

**West Midland Family
Center**

**Parent and Student
Manual**



Thriving, Giving,
Growing Together

WMFC Guiding Principles

This is how we intend to do what we do... we achieve our vision and each of our vision elements by striving to live these principles:

- ☞ We ensure that our community members are in a safe, happy, healthy environment; whether at home, at WMFC, at school or in the community.
- ☞ We ensure access to WMFC, its programs, and its benefits, by removing barriers to participation.
- ☞ We offer programs and events which include as many different family members as possible with emphasis on facilitating development of active, positive support in the lives of family members.
- ☞ We provide parents with education, skills and practice opportunities, which they use to become positive effective models in the lives of their children.
- ☞ We create an atmosphere whereby all individuals and families feel welcome and know that we understand and respect their individual differences.
- ☞ We seek to develop a variety of appropriate program offerings that meet the diverse needs of our community members individual interests and learning styles to stimulate participation and growth.
- ☞ We meet each individual/family at whatever place they are in their lives with the expectation that they have a desire to progress towards greater independence and to help others.
- ☞ We encourage individuals to explore new interests, to experiment and learn that it is “ok” to fail as well as to experience achievements both large and small.
- ☞ We are capable mentors and role models thereby encouraging people in our community to become role models and mentors of others.
- ☞ We understand the value of education; and include education and goal setting in all that we do.
- ☞ We assure that the needs of our community are met both through our programs and through collaboration with partners. We know that what is accomplished is more important than who does it.
- ☞ We use current research based practices whenever available and continually seek to improve the quality of our programs.
- ☞ We practice fiscal responsibility throughout the organization to ensure our ability to secure financing and long-term viability.
- ☞ We believe that people are our strength. We attract, develop and retain the most talented staff, board and volunteers to work as a team in accomplishing the WMFC Vision.

∞ We integrate Fun into all our programs and activities, whenever we can.

With quality as the goal we use the WMFC Vision Elements as the lens through which we look for direction to live by our guiding principles everyday.

Mission Statement

The Mission of West Midland Family Center is to enhance the quality of life for area residents of all ages by providing facilities, programs and activities which:

- **Stimulate Lifelong Learning**
- **Encourage Wholesome Social Interaction**
- **Create Recreational Opportunities**

Thereby developing a sense of individual worth and strengthening the family unit.

Statement of Values

West Midland Family Center Values:

- Individual dignity and worth.
- Inclusion of every community member.
- Quality activities that are affordable, accessible, and available.
- Developing individual worth and strengthening the family unit.
- Diversity.
- Teaching respect for all individuals and an appreciation of our differences.
- Responsiveness to community needs.
- Collaboration with community partners.
- Ethical practices.
- Competent staff and providers.



Dow College Opportunity Program:

The Dow College Opportunity Program (Dow COP) helps enrich students' lives and prepare them for college. It's a long-term program that begins in the freshman year of high school and continues through college graduation. The program offers academic assistance, opportunities for scholarships, tutoring, fundraising, volunteering and a weeklong capstone trip each summer. The director of the program serves as a mentor for the students and attends extra-curricular activities, parent-teacher conferences and many other important events.

Queen Bees:

The Queen Bee program is a mentoring program for girls ages 12-14 years old who possess strong leadership skills. Ten girls are chosen for the program through referrals from WMFC, area schools, the court system, and the Department of Human Services. The program lasts for one year in which the girls are given two camp experiences, workshops once a month and one-on-one mentoring. Mentors are selected through an application/ interview process. They are required to meet with their assigned mentee at least once a month outside of the scheduled workshops. The purpose of this program is to improve the quality of life for these girls through gained confidence and self-worth resulting in them becoming positive leaders in their community.

Friday Events:

Friday nights here at West Midland Family Center are dedicated to middle school, high school, and alternative education or college students 18 to 20 years old. Each event had a

theme and activities that coincide with that theme. There will also be a DJ for various activities and dances. Friday Events will be structured as follows:

Nightly Schedule:

6:00pm- 7:00pm: Participant Registration*

6:00pm- 8:30pm: 6th-8th grade

9:00pm- 10:00pm: Participant Registration*

9:00pm- 12:00am: 9th- 12th grade and alternative ed. (18-20 years old)

After School Program:

From two weeks after school starts until May, the West Midland Family Center offers a free after school program. The students are divided into two groups with Kindergarten to fifth graders being in the youth program and sixth thru twelfth graders being in the teen program. Students are given a snack, have time for homework, and have the opportunity to participate in a fun activity.

The schedule for the Teen ASP shall be as follows:

3:15 – 3:30 **Snack Time**

Students will arrive to the center and will go directly to the snack line. They will then eat snack and have free time at the picnic tables located by the fire pit. If the weather conditions do not allow snack to be eaten outside, the students will eat inside. Students are responsible for cleaning up before leaving the area once snack time is over.

3:30 – 4:30 **Homework Time**

Students will be given time to complete homework assignments. Assistance will be given to students who ask either by staff or by volunteers. Students who do not have homework or who finish early will be asked to play a quiet board or card game with a staff member. No pool or foosball playing, or television watching during this time.

4:30 – 5:45 **Lesson Planned Activity**

During this time the students will participate in a planned activity. The lesson plans must be turned in to the Program Supervisor in

advance with a supply list so that there is sufficient time for approval and preparation for the activity. Staff may split the students into two groups and run separate activities if they wish. While running the activities, staff will try to engage all students and ask students who will not engage what they would like to do next time.

5:45 – 6:00 **Departure of Students**

During this time, students will be getting picked up or leaving on the busses. Staff will remain outside with students until every student has been picked up.

The schedule for the Youth ASP shall be as follows:

4:00 – 4:30 **Arrival of Students**

During this time students arrive and are taken to the playground to play.

4:30 – 4:45 **Snack Time**

At this time students come inside, wash their hands, and go through the snack line. They then go to their assigned part of the dining room to eat and have free time.

4:45 – 5:15 **Homework Time**

During this time students are given time to do their homework. They work on it right in the dining room, and can be given assistance by staff or volunteers. Students not working on homework should work on a quiet project or game.

