



Green Kids Handbook

Welcome to Green Kids! We are so excited to welcome your students at West Michigan Academy of Environmental Sciences to our before and after school program. Our mission is to provide stimulating care and educational experiences while your child is entrusted in our care. Green Kids is a childcare service that serves WMAES students in **preschool through 5th grade**. Please read through this handbook thoroughly and return all of the pages that require a signature to the director, Rachel Chipman, rachelchipman@choiceschools.com to complete your student's registration.

WMAES Mission Statement

West Michigan Academy of Environmental Science strives to provide an environment that will foster creativity, promote academic achievement, and develop sound character and citizenship principles emphasizing responsibility to the environment and society, while maintaining and improving each child's self-esteem and self-concept.

Payments

Payments can be made in person with cash or check, or paid online through an emailed invoice. Invoices will be billed through an online payment program called **Freshbooks**. Freshbooks will set up a childcare account for your student and it allows you to pay safely with a credit card, debit card, or bank account information. Payment plans are acceptable with discretion from the director and cash payments can be accepted at the Green Kids office during school hours. Payments are due BI-WEEKLY, and late payments will be documented or paid through the deposit.

Balances: All remaining balances from previous school years *must* be paid before attending/registering for Green Kids the following year. This includes any summer camp sign ups or summer programs. Unpaid balances beyond the regular school year may be submitted into collections.

Deposits: A DEPOSIT will BE REQUIRED to attend Green Kids and is due at sign up. Deposits will not be returned to you, but will cover any week that is not paid, or used to cover your last week of Green Kids childcare. Deposits can be paid in cash or through your Freshbooks account.

Late Fees and Late Pick Up: There will be late fees of **\$5.00 per minute PER STUDENT for all students picked up after 6:00pm**. Late pick up fees will be charged to your account, and you will be responsible for paying them yourself, they will not be charged to DHS or any other entity that assists with payments. Late fees

will also be due bi-weekly, and if not paid, it could result in your student losing their Green Kids spot. ****If you are contacted about a student sickness, emergency, or student-parent need, you will need to pick up your student within 30 MINUTES. After the 30 minute time frame window, you will ALSO be charged \$5.00 per minute. **If there is an emergency or you will be late, please contact the director directly at 231-580-7865 so that she can contact staff and notify them.**

Payment Assistance: WMAES does accept DHS assistance for childcare, you will need to apply for assistance through the mibridges application online. Payments through employers (including military) are accepted with appropriate paperwork.

Cancellations- school cancellations due to snow days, staff illness, or any other unplanned closure will result in a \$20.00 deduction from your weekly bill. Scheduled days off will NO LONGER be a \$20.00 deduction from that week's bill, AND scheduled half days will NO LONGER be a \$10.00 deduction from that week's bill. I am sorry for any inconvenience this change may cause, but please familiarize yourself with the school year calendar before the school year begins so you can plan ahead accordingly. IF YOUR STUDENT COMES TO GREEN KIDS ON A SCHEDULED DAY OFF, YOU WILL BE CHARGED.

Pricing: **PLEASE READ. Charges and pricing have been adjusted and updated. Green Kids has a weekly charge, and rates will not be based on attendance. Students will be charged a weekly rate, whether they attend or not, and the weekly rate will not change. There will be discounts for families with more than one student enrolled, and you will receive that amount from the childcare director at the beginning of enrollment. If you have any questions about the changes, please contact the director at rachelchipman@choiceschools.com. As of January 2026, there will be NO LONGER BE PART TIME CARE AVAILABLE.

Weekly Morning Green Kids Amount per student: \$50.00

Weekly Afternoon Green Kids Amount per student: \$75.00

Combined morning and afternoon care per student: \$100.00

Schedules

Green Kids can be used before or after school, Monday through Friday. **In the mornings**, Green Kids is open 6:30am to 7:45am, with students being dismissed to class by staff. **In the afternoon**, Green Kids is available from after school dismissal until 6:00pm. All students must be picked up by 6:00pm. Green Kids follows the WMAES School Calendar for half days, holidays, and scheduled closures.

