

After School Program



**West Midland Family Center
4011 W. Isabella Rd. (M-20)
Shepherd, MI 48883
Phone: 989-832-3256
Fax: 989-832-5755
Web-site: www.wmfc.org**



Program Dates & Times:

The After School Program will operate Monday through Thursday beginning September 17 after school until 5:30pm. The Program is for K-12 grade. A registration will take place each session.

MEET OUR STAFF:

Program Director: Stacey Urbani

Family Services Director: Renee Young

Volunteer and Capable Kids Coordination: Gail Crosby

Family Support Coordinator: Jane Hollingshead and Lois Burton

Administrative Assistant and Health Officer: Missy Finney

Program Mentors

Corinne Pinkos

Brynn Chesebro

Nicole Heska

Andrew Price

Elizabeth Botimer

Robin Vercellino

We believe learning through play is important for the growth of each child, emotionally, academically and socially. Each group of 8 children is lead by one staff member and one teen volunteer. There are no more than 16 children grouped together at one time. Each group is knowledgeable in First Aid, CPR, Blood borne Pathogens and health & safety procedures. Children are under the direct supervision of a staff person 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.



West Midland Family Center

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.

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.



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.



Philosophy of School Age Programs

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. Using love and logic in our relationships is a way for us to work with children, allowing teachers and parents to gain control, while teaching children to be responsible, and preparing them to live in the real world with its many choices and consequences.

Our Program Goals:

- We emphasize meeting the individual needs of each child in our care.
- We hire teachers 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 choices 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 allow 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 meet the academic needs of the children by conducting activities that promote creative expression and exploratory learning and linking the extended learning activities to school activities whenever possible.
- We strive to provide comprehensive after school services that promote life skill development in order to maximize the success of our youth and the quality of life in our community.



Guidelines for Drop off and Pick up

In effort to keep all the children in the program safe we require parents to sign their children in and out of the program each day. A sign in/out sheet will be at the front desk each day for this purpose. It is our policy that staff will always know how many children are in their care. A head count will be done upon arrival, during, and periodically throughout the day. Each count will be compared with the attendance sheet to make sure all children are accounted for. Once children have been check in, it is the responsibility of one of the staff to let the program director know if there are any children missing. Absent children will be noted on the attendance sheet along with the parent who was contacted. We will only release your child to you or an adult that you have designated in writing on your child's emergency form.

Typical Daily Schedule

Elementary:

- 4:00 Meet for Snack
- 4:20 Outdoor Games/Gym Games
- 4:40 Group Time
- 5:00 Homework help or group time
- 5:30 Depart for home

Middle School:

- 3:15 Arrival and Group time
- 4:00 Meet for Snack
- 4:15 Large Motor /Gym Activity
- 4:45 Homework Help
- 5:30 Depart for home

*** Our daily schedule is flexible due to the needs of your children.***



Community Volunteer Opportunities:

West Midland Family Center is a great place for community members to volunteer their time to kids as 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 directed to 1800volunteer.org to express their interest formally and then required to complete our volunteer applications, which can be obtained on our website or at the front desk. The volunteer coordinator to contact with your questions is Stacey Urbani.

Family Involvement Opportunities:

Helping in the program - We love having you! We depend on having parents in the program to help keep things running smoothly. Parents serve as a vital member of our team! The children LOVE having Mom or Dad here, 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 share your talents, teach or help with a craft, do role-playing, play games- whatever is fun for you. If you have questions, the staff is there to help you. Discipline is handled by the staff. It is the policy of the West Midland Family Center that volunteers are not allowed to be left alone with children at any time. Volunteers are always under the supervision of West Midland Family Center staff, no child is ever left alone with a volunteer.

DOCUMENTATION

The child's parent or guardian must verify the following information at registration:

- My child is in good health with or without activity restrictions noted.
- My child's immunizations are up-to-date and the immunization record or appropriate waiver is on file with the child's school.
- WMFC has permission to share information with my child's school.



CNC

Chippewa Nature Center staff will provide training and support for our summer staff. Activities will be hands-on and developmentally appropriate.

COMPUTER LAB

Is available to all children in the program who have written permission on file from their parent/guardian.

TRANSPORTATION

Very limited transportation is available for children who are enrolled in the summer program. Parents **MUST** pick up their children at the shuttle point after the program. Children **MAY NOT** walk home on their own. Children must be pre-registered to be considered for a spot and there is no guarantee. All children riding the shuttle will arrive home between 5:45 and 6:30pm.

SNACK

USDA's Food Service Program.* Healthy snacks, such as - fruit, cheese, crackers, juice and milk will be provided daily. If you wish to bring a treat for a birthday, you may certainly do so - please notify the staff ahead of time.

(*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 (202)720-5964 (voice and TDD).

USDA is an equal opportunity provider and employer.)



ENROLLMENT POLICY

Parents must attend a registration appointment to provide the essential information to West Midland Family Center regarding contact info, emergency contacts, permissions, health related issues, and signatures for our childcare facility licensing purposes. Parents are also asked to attend an orientation to hear about the program.

WITHDRAWAL POLICY/GRIEVANCES

It is required that each family fulfills the responsibilities outlined in this manual. 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. Please direct any concerns/grievances first to Stacey Urbani, Jane Hollingshead or Lois Burton at 832-3256.