5:15 – 5:45 **Activity Time**

At this time students are given choices to go to the gym, skylight room, or classrooms to have some time for fun. There they just get to play and have fun while being supervised by a group leader.

5:45 – 6:00 **Departure of Students**

At this time, students are picked up, or leaving on the busses. Each child will be checked out by their parent, and staff will wait with children until they all have a ride.

After School Program Requirements:

- Priority will be given to children who are able to attend 3 or more days per week if we get to capacity. Your child will benefit from attending all week due to long term projects.
- In order for a child to attend the After School Program (ASP) they must have been in school that day for the entire day.
- Parents are to pick up children no earlier than 5:50PM. Please, no early departures unless it is an emergency. We ask this so children can get the benefit of the entire program, without interruptions.
- There will be a \$5.00 per child late fee for parents arriving after 6:10 PM. Every 15 minutes after that there will be an additional charge of \$2.50. If there is an emergency or you are running late, each family will be allotted 2 late pick ups per session. Please contact WMFC to alert them of your late arrival!
- Parents must sign their child out when picking them up. There will be a clipboard posted near the door of the Skylight room. Children may only be picked up by a parent or other designated contact. Please put this information on their Family Information Record.
- It is the parent's responsibility to let the school know when their children need bus passes to come to the program. WMFC will provide each child with a backpack tag alerting them of the bus number that they ride to WMFC.
- Parents/Families are asked to attend at least one parent event.
- Parents will also be expected to complete evaluations and surveys.

After School Program Parent Involvement:

Several opportunities will be available throughout the program for parents to interact with their children and share some of their ASP experiences. Some parents are needed to help with crafts, collect supplies, sew costumes, and more. Parents are also needed to help

with program development by being part of the Parent Advisory Council. If you can help with any part of the program, please call the Program Director. After School Program families are asked to attend at least one family event during the fall and winter sessions.

After School Program Transportation:

Limited transportation is available. An application must be submitted in fall and winter to be considered. County Connection will provide transportation to three drop off points – Whispering Pines, Floyd and Pine River. If a child is on a County Connection bus, they will be expected to follow the rules of the bus, which are the same as the Bullock Creek School bus rules. Appropriate behavior is necessary for a child to retain their spot of WMFC transportation. In order to be considered for transportation by WMFC there must be a clear need and no other options available for the children.

After School Program Food:

We provide a snack everyday during the after school program. Donations of healthy snack food items are appreciated, especially 100% juice, such as Juicy Juice.

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Summer Program:

West Midland Family Center offers a summer day camp for K-12th grades. The program runs Monday through Thursday. Hours are from 9:30am to 3:30pm with a sunrise and sunset program offered from 7:30am to 9:30am and 3:30pm to 5:30pm respectively.

K-4th Grade:

Children in grades K-4 will be placed in groups of 10-12 children per leader plus a Counselor in Training. The children will have the opportunity to explore activity centers ranging from science, art, music, construction, math, reading, writing, social skills & much more. “Positive Action” that focuses on social skills will be incorporated throughout the entire program along with alcohol, tobacco & drug prevention education provided in cooperation with Circle of Health Partnership. Two certified teachers will also be providing content level curriculum in a fun, hands-on, inviting way to help children with their cognitive retention over the summer.

5th and 6th Grades “THE CREW”

“The Crew” is a program designed to reach our children who have finished fifth and sixth grades. Within the program the children are split into groups of 10-12 with one leader per group. They will each spend time in their specific groups during the morning and use the pool together in the afternoon. The groups will have a new focus each week that they choose together. There will be one group of all girls and one of all boys, the other groups will be mingled. The groups are designed this way to better meet the needs of our children, help them gain knowledge of life skills, incorporate the Positive Action curriculum and to foster a positive learning environment.

Because we understand that teens like to choose what they do, the afternoon is dedicated to structured free time. Each teen will have the chance to choose to participate in the activities offered by the staff. The activities will change daily and will focus on the interests of the teens in this age group.

7th and 8th Grades “THE CLUB”

“The Club” is for our teens that have finished seventh and eighth grade. In “The Club” teens will be able to design their day. In the morning teens can choose from several different structured activities offered by the staff. A group of up to twelve teens and one staff may take part in activities such as: skateboarding, sports, crafts, computers and cultural options which will be available on a rotating basis week by week. They will all have the opportunity to use the pool daily.

After lunch the teens once again choose what they want to do. Each staff member and one life-guard will offer different options on a two week rotation, each staff member will

be able to take up to twelve teens in their groups. The teens will choose every two weeks from topics such as: fitness, life-guarding, crafts, different cultures, sports, child care, first aid, music, video production, and communication.

9th-11th Grades:

Counselor In Training (C.I.T.): The teens will assist Center staff in the preK-4th grade groups. CIT's will create lesson plans of their own, eat and swim with the kids, and help out staff in a variety of ways. **There are a total of 10 Counselor in Training positions available.** Counselors in Training will spend 7 weeks working with kids and learning professional childcare skills.

To be considered for one of these positions you must demonstrate the following:

- Really enjoy working with kids
- Be willing to come up with special projects for the kids
- Be a good leader and set positive examples
- Work well with group leaders and communicate well with others
- Attend program regularly

Volunteer Program: Formerly known as Team Impact, are unique volunteers. It differs from our past Team Impact because this group spends the day completing projects within the community, and experiencing different occupations from a volunteer perspective. Those who "Volunteer" will gain life skills to help them decide what job they may want after High School.

Jr. Lifeguard: This is an opportunity for a Teen to spend the majority of the time at the pool learning about how to become a certified lifeguard. You will learn about pool safety on the deck and in the water, and help out the lifeguards in many ways.

To be considered for a Jr. lifeguard position you must demonstrate the following:

- An interest in aquatics
- A willingness to learn a lot of new information
- A good attitude and good communication skills
- Enjoy being outside in the hot sun
- Have great leadership skills
- Be a positive role model

Summer Program Staff Contact:

Children will have the opportunity to form a positive relationship with many people over the course of the summer. One special person will be their group leader, for Kindergarten through 8th graders. This person will be assigned to your child for the entire summer. The group leaders are assigned no more than 12 children. All staff are screened – DHS clearance, police check, references, First Aid, CPR, qualified & experienced.