Daily Schedule for AM:

6:30am - 7:45am: Arrival, Stations & Structured Play

***breakfast will be served in class, please do not send or expect food to be served at any time!**

7:45am- Students Dismissed to Class

Daily Schedule for PM:

3:15pm - 3:30pm: Arrival & Check In

3:33-3:45pm- Snack Prep and Snack

3:45pm - 4:45pm: Outside Recess

4:45pm - 5:00pm: Planned Activity & Homework (if applicable)

5:00pm - 6:00pm: Stations & Free Choice/Final Pick Up

Snack: Green Kids will provide a daily snack to all students in afternoon childcare. Snacks will include either a fresh fruit or vegetable, as well as a second food option. All students will be required to wash their hands before eating, and all tables and services used will be cleaned using a 3 step wash system. The three step wash system will include cleaning surfaces with soapy water, rinsing with water, and then spraying with bleach water (then air dried). Students will be required to eat safely by quietly sitting at a clean and clear table surface. Students may provide their own snack based on written parents consent, doctors note,, or by allergy/need.

Drop Off/Pick Up

Drop Off:

Morning drop off for students will be at the side door of the cafeteria entrance. Parents are not required to enter the school to check students in but are welcome to do so. **ALL GSRP STUDENTS ARE TO BE BROUGHT IN AND CHECKED INTO MORNING CARE BY A PARENT.**

Pick Up:

After school pick up will be at the Early Childhood Center entrance. There will be signs posted at this location. Parents will not be permitted into the school hallways at any time, and will need to radio staff to announce their arrival and what students they are picking up. Staff will walk students down to their pick up person once a student is called. Students will need to be signed out on a sign out sheet on a daily basis. Identification may be required when picking up and all adults doing pick up must be on the current child information record form as an approved pick up/contact person. If there are any pick up changes, please notify the director via email or phone.

Criteria for Admission/Withdrawal

Pre-registration is required for Green Kids. Registration can be done on our WMAES website starting August 3rd, 2026., at 7:00pm. Child Information Records (CIR) as well as signing the documents in the Green Kids handbook are required before admittance. **ALL SPACES ARE REQUIRED TO BE FILLED OUT COMPLETELY, AND WITHOUT USING 'NA' as an answer (licensing requirement) or leaving them blank. A deposit will be required to begin care. *Paperwork must be completed yearly and EACH STUDENT enrolling will need separate paperwork submitted. You will receive an email notification once your student receives a spot in Green Kids, and it will be sent to the email provided at sign up. There is a potential for your student to be placed on a waitlist until a spot is available, and this is based on staffing and licensing requirements for ratio.***

Withdrawal

Students may be withdrawn from the program at the discretion of a parent or legal guardian at any time via phone call or email. **PLEASE NOTE, if you have an unpaid or remaining balance, you may be subject to continued billing until it is paid in full. You will be unable to drop your student from the program until all invoices are paid.**

GREEN KIDS at West Michigan Academy of Environmental Science may terminate or refuse services if any of the following occurs:

- Families or students refuse to follow COVID-19 AND/OR school SICKNESS guidelines and regulations including fevers, vomiting, live bugs or head lice, soiled clothing or other communicable health issues that could infect other students or staff.
- If students have a bathroom issue, staff CANNOT enter the bathroom at any time to help students. If a student has soiled themselves, students will need to be picked up IMMEDIATELY, and parents will be expected to help with the cleanup process. If a student is not picked up within 20-30 minutes repeatedly, dismissal could result or fees could occur.
- Failure to pay childcare bill or repeatedly missing payments
- Parents' repeated failure to pick up their child before 6:00pm or within the 30 minute timeframe for emergency pick up (after contacted)
- Repeated misbehaviors causing harm to staff, students, themselves or property including any and all bullying behaviors
- Any behavior or action of a student OR PARENT that threatens the well-being of another child, a staff member, or themselves that creates unsafe or threatening conditions for another PERSON. Students are required to follow school safety procedures and guidelines at all times. Failure to do so could result in suspension or expulsion from the program. This includes multiple incident report write ups and or disciplinary actions for REPEAT OFFENSES OF ANY KIND.
- Parent(s) disrespectful, threatening, or argumentative actions toward childcare staff, supervisor or toward another parent or child.
- MULTIPLE REDIRECTIVES TO FOLLOW GREEN KID OR LICENSING GUIDELINES as stated verbally or in writing without proper behavior change
- Fighting, weapons, drugs or other dangerous activity is forbidden in childcare and will result in suspension and/or exclusion from childcare. Bullying and intimidation are not tolerated. All incidents, injuries or behaviors will be documented and emailed to the appropriate parties and will include parent notification.
- **West Michigan Academy of Environmental Sciences has the right to refuse service to any student at any time, and could be based on a multiple number of factors including but not limited to: lack of payment, student/parent behaviors, etc.**

