuse & Neglect

As caregivers and employees of West Midland Childhood Programs, staff and Connect & Serve volunteer members are mandated by law to report to Children's Protective Services (Department of Human Services) suspected child abuse or neglect of any child less than 18 years of age. Failure to do so is a crime and will lead to the termination of their employment or volunteering at WMFC.

Application of Pesticides - Licensing Rule 400.8380(9)

PESTICIDE APPLICATION

When needed, pesticides are applied after program hours. When pesticides are applied outside of this time, advance notification will be posted near the entrance door and in the program weekly newsletter. If you would like more information on pesticides you may call the Department of Agriculture at 1-800-292-3939 or research on the web at http://www.michigan.gov/mda

- In September an annual notification will be provided to parents or guardians informing them that they will receive advance notice of pesticide applications.

Ratio and group size requirements—Licensing Rul e 400.8182 (1)

RATIO AND GROUP SIZE REQUIREMENTS

Infants and Toddlers, Birth until 30 months of age the ratio is 1 adult to 4 children with a maximum group size of 12.
Preschoolers, 30 months of age until 3 years of age the ratio is 1 adult to 8 children with a maximum group size of 16.
Preschoolers, 3 years of age until 4 years of age the ratio is 1 adult to 10 children.
Preschoolers, 4 years of age until school-age the ratio is 1 adult to 12 children.
School-agers ratio is 1 adult to 18 children.

West Midland Family Center provides a higher ratio of staff to children than is required by licensing. Our GSRP classrooms have 3 adults to 18 children and our childcare always has at least 2 staff in each room regardless of age.

West Midland Family Center Health Plan

In an effort to provide the best possible health plan for children, staff and families in the West Midland Family Center programs we have adopted the following policies:

Exclusion Policy for Child, Staff & Volunteer Illness- Licensing rule 400.8146(1)(j)

Sick Policies – When To Remain Home

A person should remain home if any of these signs or symptoms are present:

A temperature of 100 degrees or more	Nausea or vomiting	Stomach ache/upset stomach	Diarrhea
Pale or flushed face	Headache	Persistent cough	Earache
Sore throat	Thick, yellowish/greenish discharge from nose or eyes		Rash or infection of the skin
Red or pink eye	Loss of energy or decrease in activity		

If the symptoms are severe or last for more than 24 hours, you should contact a physician. Generally, the person may return to the program when he/she is free of signs of illness for 24 hours or have been on antibiotics for 24 hours. However, there may be times when it is necessary for the person to be seen by a physician before returning to the program.

State of Michigan Immunization Policy: All children in WMFC licensed childcare programs must provide proof of immunization or have received immunization education and a signed/stamped waiver form from a county health department. Should WMFC experience a case of Measles or Chicken Pox it is **required by the State of Michigan** that all unvaccinated children are to be excluded from programming for 20 calendar days, and if an additional case is diagnosed within those 20 days then another 20 days will be added to the exclusion.

West Midland Family Center and the local health department keep in close contact to monitor immunizations, our sites keep to a 90% ratio vaccinated children. We provide current flyers on immunizations to our families and encourage them to follow through on all guidelines provided by the State of Michigan.

If the person's illness is a Communicable Disease, a Communicable Disease form will be sent home to the other families in the program to inform them of the exposure. Additionally, a Parent Fact Sheet will accompany the form to educate parents regarding the specifics of the particular disease.

Communicable Disease reports will be submitted to Midland County Environmental Health weekly or when symptoms of a potential communicable disease are present among children or staff.

Staff is trained to recognize general health concerns in children including the recognition of disease symptoms, unknown rashes and developmental deficiencies. Staff also provide vaccination and developmental milestone information from the CDC to all families throughout the year in our preschool and childcare. We also use the Ages and Stages screening tool to follow the development of the children in our care. This tool is used by both the staff and the families to monitor the development of the children.

Parent Notification of Illness, Accident, Injury or Incidents - Licensing rule 400.8146(1)(h)

Child Illness

If a child becomes ill while attending WMFC's programs the child's parent will be called immediately to pick up the child. The child will be moved away from the rest of the group and made comfortable until the parent arrives.

Those signs of illness include, but are not limited to:

1. **Fever** - If a child has a temperature of 100° F (taken by mouth) or 99° F (taken under the arm).
2. **Diarrhea** - If a child has two loose or watery stools, even if there are no other signs of illness. ***Exception:*** This may occasionally be caused by new foods a child has eaten, but we call the parents to find out if this is the likely cause.
3. **Vomiting** - Any vomiting. ***Exception:*** Some babies may "burp up" following a feeding – this is not vomiting.
4. **Rash** - If the child develops any rash. ***Exception:*** Mild diaper rash, already known to the parents is not a reason to call the parents.
5. **Crying and complaining for a long time** - If the child is not acting like themselves and is complaining about discomfort or is just cranky and crying more than usual for that child.

If the child handled any toys or other items in the classroom, those items will be sanitized to reduce the risk of others contracting the illness. If the child's illness is a Communicable Disease, a Communicable Disease form will be sent home to the other families in the program to inform them of the exposure.

Accidents and/or Injuries

In the event that a child is seriously injured, and/or involved in an accident, one staff person will call 911 or 1-800-POISON, a second staff person will perform CPR or First Aid immediately, if needed. The same staff person who notifies the medical authorities will then contact the parents of the injured child by phone. In the case of an accident involving the need for emergency care, WMFC will make a verbal and written report to the Department of Human Services.

Incidents

If a child is involved in an incident, the parent will be called by the lead caregiver and a WMFC Incident Report will be completed. Example of an incident could include: a child is lost or left unsupervised. A verbal and written report will be made to the Department of Human Services.

ORAL CARE

West Midland Family Center supports the oral care of all children on a daily basis. Infants gums are wiped daily as part of their daily schedule. Toddlers and preschoolers are provided toothbrushes and toothpaste daily to support their oral care.

WMFC NON-DISCRIMINATION STATEMENT for YOUTH SERVING PROGRAMS

In accordance with title III of the Americans with Disabilities Act of 1990 WMFC is committed to a policy ensuring that a person with a disability is not discriminated against and that they have equal opportunity and access to all the rights and privileges enjoyed by those without disabilities.

If a child has a disability, it is the responsibility of that child's parent or guardian to make the child's disability known to WMFC staff members. Additionally, the parent is required to inform staff members of the child's needs. At the same time, parents must request of WMFC staff members assistance to accommodate these needs. Sufficient time must be given in order for WMFC to make reasonable accommodations. Once a parent alerts a staff member, it will be the responsibility of the staff that has initial contact with a requesting parent/participant to obtain information regarding the disability and to set in motion the following:

1. (upon initial contact) Initial contact staff, Intake staff or Program Supervisor should document parents' request.
2. Executive Director should be notified of the request for accommodation.
3. The Executive Director should review the request and explain the process to the person requesting the accommodation.
4. The Executive Director should provide process directions to applicable staff members.
5. If financial considerations are required to implement the accommodation, the Executive Director or CFO should obtain quotes for the work or service.
6. After quotes are received, the ADA accommodation committee should determine how to handle the request.
7. The Executive Director will contact the requestor to inform them of the committee's decision.