Summer Program Transportation:

Very limited transportation is available for completed Kindergarten – 12th graders who are enrolled in the summer program. Parents are required to pick up their children at the shuttle point after the program. Children must be pre-registered to be considered for a spot and there is no guarantee. All children riding on the shuttle will arrive at WMFC at 9:30 am. A schedule will be available the first week of June with arrival and departure times for the shuttle pick-up locations.

Summer Program Food:

Lunch is served each afternoon between 11:30 and 1:30 pm. Lunches will be available to any child on-site under the age of 18 everyday during summer program. A completed summer program menu (subject to change) will be available beginning in June and posted in the front desk area. If your child does not want what is on the menu, you may pack a nutritious lunch for them. We ask that you put it in a small cooler with your child's name

on it, please NO pop. Water is available to the children all day, but you are welcome to send a water bottle with your child's name on it. A light snack will be offered in the late afternoon. We are thankful to the United States Department of Agriculture for their help in making this free food program available to our summer program children.

(Disclaimer: In accordance with Federal law and US Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800)795-3272 or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.)

Summer Program Pool:

All children participating in the structured summer program will have the opportunity to use the pool daily during summer program hours. Pool availability during summer program will be based on weather conditions. Lifeguards will always be on duty while the pool is open. During summer program hours, pool usage is restricted from the public, so as to ensure safe, age appropriate, quality swim time.

Summer Program Parent Involvement:

Several opportunities will be available throughout the summer for parents to interact with their child and share some of their summertime experiences. Some parents are needed to help with crafts, collect supplies, sew costumes, and much more. If you can help with any part of the program, please specify on the registration form. Also please view the separate list of items needed for the program. Volunteers are always under the supervision of West Midland Family Center staff, no child is ever left alone with a volunteer.

Registration: (All Programs)

Every program at West Midland Family Center requires that the participants be registered. All requested information is entered into our database so that we can keep up with who is in our program and who is at the Center at any given time. This information also allows us to keep our participants safe and keep our funding. It further allows us to contact parents/ guardians in case of an emergency, notify all participants of program changes, identify those in the building in case of a fire/ tornado, and track attendance for multiple purposes. For all programs a parent must be present to register. For after school and summer programs, special dates will be set up for registration. Friday Night Events registration will be any time during Center hours and on Fridays during the first hour of each age groups' session. Registration can be done at either the front desk or in the computer lab. The Queen Bee program is by referral only and the Dow College Opportunity Program requires an application. Please contact the Dow COP director to request an application. (*Sample registration forms can be referred to in appendix A.*)

Dress Code/ Personal Matters:

1. Students and staff are to dress neatly, comfortably, and in modest clothing.
2. Clothing depicting alcohol, drug or tobacco use, short shorts, shirts that expose your mid drift or chest, are not appropriate or acceptable. Anyone wearing such clothing will be sent home to change.
3. Hats are acceptable, however, they may not display profanity, obscenity, alcohol, drug, or tobacco use. They must be worn properly and if for any reason a student is asked to remove it, non-compliance will result in disciplinary action.
4. West Midland Family Center is smoke free. There is to be no smoking in the buildings, on the premises, on field trips, or in agency vehicles.
5. Valuables should remain at home. We will not be responsible for any lost or stolen personal articles brought in. Please label your child's coat, hat, boots, towels, and bathing suits with a permanent marker.
6. Please dress children appropriately. Tennis shoes are preferred to sandals, and boots for activities outdoors in the winter, etc.

Alcohol/Drug Free Environment:

1. The unlawful manufacture, distribution, dispensation, possession, usage, or being under the influence of alcohol or a controlled substance while using the West Midland Family Center (WMFC) facility is prohibited.

2. The West Midland Family Center provides an alcohol and drug free, healthful, safe and secure environment. The use of alcohol or controlled substances could impair judgment and limit physical functioning, resulting in hazards to patrons and staff, injuries, and poor decision making skills.
3. Violations of this policy will result in disciplinary action, up to and including expulsion, and may have legal consequences.

Sexual Harassment:

1. It is the policy of the West Midland Family Center that all employees and patrons/students must be assured of an environment free of unwarranted and unsolicited sexual harassment.
2. The threat or insinuation that granting or denying sexual favors will affect the individuals employment, wages, advancement, assigned duties, performance evaluations, or other conditions, or favors is unacceptable.
3. Verbal, non-verbal, or physical behavior by a supervisor, employee, student or non-employee visitors, such as employees of an outside vendor, that focuses on the sexuality of another person or that occurs because of the persons gender, is unwanted or unwelcome, and has the purpose and has the effect of creating an intimidating or offensive environment is not tolerated.
4. Sexual Harassment of or by employees or persons seeking employment is forbidden and may result in disciplinary action up to, and including, expulsion from the Center.
5. The creation of a hostile environment may be grounds for a Sexual Harassment complaint. Sexual Harassment can be determined to have occurred even though there have been no consequences for not consenting to sexual advances.
6. A supervisor must intervene in an incident of Sexual Harassment.
7. Employees that witness sexual harassment and do not intervene on the victim's behalf or report the conduct, may be subject to disciplinary action.
8. The complaint procedure if an employee or patron feels sexually harassed is as follows:

- a. All West Midland Family Center programs shall conduct their activities in a way that ensures that all individuals are treated in a fair and impartial manner.
- b. Any patron/student/employee may file an Incident Complaint Form with a supervisor.
- c. Upon receipt of all correspondence/documents involved in the incident/complaint, the supervisor will schedule a meeting within five (5) working days to investigate the complaint.
- d. If it is determined by the supervisor, based on their investigation, that Sexual Harassment has occurred, all information will be forwarded to the Program Director for appropriate disciplinary action. The severity and frequency of the offense, or other conditions surrounding the incident will determine the severity of the disciplinary action.

Bullying:

West Midland Family Center is a safe and welcoming place for **all** youth and teens. WMFC is adamantly against the use of force, coercion or fear to make others to do as you wish and this type of behavior will not be tolerated. This type of behavior is called “Bullying.”