Discipline Procedures

West Michigan Academy of Environmental Science believes that discipline is designed and implemented to help each child learn self-control, choose appropriate alternatives, identify feelings and when possible, develop an understanding and respect for the feelings of others. Non-severe discipline or restraint may be used when reasonably necessary, only to prevent a child from harming themselves or to prevent a child from harming others persons or property. For further details, please

consult the school's Student Code of Conduct in the Parent Handbook.

At no time will our staff:

- Inflict any type of corporal punishment
- Children will never be deprived of meals, snacks, rest or necessary toilet use.
- Staff will never humiliate, shame or threaten children.
- Children will not be confined in a closed area.

Staff will work with student behavior by one of more of the following:

1. Review the rules with the student
2. Provide a "Thinking" worksheet to identify choices, providing both positive and negative in relation to the situation.
3. Students may be written up for repeated offenses, in a behavior report, that will be discussed with the parents/guardians and principal if necessary. Three or more behavior reports could result in suspension from the Green Kids program.
4. Staff will provide clear and concise expectations for students to follow, and will provide positive incentives when noticed.

Rewards and PBIS

While Green Kids are working with students on a daily basis, students will be rewarded and acknowledged for displaying positive behaviors towards their peers, as well as making behavior changes for the better, and safe, smart choices for themselves. Things like verbal praise, prize boxes, fist bumps, more time at recess or other activities can be given when staff observe a student helping a peer, students helping staff without being asked, students showing patience towards another student, etc. Students will be able to access games and awards during Green Kids Student of the Month. Each month a student from each group will be selected as STUDENT OF THE MONTH by their group's staff. Those nominated as student of the month will be given prizes, an email will go home, and there will be acknowledgement on the monthly newsletter. Staff may initiate incentives throughout the school year and have other fun activities such as movie/popcorn night, gym days, special art projects, etc.

Communication

- Once a month the director will send out a monthly newsletter pertaining to Green Kid upcoming events, dates, location changes, or other important information that needs to be shared. It will be the parent's responsibility to read and understand the information being provided to them, and to plan accordingly. Once reviewed, please note any changes or dates, and contact the director to address any questions, concerns, or comments. All communication will go through emails or phone calls as provided on the student child information record.
- **Parent Notification:** Parents will be notified immediately by phone call for any student related accident, injury, illness or incident that requires emergency or staff attention in a serious manner. Parents will be emailed within 24 hours for any incident that requires attention, but is not necessarily an immediate emergency. This could include incidents that require a staff/student discussion or a written disciplinary action due to behavior issues that occur.
- Green Kids staff may discuss incidents or concerns with parents directly while on shift. Follow up with the director may occur. Parents are welcome and encouraged to engage and follow up with discussions, questions or concerns they may have with either staff reporting them or during follow up with the Green Kids director.
- The Green Kids handbook and licensing notebooks are available for personal review at any time.
- The Green Kids Director, Rachel Chipman, can be reached for emergencies on her personal cell phone, or emailed directly for non emergencies: such as late pick up. If you have questions about the program, staffing, behaviors, etc, please feel free to reach out. Families that stay in communication with the director find more success within the Green Kids program.

Allergy Response Plan and Policy:

Green Kids and WMAES will maintain a written plan for the prevention of and response to emergencies related to food and allergic reactions. This plan will include an individualized child care document, specific prevention measures, and clearly defined emergency procedures. The following pages will contain a form for individual student food allergy and allergic reaction response plan. Please fill it out in its entirety so staff are well trained and well aware of what the students allergy needs are. Each classroom will post or hold a medical emergency plan with this information and other emergency contact numbers listed.