WMFC makes reasonable modifications to policies, practices, or procedures when such modifications are necessary to afford its services and facilities to individuals with disabilities, unless the modifications would fundamentally alter the nature of its services or service provision. WMFC does not exclude any individual with a disability from the full and equal enjoyment of its services and facilities, unless the individual poses a direct threat to the health or safety of others that cannot be eliminated by a modification

Learning Knows No Bounds

Program Specific:
Early Childhood Programs (School Year & Summer Program)
3 Year Old Preschool, 4 Year Old Preschool,
Young Childcare Children

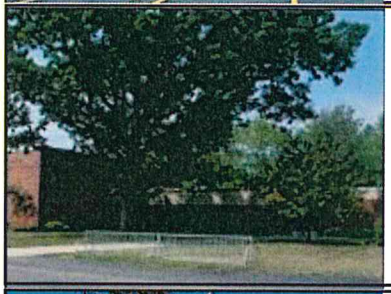
Appendix A - K

Early Childhood Program Philosophy, Learning Through Play,
Preschool Program Opportunities & Requirements, Criteria for Admission,
Fee Policy, Schedule of Operation, GSRP Daily Routine Description,
Typical Daily Routine, Special Needs Policy/Plan

West Midland Family Center
Program Locations

West Midland Family Center
4011 W. Isabella Rd. (M-20)
Phone: 989-832-3256
Fax: 989-832-5755
Web-site: www.wmfc.org

Bullock Creek Community Preschool
1037 Poseyville Rd. (BC Elementary)
Phone: 989-832-8691
Fax: 989-832-1014



Floyd Community Preschool
725 S. 8 Mile Rd. (Floyd Elementary)
Phone: 989-832-2081
Fax: 989-832-4029

Shepherd Community Preschool
205 E. Maple St. (St. Vincent Church)
Shepherd, MI 48883
Phone: 989-832-3256
Molly-Ext. 1271 / Jenni-Ext. 1272

St. Louis Community Preschool
840 Cheeseman (Westgate)
St. Louis, MI 48880
Phone: 989-832-3256, Ext. 1270

Great Start Readiness Program
Sites, Directors and Lead Teacher Information

This manual covers all West Midland Family Center Children's Programs at:
West Midland Family Center
Bullock Creek Community Preschool
Floyd Community Preschool
Shepherd Community Preschool
St. Louis Community Preschool

West Midland FAMILY CENTER

Great Start Readiness Program

Appendix A

Directors for the West Midland Family Center Programs
Early Childhood & Licensing Director
Trixie Onstott, B.S. Child Development Major

Preschool Enrollment Specialist/Office Manager - Missy Finney
Family Services Director - Renee Young
Family Services - Sheleigh Nicolai
Childcare & School-Age Supervisor - Jillian Westphal

Lead Teachers
Tangi Oswald, B.S. Child Development Major
Amber Huber, B.A. Elementary Education & ZA Endorsement
Nicky Morgan, B.S. Child Development and Learning
Jenni Brookens, B.A. Child Development Major
Alura Nash, B.S. Child Development Major
Stephanie Varner, B.A. Child Development
Early Childhood & Community Recreation
Master's in Recreation, Parks and Leisure Services Administration
Emma Garner, Elementary Education w/ZA Endorsement
Molly Stroh, B.A. Child Development Major
Julie Smith, A.A. Child Development Major

Program Philosophy Rule 400.8146(1)(f)

Early Childhood Program Philosophy

Children learn best when they actively participate in the learning process through direct experiences with people, objects, events, and ideas as they discover the world around them. Opportunities are provided each day for children to select, explore and practice skills using a variety of materials and activities. What may look like "child's play" to an adult is actually learning in progress. Through play, your child will develop a broad range of skills, including problem solving, interpersonal and communication skills that are essential for successful living. The learning activities also provide opportunities for cognitive, physical and self-help development. The activities are enriched with literacy, math, science, technology, social studies and art concepts. Our curriculum, High Scope® is based on the principles of active learning and support of a child's positive interactions with adults and peers. Longitudinal studies show that the High Scope® Preschool Curriculum promotes children's development and provides lasting benefits into adulthood.

Childcare & Preschool Program Goals:

Social/Emotional, children will:

- Regulate emotions and behavior, including managing feelings, following limits and taking care of own needs.
- Establish and sustain positive relationships with adults and peers.
- Participate cooperatively and constructively in group situations including balancing the needs of self and others and solving social problems.

Physical Development, children will:

- Demonstrate traveling and balancing skills.
- Demonstrate gross-motor manipulative skills.
- Demonstrate fine-motor strength and coordination; using fingers, hands, and writing & drawing tools.

Language Development, children will:

- Listen and understand increasingly complex language.
- Use language to express thoughts and needs.
- Use appropriate conversational and other communication skills.

Cognitive Development, children will:

- Demonstrates positive approaches to learning, including persistence, problem solving curiosity, motivation and flexibility.
- Remember & connect experiences.
- Use classification skills.
- Think symbolically.
- Engage in social dramatic play.

Self-Help Development, children will:

- Make choices and decisions.
- Learn about mealtime - serving, eating, cleaning, etc.
- Request assistance when needed.
- Identify, observe and practice safety procedures.
- Attempt new and/or challenging activities.
- Develop a sense of responsibility for themselves, their belongings and their environment.

regional PRESCHOOL PARTNERSHIP

The West Midland Family Center preschool program implements the research-based, active learning HighScope curriculum. "*Curriculum*" encompasses the full range of the child's experience at school. The HighScope curriculum is comprehensive and child-focused, with an appropriate balance of child-initiated activities and adult-guided active learning.

Throughout each classroom session, highly-qualified teachers intentionally interact with children to build on their understanding and enhance learning. Play and peer-to-peer interaction are vital to provide children with opportunities to engage in abstract thinking, develop self-regulation skills, problem-solving, and oral language skills.

The HighScope curriculum is backed by 50 years of research and enhances school readiness by promoting independence, creative thinking, decision making, and problem solving. The cornerstones of an effective HighScope classroom are active participatory learning, adult-child interaction, classroom learning environment and materials, daily routine, and ongoing, authentic child assessment. HighScope's curriculum content areas are:

- Approaches to learning
- Social and emotional development
- Physical development and health
- Language, literacy, and communication
- Mathematics
- Creative arts
- Science and technology
- Social studies

Learning in these eight areas is guided by 58 key developmental indicators (KDIs), which are observable child behaviors that reflect developing physical, emotional, social, and mental abilities. Teachers use intentional teaching methods to create active, engaging, and effective learning opportunities, supporting the development of the knowledge and skills identified by the KDIs.