If you are found to be treating other’s in the manner described above than you are subject to the discipline rules of WMFC. If you see or experience this type of behavior occurring please bring it to the Teen Director and/or identified staff person’s attention immediately. Your name will not be identified as having told, your identity is irrelevant. Safety of all students is our primary goal.

Bully’s are often people who feel so badly about themselves and their life that they pick on others to make themselves feel better and more powerful. Please remember this:

People Who Feel Good About Themselves DO NOT Put Other People Down.

Diversity:

1. All services are provided with commitment to appropriate business, professionalism, and community standards for ethical behavior.
2. We shall provide services in a manner that maximizes the benefit to patrons/students of the West Midland Family Center, while avoiding physical, emotional, social, spiritual, psychological or financial harm to them.
3. Employees shall not discriminate against or refuse services to anyone on the basis of race, age, sex, color, religion, national affiliation, sexual orientation, marital status, height, weight, disability, or medical condition.
4. Employees, patrons/students shall respect the rights of colleagues and other patrons, and shall treat them with fairness, courtesy, good faith, and shall use appropriate channels to express judgment.
5. It shall be understand that a violation of ethical behavior may be grounds to disciplinary action, up to and including immediate suspension or expulsion.

WMFC = A safe place for EVERONE!!!!

Do Your Part...Be Kind, Considerate and Have Respectful
Behavior.

Let's keep the "Family" in West Midland Family Center!

Language:

Keep in mind that you are always setting an example for younger patrons. Appropriate language and the elimination of derogatory comments are the way to accomplish that. Show respect for yourselves and each other by being aware of the way words effect and hurt others. Eliminate derogatory comments about others' race, age, sex, color, religion, national affiliation, sexual orientation, marital status, height, weight, disability, or medical condition.

Discipline

*Discipline should not just be telling a child NOT to do something or to change their behavior – it should be a positive, teachable moment.

*What is Discipline? Discipline is TEACHING children to respect the rights of others through responsible thinking by learning to follow the rules. The key word is THINK. Most discipline problems are designed to control the actions of the children, with very little thinking involved.

*Trying to control children by rewarding or punishing them does not teach responsible thinking – it teaches children to manipulate others and to ‘con’ the system. Trying to control children also irritates children; irritated children get angry and the more angry they get, the more chaos ensues.

*The ideal home or school is one where children are happy and safe, where there is no vandalism, and where children can learn and play without disruption. This is a home or school where children have been given the opportunity to learn the necessary social skills so they can think and act responsibly. This is what a good discipline process should provide.

*Discipline should always be tied to the lack of respect for others: the uninvited intrusion into another’s activities or private concerns; the unnecessary disturbance of another person’s attempts to control his own perceptions.

*West Midland Family Center has adopted the Love and Logic concept developed by Dr. Jim Fay. The following are the main concept of Love and Logic which will be practiced by all WMFC staff.

Love and Logic Core Beliefs:

The following list of core beliefs outlines the professional actions and attitudes of all staff members at WMFC:

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the staff member.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehavior will be handles with natural or logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real work as opposed to a personal attack on school or staff.
6. Students are encouraged to request a “due process” hearing whenever consequences appear to be unfair.
7. WMFC problems will be handles by WMFC personnel. Criminal activity will be referred to the proper authorities.

Individual Program Rules (as posted)

1. Treat me, the staff, with the same respect with which I treat you.
2. Your actions may not cause a problem for anyone else.
3. If you cause a problem, you will be asked to solve it.

4. If you cannot solve the problem or choose not to, I will do something. What I do will depend upon the situation and the person involved.
5. If I do something that appears to be unfair, whisper to me, “I’m not sure that’s fair,” and we will talk about it.

Fay, J. (2005). *Love and logic Schoolwide discipline plan without the loopholes*. Golden, CO: Love and Logic Press, Inc..

Discipline actions may be adjusted for the age of the child.

Important Note: The discipline plan does not work with all children, exceptions will be made to the plan for children who need clearer consequences. Warnings will be given on a discretionary basis. Exceptions may vary with age groups. Deliberate actions will be weighed against unintentional actions. If your child deliberately harms others, them self or the Center, the child will automatically be sent home.

WMFC should be a safe, positive place for all children, families and staff. In order to ensure this we are asking parents to work with us. It is helpful for us in handling situations if you inform us that your child is having a bad morning, so we can help encourage a more positive day. Our goal is to work through problems with children on site whenever possible; however, there are times when a child may just need to go home. We hope as one of our families you will work with us so we can make all programs at West Midland Family Center a positive experience for all.

Suspensions

1. The following are examples of, actions that could result in suspension from a program:
 - a. Students who leave the West Midland Family Center and then attempt to re-enter the building without being accompanied by a staff person or parent.

- b. Continual verbal abuse or disrespectful to staff or other students. Example: Student swears at staff continually, or refuses to redirect, send them home.
 - c. Middle-schoolers who do not have a ride home by 8:45pm from Friday Events and high-schoolers who do not have a ride by 12:15am from Friday Events.
 - d. Damaging center property. In addition, community service may be required before the student will be allowed to return.
 - e. Fighting/Violence.
 - f. Serious threats to another student or staff.
 - g. Purposely hurting another student or staff.
2. Suspension is a consequence of an individuals choice.
- a. It creates a safer environment for staff and students.
 - b. It removes an angry and acting out teen from the premises.
 - c. It holds students responsible for their actions with immediate consequences.
 - d. It provides an example of the expectations of the West Midland Family Center.
3. If a child is suspended:
- a. A call will be made and a letter is sent to their home explaining the reasons for suspension and length of suspension.
 - b. The Program Director may request a meeting between the teen, themselves, and a Parent/Guardian.
 - c. Appropriate community service may also be assigned at the meeting.
 - d. Any student may be asked to attend the Positive Actions Class before returning to any WMFC program.

- e. If the student has not driven themselves, the parent(s)/Guardian will need to pick the student up immediately. Under no circumstances will the student be allowed to participate further in the activities. The student shall remain with a staff person until a ride home is obtained.
- 4. With consistency, together we can be proactive and be responsible for keeping the West Midland Family Center a safe and fun place for students and staff.

