



Life Cycles Nature School

POLICIES & PROCEDURES

[Participant Guidelines & Responsibilities](#)

[Parent/Guardian Guidelines & Responsibilities](#)

[Financial Info & Payments](#)

[Volunteer Opportunities](#)

[Teacher Expectations](#)

[Additional Policies](#)

[A Big Thank You From LCNS Staff](#)

[Authorization](#)

Written by LCNS Leadership Team with Board Approval
Revised 3/25/2025

Participant Guidelines & Responsibilities

At LCNS, we value respect, kindness, and inclusivity. Our goal is to create a positive and engaging learning environment where everyone feels welcome. Please review these guidelines with your child to ensure they have a great experience at Life Cycles Nature School.

Be Kind.

- ★ Treat teachers, volunteers, fellow participants, and property with respect.
- ★ Embrace diversity and different perspectives to help build a strong, inclusive community.

Be Prepared

- ★ Bring your exploration pack! A full list of supplies is available in the LCNS Information Guide, which can be found on our website. While we may not use everything each time, having them handy will enhance learning.
- ★ Leave tablets, game systems, and other electronic devices at home or safely stored in your vehicle.
- ★ Weapons (real or toy, including pocket knives) are not allowed unless approved by LCNS staff.

Dress for the Weather

- ★ There's no bad weather—just the wrong clothes! Dress appropriately for outdoor activities.
- ★ Wear layers on cold days and bring rain gear when needed.
- ★ Choose play clothes that can get messy—adventure can be dirty work!

Take Care of Your Space

- ★ Clean up after yourself. Use trash bins or pack out your waste.
- ★ Leave nature better than you found it!

Fundraising

- ★ Want to raise funds for a team, troop, or club? Check with the LCNS Board of Directors before organizing any fundraising activities.

Respect the Rules

- ★ LCNS expects all participants to follow these guidelines.
- ★ Breaking the rules may result in a warning, removal from an event, or other disciplinary actions, up to dismissal from the program if necessary.

By following these simple guidelines, we can all enjoy and make the most of our time at Life Cycles Nature School!

Parent/Guardian Guidelines & Responsibilities

Health & Sickness

Keep your child home if they're feeling unwell or if anyone in your household has:

- Fever, cough, or trouble breathing
- Cold symptoms (sore throat, congestion, runny nose)
- Chills, nausea, vomiting, or diarrhea

This helps keep everyone safe and healthy!

Be Prepared

- Bring a backpack or bag to keep supplies together.
- Don't forget a water bottle! (Supply lists are available in the LCNS Information Guide, which can be found on our website.

Supervision

- Parents must stay on the property at all times.
- If your child is under 5, you need to keep them within sight.

Facilities

Handwashing stations, restrooms, and water refill stations are available—please use them respectfully.

Child-led Exploration

- Let your child explore freely while keeping them safe.
- Encourage them to use their senses and observe from a distance.
- Use gentle, positive reminders if needed. A quiet walk in nature can help if they're feeling overwhelmed.

Injuries

- Scrapes and bruises happen! A First-Aid Kit is available for minor injuries, but parents are responsible for treating their own child.
- Gayle is first aid certified and can assist if needed.
- More serious injuries will be handled based on the attending parent's wishes.

Arrival & Absences

- Park in the designated area. Most programs start at **10:00 AM**—check the schedule for details.
- If you can't make it, let LCNS staff know in advance to avoid delays for the group.

Special Accommodations

If your child has special needs or you have concerns, reach out to LCNS organizers—we're happy to help make a plan!

Closures & Cancellations

- We'll cancel for dangerous weather (storms, extreme temps, etc.).
- Check our **private Facebook group** or watch for an email (sent at least 1 hour before the program) for updates.
- We follow local school district closures.

Reporting Concerns

If you see unsafe or disrespectful behavior, let an LCNS staff member know in person or online. We respect your discretion.

Property Rules

LCNS meets on private land. Outside of scheduled programs, access is limited to the farm stand unless you have written approval from both the LCNS Board and the property owner.

Stay Connected!

Join our private LCNS Facebook Group to connect with other families. If you're not in the group yet, contact us via [Facebook](#) or info@lifecyclesnatureschool.org for the link.

Financial Info & Payments

Enrollment Fees

Program fees help cover materials like craft supplies, cleaning products, special guests, and other essentials. Prices may change, and a **3% processing fee** may be added at checkout.

Payments:

- After you register, you'll receive an invoice via **Wave Payments**, payable by credit card, bank transfer, or Apple Pay.
- If registering multiple children, we'll combine fees and apply any discounts on one invoice.
- Payment is due **upon receipt** to secure your family's spot.