The HighScope curriculum aligns with the Michigan Early Childhood Standards of Quality for Prekindergarten (ECSQ-PK), ensuring horizontal alignment among early learning expectations and preschool program standards, practice and assessment, as well as ensuring vertical alignment within Michigan's early childhood and education system and with kindergarten through twelfth grade standards.

These materials were developed under a grant awarded by the Michigan Department of Education

General Early Childhood Information

West Midland Family Center Early Childhood Programs use High Scope® as our model for teaching. We believe learning through play is important for the growth of each child, emotionally, academically and socially. Each preschool class is taught by one teacher with the help of two other classroom staff and parent volunteers when available. There are no more than 18 children per preschool class. The childcare program is staffed at or above what is required through DHS Childcare Licensing. Each staff member is knowledgeable in First Aid, CPR, Blood borne Pathogens and health & safety procedures. Annually all staff members participate in professional development opportunities through conferences or other approved trainings. Children are under the direct supervision of a staff member at all times, whether in the classroom, around the building, or outdoors. A criminal and protective services background check is required of all staff members.

Learning through Play

Play is a vital part of a child's growth during the preschool years. Children learn best through play. Play is crucial to the development of their social, emotional, language, physical and cognitive skills. Play is their work!

Visit our preschool & childcare classrooms at any time and you will see the children engaged in many different kinds of play:

- When you see a child working hard to put a puzzle together, they are learning how to problem solve and enhancing their fine motor skills.
- If you should happen to see a child dressed up making dinner in the dramatic play area, they are learning how to take care of a family and a home.
- If you see a child dancing with a brightly colored scarf, they are building their large motor development and using creativity.
- If you happen to see children playing a game together, they are learning how to take turns and cooperate.
- You may see children building large barns with blocks or a fenced in area for the animals, as they play they are learning to develop a sense of ownership and pride in something they have created.

West Midland Early Childhood Programs provide a great opportunity for your child to enhance their value of play. Whether by themselves or in a group, your child's play is created when there is a connection, exploration, or something has captured their interest. We invite you to visit our classrooms and see the children learning through play each and every day.

regional PRESCHOOL PARTNERSHIP

Great Start Readiness Program

Child Guidance and Discipline Policy

In our GSRP classrooms, we proactively teach children social and emotional skills. Our staff is trained in developmentally appropriate child guidance practices. We implement a pyramid model approach to promoting the social and emotional competence of children. We create supportive, nurturing, and responsive relationships among adults and children, which is an essential component to promoting healthy social emotional development. We focus on child- initiated learning activities, which minimize challenging behavior. Adults support children as they solve problems with materials and resolve conflicts with peers. Adults encourage children to do things for themselves, treat conflicts matter-of-factly, approach children calmly and stop any hurtful actions, acknowledge children's feelings, involve children in identifying and solving problems, and give follow-up support when children act on their decisions.

Adults use effective practices that teach social skills to all children and provide more individualized instruction to children who need additional support. Such instructional decisions are guided by the use of data, training and support for staff, and family partnerships. Positive behavior support is offered through a multi-tiered system of supports based on positive relationships with children, families, and staff; high-quality supportive learning environments; intentional teaching of social and emotional skills; and behavioral consultation involving intensive individualized interventions. Behavior consultation is aimed at building the capacity of staff, families, and program systems to prevent, identify, and reduce the impact of behavioral and developmental health concerns in children and families. Behavior supports are provided on an ongoing, as needed basis. We do not deny enrollment, suspend, expel, or exclude children based on challenging behavior.

In accordance with developmentally appropriate practice for preschool children and the State Board of Education's *Supporting Student Behavior: Standards for the Emergency Use of Seclusion and Restraint* (updated 4/18/17), adults use prevention strategies, redirection, natural and logical consequences, and encouragement of cooperative and prosocial behavior. Adults are prohibited from using corporal punishment, humiliation, threats, seclusion, or techniques based on shame or fear. If children engage in behavior that is harmful to themselves or others, we work together with families and our support team to develop a plan for teaching skills and reducing the challenging behavior. Physical restraint is used only on an emergency basis and as last resort if there is an imminent risk to the safety of the student or others.

Preschool Program Opportunities & Requirements

PRESCHOOL CLASSROOM VOLUNTEERS

Helping in the classroom – We love having you! We depend on having parents in the classroom to help keep things running smoothly. As such, all parents need to volunteer in the classroom at least twice a month. Parents serve as a vital member of our preschool team! Please arrange for a replacement when you are unable to attend your scheduled session. The children LOVE having Mom or Dad in the classroom, but we also WELCOME Grandmas, Grandpas, Aunts and Uncles too! When you are here you can play with your child and other small groups of children. You may read books, build with blocks, participate in role-playing, puzzles or art - whatever is fun for you. If you have questions, staff members are there to help you. Discipline is handled by the preschool staff members. It is the policy of the West Midland Family Center that volunteers are not allowed to be left alone with children at any time.

PRESCHOOL PARENT ORIENTATION NIGHT

- Parents will have an opportunity to meet preschool staff members and other parents.
- Home Visits will be arranged at this time.
- Expectations for the coming year will be discussed.
- High Scope® and the discipline policy will be explained.
- My Teaching Strategies, our assessment tool will be explained.

PRESCHOOL HOME VISITS AND PARENT TEACHER CONFERENCES

Home visits take place before school starts and again in February, Parent Teacher Conferences will take place in December & May. The home visit gives your preschooler a chance to meet their teacher before school begins. Also, it provides parents a chance to finish any required paperwork as well as ask questions about the services WMFC offers. At conferences we will discuss our COR Advantage Assessments.

PRESCHOOL PARENT ADVISORY and DATA ANALYSIS COMMITTEE

Advisory and Analysis Committee must meet 2-3 times per year. Parents that are part of these committees have a voice and hand in how we move forward with the preschool program. Discussions will include such topics as: curriculum and assessments, goals, recruitment, Program Quality Assessments, child outcome data and overall program governances. These committee meetings can happen at family nights, family services events or other meetings throughout the year. Your comments and suggestions help us better serve families and children.

Parental Involvement

Criteria for Admission - Licensing Rule 400.8146(1)(a)
Fee Policy - Licensing Rule 400.8146(1)(c)

FOUR YEAR OLD GSRP PRESCHOOL PROGRAM ENROLLMENT & FEE POLICY

West Midland Early Childhood Programs provide a team teaching model that focuses on child initiated activities for children who are four years old on or before September 1st of the enrolling year. Any child will be considered for enrollment based on the non-discrimination policy. All students must meet Michigan Department of Education eligibility for the **FREE** Great Start Readiness Program, a sliding fee tuition will be charged to those families that are over the income guidelines (250% Federal Poverty Level or less = Free, 251-300% Federal Poverty Level = $725.00 for the school year, 300% & above = $1087.50 for the school year). To enroll, parents will complete an initial interest application that is mailed to the Midland County Quality Preschool Partnership or submitted online (www.michiganpreschool.org), once received parents will be contacted by our agency to set up an appointment to complete & turn in all required paperwork, which will determine if your child qualifies for the free program. Parents will be notified either at the intake meeting or by mail to let them know if their child qualifies for the program. We accept cash, check & credit card payment, all fees are non-refundable.