Student Code of Conduct:

West Midland Family Center has adopted these guidelines for student behavior. They are as follows:

1. Respect the inherent human dignity and worth of every individual.
2. Be informed of and adhere to reasonable rules and regulations established by WMFC and implemented by WMFC staff for the welfare and safety of students.
3. Study diligently and maintain the best possible level of academic achievement.
4. Be punctual and present for all programs to the best of one's ability.
5. Refrain from libel, slanderous remarks and obscenity in verbal and written expression and observe fair rules in conversation and responsible journalism.
6. Help maintain and improve the Center environment; preserve Center property and exercise utmost care while using Center facilities. It is our philosophy that students share in the "ownership" of these facilities and help maintain an atmosphere conducive to our mission.
7. It is required that book bags be left in the designated areas for safety purposes.
8. Follow the proper dress code as stated in the dress code section of this manual.
9. Nonessential items are not to be brought to the Center. This includes but is not limited to CDs, tapes, players, radios, games, or any other media related items.
10. No open bottles or cans will be allowed on carpeted areas in the teen room or anywhere in the gym. Water will be allowed in these areas.
11. Students should refrain from public display of affection. This includes, but is not limited to: hugging, hand-holding and kissing.
12. Insubordination and interruption of the educational process will not be tolerated.

13. Present oneself in an appropriate manner while in attendance at all Center functions held on or off Center property.
14. Continue or become actively involved in one's education, understanding of people, and preparation for adult life.

General Policies:

General Center policies have been listed below to help our families understand us better and ensure the safety of everyone who uses the facility. Please take the time to read through the handbook. Our hope is that many of your questions will be answered.

Illness:

Parents are required to keep children home when they show any of the following symptoms:

1. A temperature of 100° or higher.
2. Diarrhea.
3. A low-grade fever and acting ill.
4. Constant runny nose (not from allergies).
5. A contagious disease.
6. Pain.
7. Vomiting or up-set stomach.
8. Coughing non-stop.

You will be notified if your child has been exposed to a contagious disease. It is expected and appreciated that you inform Center staff if your child has been exposed to or contracts any contagious disease. If your child becomes ill while at the Center, we will notify you or the designated emergency person so the child can be picked up and cared for at home. In the mean time, we will make him/her as comfortable as possible away from the other children.

Medication:

If your child needs any type of medication while at the Center, you must fill out a Medication form. All medicine must be in the original container. Medicine must be brought to the Center by the parent. Children are not to bring in their own medicine or give it to another person. Specified staff will be assigned to dispense medicine and document the times at which it was given to the child. If your child requires an inhaler and you wish them to carry it you must sign a waiver. Children riding the bus or vans must have a parent bring the medicine to the Center.

Fire Safety:

1. Open flames inside the West Midland Family Center are strictly prohibited.
2. Learn where the fire alarms, extinguishers, and the evacuation plans are for your locations.
3. In case of fire:
 - a. Activate the nearest fire alarm.
 - b. Notify the Front Desk Staff and they will Call 911.
 - c. Evacuate. Staff is responsible for ensuring all patrons are outside the building.
 - d. Close the doors of the rooms that you are certain are unoccupied when evacuating the building. This prevents the spread of smoke and fire.
 - e. Meet in a predetermined area with kids. A staff person is to remain with children at all times.
 - f. Only reenter the building when the “All Clear” has been sounded.

Tornado Watch/Warning:

Tornados can occur at any time of year. In Michigan, peak tornado season is between June and August, however, tornados do occur in the fall months.

1. Tornado Watch

During severe weather, local radio stations and television stations monitor weather conditions. If a Tornado Watch is in effect, notify all building occupants and continue to monitor the radio or television for further changes.

2. Tornado Warning

If a tornado has been spotted in the area, a warning signal will be sounded and all building occupants must be notified immediately.

1. The front desk staff is responsible for a battery operated radio for monitoring the weather situation and a flashlight.
2. Patrons are to be directed to designated areas.
3. Doors should be closed behind as all occupants move to designated areas.

A local radio station is to be monitored to determine when it is safe to return to other areas. Only return after it has been determined on the radio to be safe.

Alarm System:

WMFC is equipped with 2 stage fire alarms. The first stage is engaged whenever the clear cover is picked up. This is an internal alarm that can be disengaged by closing or reattaching the cover. The second alarm is linked into Midwest Detection's alarm system. WMFC also has an intruder alarm system. There are staff in the building that wear pendants that are connected to an internal alarm and to the police department. This alarm is for emergencies only.

Sunscreen/Bug Spray:

WMFC will have sunscreen and bug spray available for those children whose parents have given WMFC permission to administer sunscreen or spray to their child/children. A parent's initials in the appropriate space on the "Child Information Form" designate that permission has been granted. Parents who don't want their child/children using sunscreen or bug spray that is provided by WMFC, may choose to have their children bring their own with them when they come to the Center.

Head Lice:

At this time, WMFC recommends a policy that focuses on the exclusion of active infestations only. Active infestations are defined as the presence of live lice or nits found within ¼” of the scalp. Nits that are found beyond ¼” of the scalp have more than likely hatched, or are no longer alive.

- Any child with live lice may remain in any WMFC program until the end of the scheduled day. Immediate treatment at home is advised. The child will be readmitted to WMFC after treatment and examination. If, upon examination, the designated WMFC personnel finds no live lice on the child, the child may reenter the WMFC program in which he/she is enrolled.
- Any child with nits (farther than ¼” from scalp) should be allowed in WMFC programs.
- Parents should remove nits daily and treat if live lice are observed.

Animals:

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

Personal belongings:

We ask that children do not bring personal items from home, such as: electronics, toys, game boys, Ipods, Pokeman cards, etc. We cannot be responsible for lost items. If brought in, staff will hold them until the end of the day.

Lost and Found:

Lost and found is available for those that have lost items during the year. Items found will be returned to their owners if they are labeled properly. All other items will be

placed in the clothing room if unclaimed after two weeks. We are not responsible for lost items and recommend that all clothing is labeled.

Program Dates & Times

No program will be offered on days in which Bullock Creek schools are closed for weather or other Bullock Creek Scheduled days off. Special activities may be offered on some days in which Bullock Creek is scheduled to be closed for other events, including Winter and Spring Breaks. Please look for information regarding these dates to come home with your child.