Paperwork to Return:

The following pages require a signature/and or need to be filled out in ENTIRETY in order to be submitted for admission. Students will not be enrolled into the Green Kids program until all paperwork is completed and submitted to the childcare director. Per State of Michigan licensing: Please do NOT leave ANY SPACES BLANK, WRITE 'NA' in any area; a delay in paperwork could result in a delay for registration.

Handbook Acknowledgement Form

I have read and received a copy of the Green Kids handbook. I understand that my family is expected to comply with the procedures and policies listed.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Notice of availability of the Center's Licensing Notebook

Child Care Organizations Act, 1973 Public Act 116

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- 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.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Statement of Good Health

I, _____, the parent or legal guardian of _____ verify that my student is in good health and that their immunizations are up-to-date and an immunization record or waiver is on file at West Michigan Academy of Environmental Science.

Signed: _____
Date: _____

Media Release & Viewing

Media Release

Various school and classroom activities may be recorded with photography and video equipment by West Michigan Academy of Environmental Science and local press throughout the year. The recordings might circulate to other students or classrooms, be used in publications, on social media, or be shown on local channels. Your student’s name and personal information will never be released.

Select one:
_____ I give permission to have my child photographed or video recorded
_____ I DO NOT give permission for my child to be photographed or video recorded

Media Viewing

We may have some celebrations, be short staffed, or have days where the students may watch a movie during group. Some of these movies, like many of the Disney animated films, have a PG rating. In order for your child to watch a PG rated movie, a permission slip must be signed by the parent.

Select one:
_____ I give permission for my child to watch PG movies
_____ I DO NOT give permission for my child to watch PG movies

Child’s Name: _____

Parent/Guardian Signature: _____

Date: _____

Sibling Statement

If your student has a sibling also enrolling into the program, please state their name, age and grade below. Please keep in mind that all students enrolled may not have a designated spot and there may be a waitlist to follow depending on need and registration. Green Kids will always enroll siblings together if possible.

Child Enrolling and their sibling:

Deposit

West Michigan Academy of Environmental Sciences and Green Kids will now require families to pay a \$75.00 deposit PER STUDENT (or multiple student amount given by director) before their enrollment in the Green Kids program. The deposit will cover the last week of care during the school year, or whenever a family decides to end care with the program. If you have any questions, please contact the director at any time. The deposit will be billed to you through your Freshbooks account, and will be billed when enrollment is complete.

_____ (initials) I understand that the deposit will be paid at enrollment and will not be returned to me unless it is refunded at the beginning of the school year. I acknowledge that the funds will be used as a credit towards my last billing cycle in Green Kids.

CHILD INFORMATION RECORD

State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

Date of Admission Date of Discharge

For Provider Use Only:

Name of Child (Last, First, Middle Initial)					Child's Date of Birth	
Address (Number and Street, Building/Apartment Number)			City State		Parent/Legal Guardian's Zip Code	
Parent/Legal Guardian's Name Home Phone ()			Name (Optional)		Home Phone ()	
Home Address (if not child's address)		Cell Phone ()	Home Address (if not child's address)		Cell Phone ()	
City	State	Zip Code	City	State	Zip Code	
Email Address			Email Address			
Employer Name Work Phone ()			Employer Name Work Phone ()			
Name of Child's Physician or Health Clinic			Physician's or Health Clinic's Phone Number ()			
Hospital Preferred for Emergency Treatment (optional)						
***Allergies, Special Needs and Special Instructions (Attach additional sheets, if necessary.)						

BCAL-3731 (Rev. 7-18) Previous edition 6-17 may be used. See Reverse Side

Emergency Contact & Release of Child: List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)			
1.		()	()
2.		()	()
3.		()	()
Release of Child Only: List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)			
1.	()	2.	()
3.	()	4.	()

Parent/Legal Guardian Initials:
I give permission to _____, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical treatment for the above named minor child while in care.

I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.

Signature of Parent or Guardian Date Signed

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Parent or Legal Guardian Initials
LARA is an equal opportunity employer/program.						AUTHORITY: 19 BCAL 116COMPLETION RequiredPENALTY Violation Citation

BCAL-3731 (Rev. 7-18) Previous edition 6-17may be used.

***Please use the remaining space to identify MORE SPECIFIC allergy or behavioral needs that your student may have. Please be specific, and use the back of the form if you need more space.