THREE YEAR OLD TUITION PRESCHOOL PROGRAM ENROLLMENT & FEE POLICY

West Midland Three Year Old Preschool program provides a team teaching model that focuses on child initiated learning activities for children who are three years old on or before September 1st of the enrolling year. Any child will be considered for enrollment based on the non-discrimination policy. To enroll, parents will complete an initial interest application, once received by WMFC parents will be contacted by our agency to set up an appointment to complete & turn in all required paperwork. Parents will be notified either at the intake meeting or by mail to let them know if they are accepted in the program. We accept cash, check & credit card payment, all fees are nonrefundable.

*Tuition rates for the Three Year Old Preschool program:

$2000.00 for 30-35 weeks of program (minimum 120 days of programming), due prior to the first day of preschool or may be paid monthly at a rate of $245.00 which increases the rate to $2205.00 or make weekly payments of $72.50 which will increase the program rate to $2320.00 for the 30-35 week program. Full or partial scholarships may be available if there is grant funding.

Schedule of Operation - Licensing Rule 400.8146(1)(b)

FOUR YEAR OLD FULL-DAY PRESCHOOL SESSIONS

The full-day sessions run 30-35 weeks (minimum of 120 days), Monday - Thursday, 7 hours a day. Classes begin in mid-September and end in May. Bi-weekly newsletters are sent home to notify parents of any changes or additions made to the program schedule. For holidays & other days off, each site will follow the school district calendar in which they are located: West Midland Family Center, Floyd Community Preschool & Bullock Creek Community Preschool will follow Bullock Creek School District. Shepherd Community Preschool will follow Shepherd Public Schools and St. Louis Community Preschool will follow the St. Louis Public School calendar.

THREE YEAR OLD PART-DAY PRESCHOOL SESSIONS

The part-day sessions run 30-35 weeks (minimum of 120 days), Monday - Thursday, 8:30 - 11:00. Classes begin in mid-September and end in May, follow the Bullock Creek School District calendar for holidays & other days off. Bi-weekly newsletters are sent home to notify parents of any changes or additions made to the program schedule.

PRESCHOOL (3 & 4 YEAR OLDS) SNOW DAYS

West Midland Early Childhood preschool programs are cancelled when either Bullock Creek School District, Shepherd Public Schools or St. Louis Public School is cancelled, depending on the district the program resides in.

Occasionally, we will be closed for unexpected circumstances. To keep informed, tune your television to WNEM TV-5 or radio to 94.5 WCEN. If there is a 2 hour delay, preschool will begin at 10:30 (Shepherd site at 10:00 and St. Louis site at 9:45) the AM Three's preschool class will be cancelled for the day.

Great Start Readiness Program 4 Year Old Preschool
School-Day Sample Routine

Arrival/Breakfast/Greeting Time – Children enter the classroom at their own pace. Parents/guardians are encouraged to stay until children are ready for them to leave. Children have choices about whether to eat, spend time with books, or interact with adults and one another.

Large-Group Time/Music and Movement – All adults and children participate in activities planned around children's interests, developmental levels, music and movement, cooperative play and projects; and events meaningful to children.

Planning Time – Children indicate their plans to adults in a place where intimate conversations can occur and where people and materials are visible. Adults use a range of strategies to support children's planning (e.g., props, area signs, tape recorders, singing, planning individually, in pairs, in small groups).

Choice Time (children's hour of uninterrupted Choice Time) – Children always initiate activities and carry out their intentions. Children make many choices about where and how to use materials. During Choice Time, adults participate as partners in child-initiated play and encourage children's problem solving both with materials and during times of social conflict.

Cleanup Time – Children and adults clean up together keeping the spirit of play and problem solving alive. Children make many choices during clean up. Adults accept children's level of involvement and skill while supporting their learning.

Recall Time – Children gather to discuss their experiences from planning time. Adults provide a variety of materials and strategies to maintain interest as they follow children's lead and encourage children to share (e.g., individual props such as puppets, telephones or periscopes, group games using a hula hoop, ball or spinner, re-enacting, drawing, showing and describing a structure or painting). Adults are unhurried in their approach and may complete Recall Time with four or five children each day.

Small Group Time – A learning experience based on children's interests and development where children explore, play, work with materials, and talk about what they are doing. Individual children explore and use the same set of materials in their own way.

Outside Time – Children have many choices about how they play in the outdoor learning environment, much as they do during Choice Time indoors. Adults supervise children for safety and also join in their active outdoor play, supporting their initiatives and problem solving.

Bathroom/Wash Hands/Prepare for Lunch – Children assist in preparation and set up. Children choose where they would like to sit and are encouraged to serve themselves.

Lunch/Brush Teeth – Family-Style meals support children doing things for themselves (e.g., serve themselves, pour beverages, distribute napkins, wipe up spills). Children choose whether to eat, what to eat, and how much to eat. Adults eat and have meaningful conversations with the children. Children are encouraged to clean their own space including disposal of leftovers, wiping of tables, and pushing in their own chairs. Children are provided a toothbrush and toothpaste to brush their teeth daily.

Quiet/Resting Time – Resting is a time for sleeping or quiet, solitary, on-your-own-cot play. Rest Time plans should be individualized to meet the needs of each child. Quiet play could include books, soft music, baby dolls, or fine motor manipulatives.

Wake/Bathroom/Snack – As children wake up, adults and children work together to put away cots and set up for snack. Children are encouraged to clean their own snack space including disposal of leftovers, wiping of tables, and pushing in their own chairs.

Plan/Work/Cleanup/Recall – (refer to AM descriptions).
Outside Time/Dismissal (refer to AM descriptions).

Typical Daily Routine - Licensing Rule 400.8146(5)

DAILY SCHEDULE - GSRP Full-day Four's Preschool Programs

Each class is taught in a developmentally appropriate fashion to accommodate each child's individual growth and needs. The overall curriculum (High Scope®) focuses on the whole child, promoting growth in physical, social, emotional and cognitive areas. Preschool emphasizes language building through conversation, music, stories, finger-plays, art and field trips. As part of their development, the children will learn how to be a part of a group, to follow directions, and to take turns with toys and games. Parents can encourage their child by reinforcing the learning experience at home. Anecdotal notes are taken daily and entered into My Teaching Strategies, our assessment tool. These notes help guide our lesson planning.