Confidentiality:

All staff at West Midland Family Center are expected to keep private information confidential. Any staff that breaks confidentiality will be reprimanded.

Child Supervision:

While attending West Midland Family Center programs children will be supervised at all times. Never will a child be left alone, indoor or outdoors.

Child Protection Laws:

All employees at West Midland Family Center are mandated by law to report any suspected child abuse.

Shirts and Shoes:

Shirts and shoes must be worn inside the building at all times. This is required by the Health Department.

Hand Washing:

All staff and children are required to wash their hands before eating and after using the restrooms and computer lab. Hand washing is one of the best ways to help combat the spread of disease.

Serious Injury or Illness:

If a child is seriously injured while at the Center a staff member will call to notify the parents or guardians. If an ambulance is not necessary the parents may elect to transport their child or have a staff member transport the child to the hospital. In the case of any injury at all no matter the seriousness the parents will be notified. Any bump on the head requires parental notification.

Custody:

It is the goal of West Midland Family Center to be a support to families and to promote positive development for children. We recognize that many families are in transition and have experienced or are experiencing divorce or separation. In order to provide the best possible care for your child, who is our main priority, we feel that it is vitally important that we be able to maintain good relations with all the significant adults in his/her life. The staff of West Midland Family Center are sensitive to the issues of divorce and separation. The Family Services Director asks that you make an appointment with her in order to discuss any matters of importance in relation to the divorce/separation and any other issues that may help us in the care of your child. For instance, we need to be very clear in regard to the following:

- What the custody arrangements are
- Which parent to contact first for general questions and in an emergency
- Whether duplicate information should be shared with both parents
- Who will or will not be authorized to pick up the child

Please note, we cannot deny a parent access to their child upon the word of another parent unless we have a copy of a court order stating this is the case. If there are concerns of which we need to be aware, please arrange a private meeting with the Family Services Director. Once again, it is the child's well being that is our main priority and we need to be able to maintain good relations with parents when possible.

Parents Under the Influence

If any adult arrives to pick up a child while under the influence of alcohol, their child will not be released to them. Instead the staff is **required** to call the authorities to report the situation. Please remember, your child's safety is our first concern.

Additional Assistance

If there are particular needs that should arise in your family, the Center is available to secure such resources as food, heating bills, clothing, etc. Please allow us to help you should the need arise.

Alarmed Doors:

Parents are to use the main entrances on the North and East sides of the building. The outside doors near the preschool and childcare rooms are alarmed for children and staff safety.

Security:

West Midland Family Center has a camera system installed throughout the building. The cameras are there to "back track" if something has happened or we think something has happened. They are not there to watch people or to make people feel they are safe, there is no one watching at all times.

Toddler/Child Care Rooms:

1. The Northeast playground is specifically designated for the use of toddlers and Kinder Kare children. Other usage is prohibited.
2. The storage area adjacent to classroom C is designated for Early Childhood materials and equipment. All other usage is prohibited.
3. Please use "indoor voices" and "walking feet" while in the building.

Gym Operation

Staff will open the gyms and turn on the lights. If the lights are not on in the gym, notify staff that you would like the lights on. At no time is anyone allowed to be in a gym that has not had the lights activated.

Basic Gym Rules

1. Gym rules are posted in each gym.
2. Display sportsmanship and positive attitudes at all times.
3. Food, drinks (other than water), chewing gum, swearing, name calling, fighting, pushing, shoving, cheating, or excessive physical contact are prohibited and will result in disciplinary action.
4. Playing on the bleachers is prohibited. As is hanging on the basketball rims.
5. Cargo net, ropes, pitching machine, and tumbling mats must be supervised by staff.
6. The curtain is to be pulled only by staff and only when there is a staff person available to supervise each side.
7. Skateboards, Scooters and Rollerblades
 - a. Rollerblades are allowed only in the hockey rink and gym A.
 - b. Skateboards are allowed only in the hockey rink.
 - c. Skateboards, rollerblades, and scooters shall not be in use in the parking lot, gym B, or inside anywhere other than designated places.

Clothing Room/Laundry:

The clothing in the Clothing Room is there for patrons to utilize during activities at the West Midland Family Center. To best serve all the patrons, the following guidelines shall apply:

1. Students will not be allowed in the clothing room without staff or parent supervision.
2. All clothing must be returned neatly so that it can be laundered for other to use.

The washer and dryer are to be used only by staff and only for West Midland Family Center business. If you have encountered an accident and need your clothes cleaned, notify a staff member and they can assist you.

Fitness Room:

1. All fitness room users must complete an orientation before the fitness room can be utilized. There are no exceptions.
2. A \$15.00 Orientation Fee must be paid at the front desk.
3. The fitness center is reserved for unsupervised patrons fifteen (15) years and older.

4. Patrons thirteen (13) or fourteen (14) may utilize the fitness room only when under the direct supervision of a parent or legal guardian.
5. To utilize the fitness room, you must check in at the front desk. A card will be issued for admission. This card must be on the users person at all times.

Computer Lab

Hours

Listed on the computer lab door.

User Policy

1. The policies apply to all employees, students and volunteers of the West Midland Family Center who are given access to the agency computers, e-mail and Internet.
2. Employees, students, and volunteers shall recognize their obligation to use the agency network, e-mail system and Internet responsibly.
3. Messages that are created sent or received using the agency's e-mail system or Internet access are agency records and are the property of the agency. Therefore, depending on the content, messages and electronic files may be subject to the Freedom of Information Act.
4. The agency reserves the right to monitor, access, review, retrieve and disclose the contents of all messages created, sent or received using its e-mail system or Internet access. Employees shall have no expectation of privacy regarding these messages. Passwords are not a guarantee of privacy.
5. E-mail messages deleted by the user may be retrievable from the hard drive, back-up tapes or the receiving or sending of e-mail systems. Software on the system automatically signals if an individual workstation is accessing inappropriate sites dealing with sexually

explicit or discriminatory material, gambling and/or other locations that would be detrimental to the agency should it be displayed on the agency system. The Leadership Team will be notified if an incident occurs.