ATTENDANCE

Regular attendance is expected and very important for your child to get the most from the Program. 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. Children are expected to attend at least 80% of the program session.



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 experience all that it can be for each child and family. We will use redirection, discussion with leaders & other children, "thinking" time, removal from the room, or if the child is violent we may use Crisis Prevention Intervention techniques. In extreme situations where behavior is detrimental to the learning atmosphere on a continuing basis, a child may be asked to stay home for a day or two while the staff and Family Support Coordinator work with the parents to develop a plan to help the child function more appropriately in the classroom. Staff will use expectations that are realistic. Corporal punishment in the program is prohibited.

WMFC Core Beliefs:

WE BELIEVE:

- Every attempt should be made to maintain the dignity of both the adult and the child
- All people, regardless of age deserve respect
- Children should be given the opportunity to make decisions
- Whenever possible, misbehavior should be handled with natural consequences
- Every child should have the opportunity to be heard
- Every opportunity should be taken to build and maintain self esteem
- When necessary, there should be a family approach to problem solving
- Love is more powerful than fear
- People are responsible for their own thoughts, feelings, and actions
- In the power of unity, we are all in this together
- The more you focus on the positive assets and behaviors, the more positive results you'll see
- All adults are role models in the lives of children
- In accepting each moment as it is

- Conflict is a part of life. Misbehavior and conflict are opportunities to teach and learn
- Children learn best when they are involved in solving their own problems

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 the program it must meet the West Midland Family Center and Play with a Purpose safety requirement check list.

PESTICIDE APPLICATION

West Midland Family Center is required to publish any notice of pesticide applications prior to the process made on the grounds or in the building. When pesticides will be applied a flyer will be posted near the entrance door and the same flyer will be sent home with your child. 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>

CONFIDENTIALITY

Staff are required to sign a contract of confidentiality regarding program issues and families. Please know that all staff will respect your family's privacy.

Procedures for Serious Accident or Injury

In the event that a child is seriously injured, one staff person will call 911 or 1-800-POISON, a second staff person will perform CPR or First Aid immediately. When notifying these authorities, the staff person will have available the following information:

Child's name

Parent's Name

Doctor's Name

Hospital of Preference

Information on medication that the child receives regularly

Information regarding chronic medical illness or conditions

The above information will be given to the paramedics when they arrive at the

center. All of this information can be found on the individual's "Child Information Record". (Child information records are kept in a 3-ring binder in the classrooms.)

The same staff person who notifies the medical authorities will then contact the parents of the injured child. This staff person will then notify the Play with a Purpose Director or Assistant Director, if these people are unavailable, staff will contact Stacey Urbani at the WMFC site at 832-3256. One staff will stay with the injured child. Another staff will see that the other children are moved away from the injured child. Staff will supervise the children as long as needed.

The staff person on duty during the accident will fill out an "Incident Report" and complete a Department of Human Services Incident Report form.

Mandated Reporter of Child Abuse & Neglect

As a caregiver and an employee of West Midland Family Center staff 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.

HEALTH

When should you NOT send your child to the program?

If your child has one or more of the following symptoms:

- A temperature of 100 degrees or higher.
- A low grade fever and acting ill.
- An infectious disease.
- Vomiting or upset stomach.
- Diarrhea - more than 2 loose/watery stools.
- Constant runny nose.
- Coughing non-stop.
- Pain.

If staff needs to administer medication to a child while at the program, parents will be required to complete a Medication Permission Form. The parent/guardian must bring the medicine to school in the original container. You will be notified if your child has been exposed to a contagious disease. It is requested that you inform the staff if your child has been exposed to or contracts any communicable disease. Please take into consideration the rest of the children/staff. If your child becomes ill, he/she will be moved to a comfortable place away from the other children until you are able to come pick him/her up. All items that the child came in contact with will be properly cleaned & sanitized. Always call the program at 698-3215 when your child will not be at the program.



OPPORTUNITIES AVAILABLE TO ALL WMFC FAMILIES

FITNESS ROOM

Parents are invited to use the W.M.F.C. fitness room anytime. Each Parent/Guardian must attend an orientation and training session (\$15.00) before using the equipment. Stop by the WMFC front desk to make an appointment for your orientation and obtain a fee schedule. Scholarships are available.

GYM

Adults are welcome to use WMFC's gym for walking each morning and most afternoons (except during Summer Program hours, check with receptionist for times). For parents of younger children, strollers are available. We also offer both volleyball & basketball leagues during the fall and winter months as well as a Karate class 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 pool is open June – August, we offer open swim times, swimming lessons and aqua-aerobics. Watch for more information as summer time approaches!

FAMILY RESOURCE ROOM

West Midland's Library is open to people of all ages. Take advantage of the many children's and parenting books that we have to check out, as well as a lending library of games, toys, etc. Library cards may be obtained at no cost at the front desk.

CLOTHING ROOM

WMFC clothing room is available to anyone during regular building 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.

FAMILY SUPPORT MEETINGS

West Midland Family Center offers parenting groups periodically throughout the year. There are a variety of topics to choose from. If you would like information on what topics are being offered call our Family Services Director, Renee Young at 832-3256.

REFERRALS

WMFC can help connect families to community resources:

counseling needs	dental health	transportation	home heating
child abuse	special education	job training	school issues
substance abuse, etc.			