DAILY VISION

Each class is taught in a developmentally appropriate fashion to accommodate each child's individual growth and needs. The overall curriculum (High Scope®) focuses on the whole child, promoting growth in physical, social, emotional and cognitive areas. Preschool and childcare emphasizes language building through conversation, music, stories, finger-plays, art and field trips (preschool only). As part of their development, the children will learn how to be a part of a group, to follow directions, and to take turns with toys and games. Parents can encourage their child by reinforcing the learning experience at home. **Learning through play is the primary medium through which learning takes place.**

The "Fawns" - West Midland Family Center

8:30 - 9:00 Sign-in/Breakfast/Morning Business
9:00 - 9:20 Large Group
9:20 - 9:40 Small Group/Planning
9:40 - 10:40 Choice Time
10:40 - 10:45 Clean-up
10:45 - 10:50 Recall
10:50 - 11:45 Outdoor Play or Gym
11:45 - 12:30 Lunch
12:30 - 12:40 Clean-up/Bathroom Break
12:40 - 1:40 Rest Time
1:40 - 2:00 Teeth Brushing/Afternoon Business
2:00 - 2:25 Large Group
2:25 - 2:40 Snack
2:40 - 2:50 Pack up
2:50 - 3:20 Outside or Gym
3:20 - 3:30 Dismissal

The "Monkeys" - West Midland Family Center

8:30 - 9:00 Welcome/Breakfast
9:00 - 9:20 Group Meeting/Planning
9:20 - 10:20 Choice Time
10:20 - 10:35 Clean-up/Recall
10:35 - 10:55 Small Group
10:55 - 11:40 Outdoor Play or Gym
11:45 - 12:30 Lunch
12:30 - 1:30 Rest Time
1:30 - 2:15 Afternoon Business/Brush Teeth
2:15 - 2:20 Clean-up
2:20 - 2:30 Group Meeting/Music/Story
2:30 - 2:50 Snack
2:50 - 3:30 Outdoor Play or Gym/Dismissal

The "Blue Jays 1" - Shepherd Community Preschool

7:50 - 8:10 Welcome/Attendance
8:10 - 8:25 Wish Well/Pledge
8:25 - 8:50 Breakfast/Planning
8:50 - 9:55 Free Choice/Clean-up
9:55 - 10:15 Recall/Small Group
10:15 - 11:00 Outside
11:00 - 11:20 Group/Music & Movement
11:20 - 12:00 Lunch
12:00 - 1:00 Rest Time
1:00 - 1:30 Brush Teeth/Table Time/Clean-up
1:30 - 1:45 Group/Story
1:45 - 2:05 Snack/Back Packs
2:05 - 2:45 Outside
2:45 - 3:00 Dismissal/Depart to Bus

The "Blue Jays 2" - Shepherd Community Preschool

7:50 - 8:25 Sign-in/Morning Work/Clean-up
8:25 - 8:55 Group Meeting/Wish Well/Planning/Breakfast
8:55 - 10:05 Free Choice/Clean-up
10:05 - 10:30 Recall/Small Group
10:30 - 11:20 Outdoor Time
11:20 - 11:50 Lunch
11:50 - 12:05 Bathroom/Quiet Reading
12:05 - 1:05 Quiet Time
1:05 - 1:35 Brush Teeth/Afternoon Business/Clean-up
1:35 - 1:50 Group Meeting/Story/Music & Movement
1:50 - 2:10 Snack
2:10 - 2:40 Outdoor Time/Clean-up
2:40 - 3:00 Goodbye Song/Departure

The "Sharks" - St. Louis Community Preschool

7:30 - 8:10 Sign-in/Breakfast
8:15 - 8:30 Large Group/Planning
8:30 - 10:00 Choice Time
8:05 - 10:00 Free Choice
10:00 - 10:10 Clean-up
10:10 - 10:25 Recall/Small Group
10:30 - 11:30 Outdoor Time
11:40 - 11:50 Wash Hands
11:50 - 12:20 Lunch
12:15 - 12:25 Stretching/Yoga/Cots/Bathroom
12:30 - 1:30 Rest Time
1:30 - 2:00 Brush Teeth/Table Time
2:00 - 2:15 Large Group
2:20 - 2:35 Snack
2:40 - 3:05 Outdoor
3:15 Dismissal

The "Lancers" - Bullock Creek Community Preschool

8:30 - 9:50 Welcome/Breakfast/Planning/Choice/Clean-up
9:50 - 10:00 Recall
10:00 - 10:25 Group Meeting/Music & Movement
10:25 - 10:45 Small Group
10:45 - 11:30 Outdoors
11:30 - 12:30 Lunch/Cots/Bathroom
12:30 - 1:30 Quiet time/Teeth Brushing
1:30 - 2:10 Toys & Games/Clean-up
2:30 - 2:50 Group Meeting/Music & Movement
2:50 - 3:30 Snack/Independent Reading
2:50 - 3:30 Outdoors/Dismissal

Each day children participate in: Planning; they choose where to play and with which materials.
Recall; they reflect and retell about their daily activities.

Please note: Our daily schedule is flexible due to the needs of your children.

Typical Daily Routine - Licensing Rule 400.8146(1)(g)

The "Squirrels"- Floyd Community Preschool
8:40 - 9:00 Sign-in/Planning
9:00 - 10:05 Free Choice/Breakfast
10:05 - 10:10 Clean-up
10:10 - 10:15 Recall
10:15 - 10:30 Small Group
10:30 - 10:50 Hike
10:50 - 11:40 Outdoor Play - Woods
11:40 - 12:30 Lunch
12:30 - 12:40 Bathroom Break/Teeth brushing
12:40 - 1:40 Rest Time
1:40 - 2:40 Afternoon Business/Snack
2:40 - 2:45 Clean-up
2:45 - 3:15 Large Group
3:15 - 3:30 Outdoor Play - Playground
3:30 - 3:40 Dismissal

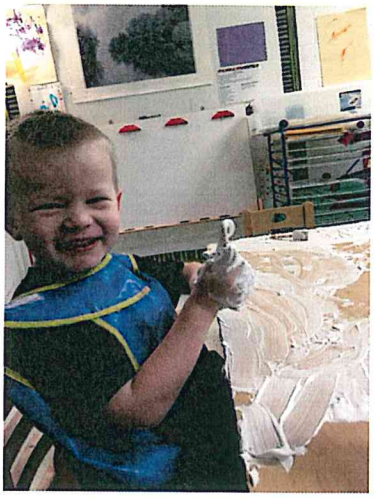
Daily Schedule for Three's Preschool Program

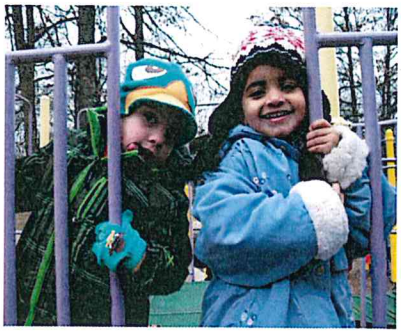
The "Caterpillars" - West Midland Family Center
8:30 - 9:45 Handwashing/Breakfast/Planning/Choice Time
9:45 - 9:55 Clean-Up & Recall
9:55 - 10:10 Wish Well/Music & Movement/Group Time
10:10 - 10:25 Small Group/Teeth brushing
10:25 - 10:55 Outside/Gym Time
10:55 - 11:00 Goodbye Ritual