Prohibited Uses

1. Certain uses of the agency network, e-mail and internet system are prohibited. They include, but are not limited to:
 - a. Using e-mail/Internet for any purpose that violates State, Federal or International laws.
 - b. Using e-mail/Internet in any way that violates copyright laws.
 - c. Misrepresenting one's identity to compose or intercept messages.
 - d. Creating offensive or malicious messages. These would include, but not be limited to, messages that contain profanity, sexually explicit content, race, natural origin, or gender specific comments, threats or harassment.
 - e. Engaging in any e-mail/Internet activity that would create liability for the West Midland Family Center.
 - f. No one shall knowingly download or distribute private software or data, deliberately distribute any form of a virus, disable or overload the system or circumvent any system intended to protect the privacy or security of the agency or another user.
 - g. Student violation of this policy will result in disciplinary action up to and including dismissal from the program and/or legal action if warranted. Patron's found in violation of this police may be temporarily or permanently suspended and/or legal action if warranted.
 - h. Students shall report any misuse of the agency network, e-mail system, Internet or violations of this policy to a WMFC staff member.

Resource Room

The West Midland Family Center has a wonderful Family Resource Room. Our Family Resource Room is available to all WMFC families. In the resource room, you will find children's books, toys, totes and a variety of resource information relating to parenting and family life. The resource room has a Toy/Books/Tapes lending program for those of you who would like to borrow materials and take them home. You can also check out "Buddy Bags." Buddy Bags are interactive totes for parents and children. Each tote contains a book or other activity that is focused on a particular theme. The totes provide parents with fun opportunities and fresh ideas for learning and entertainment that they will enjoy with their children.

Public Pool: (Seasonal)

Certified Lifeguards are on duty whenever the pool is open. Life jackets are available for swimmers to use, however it is the parent's responsibility to supervise any young child who is using a life jacket.

To insure the safety of all patrons, swimmers and patrons in the pool area must follow WMFC pool rules. Those who continuously break pool rules, or engage in inappropriate behavior will be asked to leave the pool area. If a lifeguard asks a patron to leave for any reason, their money will not be refunded.

Guidelines to determine if your child can swim alone at the Center:

- Swimmers 4 feet tall or under, are not allowed to swim without a parent or adult guardian, unless they have passed a swim test.
- Non-swimmers (those who cannot pass the swim test) 4 feet tall or under, must have a parent or adult guardian in the water, and within an arms reach of them, at all times, even if they are wearing a life jacket.
- Swimmers over 4 feet tall, who are not able to pass a swim test, may swim without an adult, but it is strongly recommended that non-swimmers come with a parent or guardian.
- Any child who has not completed 2nd grade, regardless of ability, may not be in the pool or locker room area, without a parent or adult guardian.

Pool Fees

(During Public Swim Hours)

Children (5 yrs and younger)	FREE
All others	\$1.00

A schedule of public pool hours, a complete list of pool rules and additional pool information is available online at www.wmfc.org. Patrons may also call WMFC at 832-3256, or stop in and pick up a WMFC Aquatic Program Brochure at the WMFC Welcome Center.

Leagues and Recreation Offerings:

1. West Midland Family Center offers both adult volleyball and basketball leagues to interested users. Leagues usually last around ten weeks with one game per week. Player fees vary based on the time of year and type of league, but are not expensive, and are used to pay for officials.
2. Various nights of the week are available for open gym times. Mondays are reserved for drop in basketball, while offerings for other nights depend on the usage of the facility. Gyms or other rooms may also be available for public rental for a fee determined by the Recreation Coordinator.
3. WMFC is also home to an outdoor in-ground pool open from June to August. The depth range is from 0ft to 4ft. There are locker rooms available including a handicapped accessible locker and bathroom. Lifeguards are always on duty during pool hours and are available for swimming lessons.

Volunteer Opportunities:

West Midland Family Center is a great place for students or community members to volunteer their time to kids who need positive adult role models, or give their time to improve the looks of the center. Volunteers can use time at WMFC to fulfill class or court requirements. All volunteers are required to fill out volunteer applications. Interested volunteers can inquire at the front desk for more information.

Kinder Kare:

WMFC partners with Kinder Kare to provide day care services to parents in need. It is available for infants, toddlers, preschool, and school aged children. Department of Human Services payments are also accepted. Kinder Kare offers:

- A warm, loving environment.
- Developmentally appropriate curriculum.
- Services for children infant to 12 years.
- A licensed program.
- Breakfast, lunch, and p.m. snack provided.
- Open Monday – Friday, 6:30a.m. to 6:30p.m.

Senior Services:

Greendale Senior Services leases space from West Midland Family Center for one of its six senior centers throughout the county. It is a place for seniors to gather for various activities and enjoy lunch Monday through Friday. A wide variety of activities are offered for seniors each day. They range from cards, games, dancing, singing, crafts, walking, exercise, blood pressure clinics, health education, and more. It is also a place where Meals on Wheels are prepared and delivered. Meals on Wheels is a program for seniors over 60 who are homebound and unable to prepare meals for themselves on a regular basis.

Food Pantry:

West Midland Family Center is a drop off and pick up station for the Midland County Food Pantry. This program offers free food to community members in need. They get one week of food per month plus a \$20 gift certificate to a local grocery store to purchase perishable items. All food pantry requests are sent to the food pantry registration, to decide who receives food. Emergency requests must also be made to the food pantry registration. Food can then be picked up from the designated location. The WMFC Office Manager is in charge of ordering, organization, and donations at the WMFC location.

Counseling Services:

West Midland Family Center offers a counselor on site. Larry Quinn, M.A., L.P.C. is a licensed counselor who provides services to individuals, families, couples, adolescents, adults, and seniors. People dealing with life adjustments such as relationship conflicts, substance abuse, or other stressors may contact Larry at WMFC to schedule an appointment. Larry is on site at WMFC on Mondays and Wednesdays.

Preschool:

West Midland Family Center offers a preschool program for kids, which runs from September to May. The program runs from Monday through Thursday with three class times offered. Our Michigan School Readiness Program is for children who will turn 4 years old by December 1st of the enrolling year (but not yet 5 years). Parents are invited to visit the program at any time. Family Fun Nights and parent learning experiences are an important component of the program. Thanks to funding through the Michigan Department of Education, we are able to offer this program for free to all who qualify. Parents do not have to be Midland county residents to apply for our program. West Midland also offers nature preschool at the Chippewa Nature Center. This provides a learning preschool environment while building a relationship with nature.