Refunds:

- **No refunds** for missed sessions due to illness, vacation, or weather-related cancellations.
- **1-Week Trial Period:** If you decide to opt out, request a refund in writing (email or message) **before the second session** to avoid financial responsibility.
- After the trial period, refunds are at the **LCNS Board's discretion**.
- **Processing fees are non-refundable.**

Volunteer Opportunities

LCNS was created by parents who saw a need in the Greater Kalamazoo community. While volunteering isn't required, we'd love your help to keep our programs running smoothly!

Ways to Help

LCNS is **100% volunteer-run**, and there are plenty of ways to get involved, from setting up activities and cleaning up to helping with program planning or even joining the board.

How to Sign Up

Interested in volunteering? We need help with both **day-to-day tasks** and **behind-the-scenes roles**. Email us at info@lifecyclesnatureschool.org to learn more!

Thanks for being part of our community!

Teacher Expectations

Teachers at LCNS are expected to follow basic guidelines, policies, and procedures. All LCNS teachers are subject to a background check.

Professional Expectations

1. **Attendance** - Teachers arrive no later than 10:00 am* on program days. Teaching duties end at lunch break* each program day. However, they are welcome to stay for the remainder of the program day as a volunteer or attending parent (with an enrolled child). *Note: subject to change, notification of changes will be given in advance by the Director.
2. **Communication** - LCNS uses the Slack app for communication. Teachers should regularly check the app for changes or updates on program-related information. LCNS recommends turning on push notifications.
3. **Supervision** -Parents/Guardians are required to attend LCNS Programs. Should a child need some space away, teachers should encourage them to join their attending adult for a walk.
4. **Dress Code**: Dress comfortably. LCNS programs meet outside, in the mud, in the rain, maybe in the snow or hot, hot sun. Teachers should dress for the weather. If it's a jeans and sweatshirt kind of day, then go for it. Teachers should not wear anything offensive or with inappropriate language or images.
5. **Ethics**: As a member of the LCNS Staff, teachers hold our values while performing their duties and while present at LCNS Programs. We expect teachers to be fair, kind, mindful, and respectful to participating children, attending adults/families, other LCNS Staff, Board members, property, and anyone else who may be involved in the fruition of LCNS Programs, including, but not limited to, park rangers, property owners, and special guests. Any personal information provided will stay confidential.

Instructional Expectations

1. **Be prepared**. Teachers should be ready with the lesson plan, attendance, and all necessary supplies at the beginning of the program day. Program attendance sheets, lesson plans (if applicable), and participants' emergency contact information shall be provided before the program start date. Supply lists for lessons and activities must be submitted in advance to LCNS staff so materials can be purchased and available for the necessary program day.
2. **Maintain a routine**: LCNS lessons will typically include: an opening circle, read-aloud (preschool), craft, game, or activity. Then a break for lunch before child-led exploration, which lasts the remaining part of the day.
3. **Be flexible**. If the kids are getting wiggly, then maybe it's time for movement rather than listening to a story. Be flexible in your teaching. Don't be afraid to do a quick follow the leader, big stretch, or listening game if you feel it's needed. Any changes to the lesson plan after approval must be submitted for reapproval by the Director.

Additional Policies

Health & Safety

- Good hygiene, hand washing, and sanitation are encouraged.
- Stay home if you're feeling sick or showing signs of flu, COVID, or any contagious illness.
- Masks are optional.

Technology Use

- Phones should be silenced and put away unless used for identifying wildlife.
- Parents are welcome to take photos and share them in LCNS's **private Facebook group**.
- Tablets, game systems, and other devices should stay at home or be secured in a vehicle.

Inclusivity

- LCNS welcomes **everyone**, regardless of race, gender, religion, or background.
- All participants are expected to **treat others with respect**.
- If your child has special needs or other concerns, reach out—we're happy to help!
- All content is taught from a secular viewpoint.

Legal Information

- LCNS is **run by parent volunteers**, and parents/guardians must stay with their child during programs.
- Enrollment fees and donations help expand LCNS programs.
- Updates will be shared via **email and social media**, and your personal information will never be sold.
- LCNS programs take place on **private property**—please **treat it with respect**.
- **Accepting these policies is required** to complete registration.

A Big Thank You From LCNS Staff

The LCNS Board and Staff would like to extend a warm welcome and sincerely thank you for being a part of our community. By working together to follow these policies and procedures, we can create a safe and positive environment in which our children will thrive.

The information within this document is subject to change. Currently enrolled participants will be notified of any policy changes. This document was created for the benefit and safety of you, your child/children, our school, LCNS Staff, and our host location.

Authorization

I hereby acknowledge that I have read and agree to these terms listed above.

The undersigned hereby assumes all risk of injury or harm as a result of participation in Life Cycles Nature School programs and events and agrees to release, indemnify, defend, and forever discharge the release from all liability, claims, demands, damages, costs, expenses, and causes of action due to death, injury, loss, or damage to the undersigned.

Life Cycles Nature School is a registered 501c(3) non-profit educational organization.