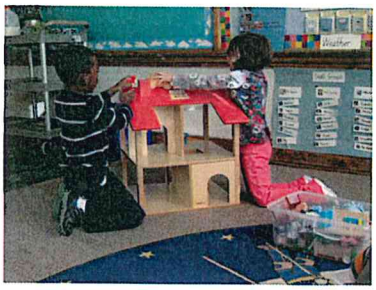
The "Honey Bees" - West Midland Family Center
8:30-9:45 Sign-In/Breakfast/Planning/Choice Time
9:45-10:05 Recall/Music/Large Group
10:05-10:20 Small Group/Clean-up
10:20-10:30 Bathroom
10:30-10:55 Outside/Gym Time
10:55-11:00 Goodbye Ritual

Nurturing Families Afternoon "Frogs" Schedule
11:00-11:15 Transition/Outside/Gym
11:15-12:00 Wash Hands/Lunch
12:00-1:30 Bathroom Break/Quiet Time
1:30-2:00 Bathroom/Brush Teeth/Table top toys
2:00-2:20 Group Time/ Activity/Story
2:20-2:40 Wash Hands/Bathroom/Snack
2:40-3:10 Outside/Hike/Exploration
3:10-3:30 Goodbye Ritual/Dismissal

We adjust our schedule daily to meet the needs of the children.







Appendix H

West Midland Family Center's Special Needs Policy/Plan

Our goal is to work with all families to best meet the individual needs of all children. We believe that we can work as a team – staff, families, children and local service agencies – to create an environment where all children and their families feel welcome, and where all children can learn and be happy. We will take these steps to meet this goal:

Licensed Program staff will receive at least 3 hours of training each year in diversity, special education, and inclusive practices.
All families and children will be treated with dignity and respect.
Confidentiality will be observed at all times.
We will work to keep two-way communication open between families and staff.
All children will be screened annually with appropriate follow-up and referrals to the local ESA or ISD.
We will strive to make the physical environment accessible and free of barriers for all children.
Accommodations will be made to the environment, schedule, and materials as needed and as possible.
A variety of teaching strategies will be used to meet the individual needs of all children.
Children with special needs will be given the opportunity to participate in the program to the fullest extent possible.
The staff will facilitate and encourage interaction between all children.
Individual written plans of care for children with special needs will be followed or created with families as needed (IEP, IFSP).
Transitions of children into and out of the program will be thoughtfully planned.
Services provided by the ESA, ISD or community partners will be accommodated for all children in care.
We believe that including children with special needs in the regular preschool setting can be beneficial to all children. The child with special needs can learn by interacting and building relationships with other children. This setting may also provide greater exposure to challenging activities and learning experiences. All children in the group may develop a greater appreciation for and acceptance of individual differences. This is preparation and practice for adult life in an inclusive society.

West Midland Family Center's Cultural Competency Policy/Plan

Cultural Competence: Refers to an ability to interact effectively with people of different cultures (Wikipedia).

All individuals are unique and differ in many ways. We believe that it is our responsibility to treat all children and their families with dignity and respect. The family unit is the center of a young child's world and cultural differences abound within that world (family composition, socio-economic status, education, immigration status, religion, language, race-ethnicity, occupation, home, interests, skills, etc.). We believe that it is important to respect and value the cultures represented in our program as well as those in the greater community and beyond, and to model and teach the children and families that we work with to do the same. All children should be given equal and appropriate learning opportunities. All children should be encouraged to develop at their fullest potential.

Strategies we will use to create an environment that promotes equity, learning, growth and development for all children and families:

Ensure that all individuals are treated equally and with respect at all times.
Get to know staff and families and what is cultural to them.
Wherever possible, incorporate individual home cultures into the program.
Encourage and support staff in professional learning opportunities in cultural diversity/competence.
Conscientiously work with staff, families, and children to remove bias and replace it with understanding and respect.
Encourage two-way communication with families by:
- coordinating informal gatherings.
- hosting family-themed events.
- utilizing drop-off and pick-up times as opportunities to communicate.
- utilizing surveys, evaluations, and suggestion boxes.
- offering parent meetings.
- providing newsletters with classroom information.
- conducting home visits and parent/teacher conferences.

Welcome all interested family members to attend meetings, events, and activities.
Encourage and promote active involvement of all families.
Work with families to develop goals for their children.
Invite families to contribute to the educational program (materials, preparation, assist in classroom, read to the children, share/ demonstrate a skill or hobby, snack, etc.).
Display family pictures.
Equip the room with educational materials (books, posters, puzzles, puppets, utensils, kitchen and apparel items, etc.) that reflect value for diverse languages, ethnicities and cultures.
Encourage families to share artifacts, music, stories, traditions, etc.
Utilize role models from diverse cultural backgrounds , MSU Extension, the ESA or local ISD's..
Plan ahead to address potential language or cultural barriers.
Understand that diversity can and should enrich the overall program.
Remember that we can and should learn from each other.
Respect and support the preservation of the families' culture.
Incorporate aspects of children's culture into the program's curriculum.

West Midland Family Center Childcare Program

Criteria for Admission - Licensing Rule 400.8146(1)(a)
Fee Policy - Licensing Rule 400.8146(1)©
Schedule of Operation - Licensing Rule 400.8146(1)(b)

Childcare Hours: 6:30 AM - 6:30 PM, Monday-Friday
West Midland Family Center and the childcare/preschool programs are closed for the following holidays:
New Year's Day Good Friday & Easter Memorial Day Independence Day Labor Day
Thanksgiving Day & the day after Christmas Day Early closing /or closed on Christmas Eve & New Year's Eve
Childcare, Preschool and After School Program will be closed for Professional Development in October (Dates to be announced one month prior).

Who can get care?:
West Midland Family Center Childcare welcomes families who have children between the ages of six weeks and 12 years for childcare and/or who are age 5 to 17 years old for After School Program.
WMFC uses a priority placement model to assess who is best fit for our child care. The assessment takes into consideration full and part time scheduling, payment status, and availability of staff to meet licensing adult to child ratios. WMFC will seek first those children who will attend the program full time, more than six hours a day and four or more days per week. Next siblings to children enrolled full time will be considered for enrollment, and then all part time enrollments. This is a prioritization process meant to create the best possible care for all the children in attendance.

Enrollment Process:
1. Call to reserve a time for a tour of the facility and to hear about the program. While you visit, pick up the interest form. The Childcare supervisor will contact families to move forward with enrollment.
2. Submit the completed enrollment packet as well as your child's weekly schedule, healthcare appraisal, and immunization records.
3. Once the availability and scheduling are assessed and approved, payment for two weeks of care is due prior to start and will be applied to your last billing cycle at WMFC.
4. Childcare staff will call to confirm start date and receipt of payment.

Rates for care:
WMFC does accept children who qualify for childcare assistance through The Department of Human Services (DHS). Paperwork and qualification must be verified before the child can begin receiving child care. For those who do not qualify for DHS assistance with childcare there are opportunities within WMFC for assistance with payment. The financial assistance available through WMFC is limited and you must meet the qualifications. Qualifications are based on funding available at the time of request and may change periodically based on funding sources. Scholarship forms are available upon request and reviewed on a regular basis.