Resource Guide

West Midland Family Center Resources

Renee Young, Family Services Director/Counselor, (989) 832-3256, ext. 225. youngr@wmfc.org

Family issues and personal issues, parent educator.

Lois Burton, Family Services, burtonl@wmfc.org, Assistance with Pre-School, home visitation,

Summer Program, and Parent Education.

Stacey Urbani, Teen Program Director, (989) 944-1807, urbanis@wmfc.org

Assistance with teens grades 6-12 during After School Program, 5-12 during Summer

Program and 6-12 for the Weekend Programs. Parent Educator.

Stephanie Ponte, Youth Program Director, (989) 615-0243, pontes@wmfc.org
Assistance with children grades K-5th during After School Program and
PreK-4 during Summer Program.

Larry Quinn, Catholic Family Services, Onsite Therapist, (989) 832-3256, ext. 232.
Available Monday and Wednesday.

Family Resource Room

Informational books available for adults and staff to utilize.

Clothing Room

Free clothing to be utilized. Staff or a parent/guardian must be present for children to enter.

Files

All disciplinary reports, parent information, and student information are filed and stored at WMFC.

Community Resources

A supervisor and/or parental involvement is required with these referrals.

Community Mental Health (Midland County) (989) 631-2320 Crisis Line (989) 631-3343

Community Mental Health (Gladwin County) (800) 317-0708

Department of Human Services (Midland County) (989) 835-7040

Runaway Hotline (800) 786-2929

RAPline (Runaway Assistance) (800) 292-4517

Shelter House (989) 835-6771

CPS (Child Protective Services) (989) 835-7303

Listening Ear Crisis Center (Mt. Pleasant) (989) 772-2918, (989) 386-2774

School Violence Hot Line (800) 815 8477

Reporting Abuse/Neglect

Involve the Teen Director. Must be done within 24 hours of incident. Paperwork can be obtained from Renee Young.

School Counselors

Contact Teen Director before making contact and they will provide names of specific counselors.

Appendix B

WMFC Transportation Behavior Policy

It is the responsibility of every student riding transportation provided by West Midland Family Center to:

1. Remain seated while the vehicle is in motion.
2. Backpacks must remain on the students lap or under the seat.
3. Obey the driver and follow his/her instructions.
4. Wait until the vehicle comes to a complete stop before attempting to get on or off.
5. Enter and leave the vehicle from the front door only, except in case of emergency.
6. Refrain from using vulgar or profane language.
7. Keep hands and head inside the vehicle
8. Help keep the bus clean, sanitary and orderly.
9. Not ride in another vehicle, get off at another stop or take visitors with them without authorization from WMFC.
10. Report any damage that is observed.
11. Respect other passengers.

The breaking of any of these regulations is grounds for loss of transportation privileges.

Appendix A

West Midland Family Center

After School Program

Authorization for Release of Information

I, _____ give my consent for Stephanie Ponte, Youth Program Director or Stacey Urbani, Teen Program Director, of West Midland Family Center to receive or release written or oral information regarding my child _____ to/from _____.

Child's Name

School

The purpose and need for such information exchange is to assist in determining an educational tutoring plan for the above named child, as well as gathering reports of academic and behavioral progress.

The specific type of information authorized for release is as follows:

- Behavioral Observations
- Academic Concerns
- Grade Reports
- Testing Results
- Other behavioral/academic issues as necessary.

I have read and understand the above information. I have been notified that this document is valid for one year. I have the right to revoke the privileges of the above mentioned at any time and to do so must submit my intentions in writing.

Valid from _____ through _____.

_____/_____
Parent Signature Date

_____/_____
WMFC Staff Date

Appendix C

WMFC Youth Release Form

Name of Child or Children _____

Please initial any of the following that you agree

_____ I give WMFC permission to use photographs of my child(ren) for the purpose of highlighting WMFC.

_____ My child(ren) has permission to use the computers and my child(ren) & I agree to abide by the WMFC Computer Lab rules.

_____ I DO NOT want my child(ren) to use the Internet.

_____ I have/will read the program requirements for (Summer _____) (ASP _____) (FNA _____) and understand the expectations.

_____ I hereby give my permission to WMFC for my child(ren) to be transported in a vehicle and/or _____ participate in field trips.

_____ I will allow WMFC to apply sunscreen to my child as needed. I understand that I may provide my own sunscreen or use WMFC's sunscreen.

_____ I will allow WMFC to apply bug spray to my child as needed. I understand that I may provide my own bug spray or use WMFC's bug spray.

_____ I hereby certify that my child is in good physical health with no activity restrictions.

_____ I hereby certify that my child(ren) are in good physical health with the following physical restrictions. _____

_____ I hereby certify that my child(ren)'s immunizations are up to date and on file with the necessary school.

<u>Child's Name</u>	<u>Allergies</u>	<u>Names of medication taken daily (even if not taken at WMFC)</u>

Name, address and phone of child's physician or health clinic:

**Preferred hospital for emergency
number:**

**Health insurance policy name and
number:**

West Midland Family Center

Risk Waiver

West Midland Family Center afterschool students will spend time indoors and out. As a result, children are exposed to certain risks due to weather conditions, natural hazards and program activities, which may include, but are not limited to the climbing wall, skate park and playground. The staff is trained to follow rigorous safety procedures, but the risks cannot be totally eliminated. Because of this potential risk, the West Midland Family Center needs to be aware of any physical problems that campers may have. The West Midland Family Center requires this information in writing. This information is handled confidentially. By signing this form, you are stating that you have either informed us in writing of any problems or you have none to report. This also signifies that you are aware of and understand the hazards inherent in the recreational activities and specifically agree that your child/ren may participate in the program.

By signing, this form you also give permission to WEST MIDLAND FAMILY CENTER to secure emergency medical and/or emergency surgical treatment for the named minor child(ren) while in the care of West Midland Family Center.

Parent Signature

Date