Half Day: Six hours or less of care per day.

Full Day: More than 6 hours per day.

Infant & Toddlers (0 - 36 mo. or when child moves to Preschool Age Room - whichever comes last) - $35 Full Day / $25 Half Day
Preschool (36 months-Preschool Age) - $30 Full Day / $20 Half Day
WMFC Preschool (4's before/after care) rate: $5 for before and $5 for after care per day

Multiple child families: A 20 percent off rate for the second, third, etc. child will be provided for families with more than one child enrolled in childcare at the same time. (Discount applied to the oldest children).

School Age Care (K-8th grade):
School Age Before/After Care: $5 for before and $5 for after care per day
Any child transported from Floyd Elementary by the WMFC Bus will be considered an attendee of the After School Program and charged the $5 rate for after school care.

Snow Days: WMFC is open most snow days. School Age children who need care on snow days will need to make a plan with the program director in advance or call the day of by 8 a.m. for available openings. The fee for School Age children on snow days is $30 for a full-day and $20 for a half-day per child. **The childcare program remains open when school is closed, but please call ahead for availability. Childcare may close on occasion due to a power outage or other uncontrollable circumstance - please call ahead.**

Holiday Breaks: School Age children who need care during holiday breaks from school must submit a schedule to the Program Supervisor the Wednesday before the holiday break. The fee scale will follow the Preschool half/full day model.

Payment and Scheduling:
Each child's payment is an ongoing fee, which will be billed biweekly. All payments are to be made prior to the next billing cycle, or care will be suspended until billing is current.

Late payment fee: We do not charge a late payment fee, the policy is care will be suspended if a payment has not been made within the 14 day billing cycle.

Please make payments at the Welcome Center between 7:30 A.M. and 6:30 P.M. Always label your check with "Childcare payment" and your child's name in the memo and ask for a receipt from the Welcome Center staff. Schedules may be emailed to the program director or submitted on paper the Wednesday before care.

Extra Fees:
The purpose of the additional fees isn't designed to get more funding for WMFC, it is to help encourage parents to act in a manner that helps WMFC provide the best possible care for children. The Program Supervisor has the ability to waive an extra fee for families who are current in their payments. The first time an extra fee is assessed on the bill it can be appealed and as long as there is a written plan to correct the error the fee will be waived.

Late Pick up without notification: Children picked up later than the scheduled time submitted by the parent will be charged a late fee. The fee is $10 for every 15 minutes of care after the scheduled time. This charge will appear on the regular bill of service.

Returned check fee: $30.00 plus the above described LATE fees, plus any additional costs WMFC may incur from the returned check.

Schedules: Schedules are due Wednesday the week prior to care. Schedules may be emails, or hand written and submitted to the Program Director.

Schedule Changes: The center must be contacted by 9:00 am, if your child will be absent or your schedule changes.

Absences: Allowances are made for occasional absences due to illness or schedule changes. Tuition will be adjusted by individual circumstances. If you do not call or do not show for a scheduled day you will be billed for the days you schedule.

Receipts: For tax purposes, a yearly statement will be provided by January 31st. Weekly or biweekly receipts will be provided as well.

Typical Daily Routine - Licensing Rule 400.8146(1)(g)

Daily Schedules for Childcare Program

Infants / Toddlers - Flexible to the needs of the child

6:30-8:30 am	Welcome Early Arrivals, Breakfast, Quiet Free Play
8:30-8:45	Diaper Change/Potty Break
8:45-9:20	Free Choice
9:20-9:45	Diaper Change/Potty Break & Clean-up time.
9:45-10:00	Circle Time (sing songs, group games & movement activities).
10:00-10:30	Belly time/Floor time/Story time
10:15-10:30	Diaper Change/Potty Break
10:30-11:15	Outdoor Play (weather permitting)
11:15-11:30	Diaper Change/Potty Break
11:30-12:00	Lunch
12:00-2:00 pm	Nap Time
2:00-2:30	Diaper Change/Potty Break/Oral Care
2:30-3:00	Snack
3:00-4:00	Outdoor Play / Large motor activities
4:00-4:15	Diaper Change/Potty Break
4:15-4:30	Story Time
4:30-6:30	Free Choice

Preschool / School-Age

6:30-9:30 am	Arrival- Breakfast/Free choice
8:15	School-age leave for school
9:30-9:40	Clean-up
9:40-10:00	Large group
10:00-10:20	Small group
10:20- 10:30	Bathroom
10:30-11:30	Outside time
11:30-11:45	Hand washing
11:45-12:15	Lunch
12:15-12:30 pm	Bathroom
12:30-2:00	Nap time/quiet time/Oral Care
2:00-2:30	Clean-up/hand washing
2:30-3:00	Snack
3:00-4:00	Outside time
4:00-6:30	Free Choice/Departure

DAILY VISION

Each class is taught in a developmentally appropriate fashion to accommodate each child's individual growth and needs. The HighScope curriculum focuses on the whole child, promoting growth in physical, social, emotional and cognitive areas. Preschool and childcare emphasizes language building through conversation, music, stories, finger-plays, art and field trips (preschool only). As part of their development, the children will learn how to be a part of a group, to follow directions, and to take turns with toys and games. Parents can encourage their child by reinforcing the learning experience at home. **Learning through play is the primary medium through which learning takes place.**

Program Specific:
Summer Program
Completed Preschool - 8th Grade

Appendix L - M

Summer Program Philosophy, Schedule of Operation,
Criteria for Admission, Fee Policy & Typical Daily Schedule

Program Philosophy Rule 400.8146(1)(f)

Summer Program Philosophy

Using our relationships with families and individuals, WMFC strives to teach children in a manner which allows them to be happier, empowered, and more skilled in life. Opportunities are provided each day for children to select, discover, and practice skills using a variety of materials and activities. The activities are enriched with literacy, math, science, social studies, and art concepts. Nature, recreation, and exploring new interests are encouraged daily to instill in children and families the importance of trying new things. Loving relationships allow for children to grow through their mistakes and using logic allows them to live with the consequences of their choices.

Strengthening Families Philosophy

West Midland Family Center follows the Strengthening Families Initiative model. We strive to actively engage families in activities designed to foster leadership, enhance understanding of child development & learning and promote better communication between home and WMFC programs.

It is based on engaging families, programs and communities in building five protective factors:

- Parental resilience
- Social connections
- Knowledge of parenting and child development
- Concrete support in times of need
- Social and emotional competence of children

Program Goals:

During our Summer Program, we provide a comfortable, safe, and stimulating environment to effectively meet the needs of our children and families. We make every effort to enhance the family bond, allow kids to be kids, and make sure summer is an enjoyable, engaging, and fun-filled experience!

- We strive to teach all children to gain confidence in themselves and encourage them to pursue and uncover new interests.
- Events are offered every week to inspire positive growth within the family unit.
- Programs are designed specifically with our families in mind.
- We provide comprehensive services that promote life skill development in order to maximize the success of our youth and the quality of life in our community.
- Children will have the opportunity to provide input and suggestions for activities and program ideas.
- We hire staff who are warm and caring, who understand child development, and who are committed to children and families.
- Children will learn appropriate social behavior through positive role modeling and constructive group games and activities.
    * Social/Emotional, Physical, Language, Cognitive, and Self-Help development are all strongly demonstrated to help children improve their problem solving and other life skills.
    * They will be encouraged to have ownership of their behaviors and understand the consequences of their actions.
- Children are given the skills to learn responsibility through activities that require teamwork and leadership.

Summer Program

Schedule of Operation - Licensing Rule 400.8146(1)(b)
The WMFC Summer Program meets for 6 weeks, June 26 - July 12 & July 24 - August 9 (10:00-3:00).
NO PROGRAM July 4th or the week of July 16-20

- Free Family Retreats at Camp Neyati June 15, 16, 17 or July 15, 16, 17 & 18 (the Family Services staff will discuss this opportunity with you at intake).

Criteria for Admission - Licensing Rule 400.8146(1)(a)
Parents will complete an initial interest application. Family services staff will then contact to set up an intake meeting to complete necessary paperwork and discuss the various options and components of the summer. Parents will be notified if their family is accepted once all other intakes are completed. WMFC accepts cash, check & credit card payment, all fees are non-refundable.

Fee Policy - Licensing Rule 400.8146(1)(c)
There is an overall summer camp fee of $360.00 per child. However, there are many opportunities to earn scholarships to help to greatly reduce this fee. Family services staff will be happy to discuss these options during your summer program intake meeting.

Typical Daily Routine - Licensing Rule 400.8146(1)(g)

Summer Schedule 2018

	Early Childhood Preschool - 1st Grade				Elementary 2nd - 5th Grade				Middle School 6th - 8th Grade
	Group A	Group B	Group C	Group D					
Time	Three's	Pre/K	K/1	K/1	2nd Grade	3rd Grade	4th Grade	5th Grade	Middle School
10:00	Arrival & Group Meeting				Pool 10:05-10:50		Arrival & Group Meeting		Arrival & Group Meeting STEM & Choice
10:30	Choice		Choice & Reading				Choice		
11:00					Group Meeting		Pool 11:00-11:30		
11:30	Lunch 11:30-12:00				Choice				
12:00	Pool 12:30-1:00		Lunch 12:00-12:30		Lunch 11:50-12:20		Lunch 11:55-12:15		
12:30			Pool 1:10-1:40 & Outdoor		Reading, STEM & Outdoor		Reading, STEM & Outdoor		Lunch 12:30-1:00
1:00	Reading, STEM & Outdoor								Reading, Pool 1:50-2:20 & Outdoor
1:30									
2:00			STEM						
2:30	Group Meeting & Snack		Group Meeting & Snack		Group Meeting & Snack		Group Meeting & Snack		Group Meeting & Snack
3:00	Program Ends 3:00pm								

Program Specific:
After School Program
Kindergarten - Middle School

Appendix O - P

After School Program Philosophy, Schedule of Operation,
Criteria for Admission, Fee Policy & Typical Daily Schedule

Program Philosophy Rule 400.8146(1)(f)

After School Program Philosophy

Kindergarten – Middle School

Using our relationships with families and individuals, WMFC strives to teach children in a manner, which allows them to be happier, empowered and more skilled in life. Loving relationships allow for children to grow through their mistakes and using logic allows children to live with the consequences of their choices.

Program Goals:

- We emphasize meeting the individual needs of each child in our care.
- We hire staff who are warm and caring, understand child development and are committed to children and families.
- We strive to teach all children to gain confidence in themselves.
- Children are provided opportunities in how they spend their days and the security that caring adults will respond to their needs.
- Children need to have fun being children.
- We provide both large and small-group activities on a daily basis.
- We encourage children to pursue and explore their interests as well as learn and explore new interests.
- We provide a comfortable, safe and stimulating environment to effectively meet the needs of the children.
- Children will be given the opportunity to provide input and suggestions for activities and program ideas.
- The children will be encouraged to have ownership of and understand the consequences of their behaviors.
- Children will have the opportunity to learn responsibility through activities that require teamwork and leadership.
- Children will learn appropriate social behavior through positive role modeling and constructive group games and activities.
- Outdoor activities will be encouraged on a daily basis.
- We strive to provide comprehensive services that promote life skill development in order to maximize the success of our youth and the quality of life in our community.

After School Program

Schedule of Operation - Licensing Rule 400.8146(1)(b)

After School Program runs Monday –Friday throughout the school year. Program begins in September and ends in June. Letters will be sent home to notify parents of any changes or additions made to the program schedule. For holiday & other days off, we follow Bullock Creek School District's calendar.

West Midland Family Center's After School Program will be cancelled when Bullock Creek School District is cancelled, occasionally we will be closed for unexpected circumstances. To keep informed tune your television to WNEM TV-5 or radio to 94.5 WCEN.

Criteria for Admission - Licensing Rule 400.8146(1)(a)
Fee Policy - Licensing Rule 400.8146(1)(c)

After School Program Enrollment & Fee policy

Any child will be considered for enrollment based on the non-discrimination policy. We require parents to visit WMFC and allow your child to visit the classroom he/she will be attending, while the parents tour the facility and discuss the program with the Director. We accept children Kindergarten through the school year they turn 17 years old. To enroll children in our program, the following steps are required:

1. Call ahead to schedule an enrollment appointment.
2. The parent or guardian must fill out and return the enrollment forms.
3. Determine attendance and payment.
4. Determine transportation needs.

We accept DHS Childcare assistance, cash, check (made out to the West Midland Family Center) or credit card as payment.

After School Program Rates

$5.00 a day for first child
20% discount for any additional children (discount applies to the oldest children).
*Payment is due based on attendance and/or bussing report.
Schedule changes: The center must be contacted by 9:00am, if your child will be absent or your schedule changes.

Typical Daily Routine - Licensing Rule 400.8146(1)(g)

Typical Daily Routine K - 5th

3:30-3:50	Children meet ASP Staff in Floyd's gym
3:50-4:00	Ride West Midland Family Center bus to the center
4:00-4:30	Hand Washing / Snack Time
4:30-4:50	Homework Help / Board Games / Card Games
4:50-5:20	Large Motor Activity (Gym or outside time)
5:20-6:00	Group Activity and Free Choice Time
6:00	Departure

Typical Daily Routine Middle School

3:05	Students Arrive on BC School Bus
3:05-3:30	Hand Washing / Snack
3:30-4:15	Homework Help / Quiet Activities / Board Games / Card Games
4:15-5:00	Large Motor Activity (Gym or outside time)
5:00-6:00	Group Activity / STEM and Free Choice Time

* Schedules may vary based on age groups