



SUMMER PROGRAM

A Ministry Of First Baptist Church

270.885.1357

PARENT HANDBOOK

(Updated 2017)

Welcome Parents!

Welcome to First Baptist Church Weekday Ministries School-age Summer Program. We are so glad you have chosen to spend the summer with us, making memorable moments and growing in Christ.

Our statement of purpose is to provide a safe and nurturing environment to the school age children in our community. We will provide fun filled activities that will meet the developmental needs of the child physically, mentally, socially, emotionally, and spiritually in a Christian environment.

GENERAL OBJECTIVE

1. **Spiritual:** to grow in his/her knowledge of God, His love and care, Jesus, the Bible, church, family, others, self and world.
2. **Socially:** to develop an attitude of kindness, cooperation and courtesy, and helpfulness toward everyone.
3. **Physically:** To develop muscular coordination and control and to develop desirable health habits.
4. **Mentally:** To think independent thinking, accept the results of a decision, and to develop language power.
5. **Emotionally:** To meet new situations with a reasonable amount of stability, initiate and follow through a simple plan of work, grow in self-confidence as he/she learns to do more things for himself/herself and helps to solve his /her problems.

Here at the Weekday Ministries' Summer Program we build strong children, strong families and strong communities. We are committed to embracing and demonstrating character through the modeling of four core values:

Caring: to love others, to be sensitive to the well-being of others, to help others.

Honesty: to tell the truth and to act in such a way that you are worthy of trust, to have integrity: making sure your choices match your values.

Respect: to treat others as you would have them treat you, to value the worth of every person, including yourself.

Responsibility: To do what is right, what you ought to do, to be accountable for your behaviors and obligations.

At Weekday Ministries we establish a healthy learning environment where the child feels secure, feels wanted, respected and free to explore the environment around them. We provide a developmentally appropriate curriculum that will provide for the common characteristics as well as the individual stages of development of each child.

Staff:

The staff at Weekday Ministries are highly qualified and motivated individuals who are creative and love working with children. They meet all requirements set by the State and County. They are trained in First-Aid and CPR. Not only will they provide a fun filled summer for your child; they will also challenge each child to develop his/her full potential in all areas of development. The staff will teach about God and tell of His love for all of us. The staff will work alongside the ministerial staff in providing weekly devotionals and Christ filled activities.

Facilities:

The Weekday Ministries Summer Program will be housed in the education wing of First Baptist Church. Each room is equipped with a variety of materials for art and crafts, block building, books, games and other activities. Each child will have

their own space to store personal items and belongings. The playground and Christian Life Center are available to Weekday Ministries' children daily. All of the facilities are provided and maintained by First Baptist Church.

Absences:

Since we charge on a weekly basis, you will pay the regular weekly charge even when your child is absent. You pay only for the weeks you sign up for.

Hours of Operation:

6:30am – 5:30pm, Monday through Friday.

Late Pick Up:

We close promptly at 5:30pm. For all children not picked up by 5:30pm, there will be a \$5.00 late charge added to your weekly tuition. After the first late fee of \$5.00, there will be an additional \$1.00 added to the fee for each recurring late pick up.

2017 Summer Schedule:

May 22 through Aug 4th 2017. The dates are subject to change according to the schedule that the Christian Co Board of Education follows.

Dress Code:

Please remember to dress your child appropriately for a day of fun, filled with play outside, arts and crafts and other activities that can get messy. We encourage you to dress your child in clothing that you do not mind them getting dirty or stained. Also, we are a Christian based center so we ask for no halter or tube tops, no short shorts, or skirts, or t-shirts that have profane or violent subject matter. Please wear tennis shoes (no sandals or flip flops unless water related field trip). Please provide an extra set of clothes in case of accidents and please place your child's name on all items.

Communication and Complaints:

We feel that communication between parent and staff is highly important. If you have any questions, concerns or complaints please address them as soon as possible so the matter can be dealt with quickly. Any complaints or concerns regarding the program will be relayed directly and specifically to the Weekday Ministries Committee in order for the issues to be addressed. Complaints and concerns should be addressed in the following order:

1. Discuss with your child's teacher
2. Discuss with the director
3. Request a meeting with the Weekday Ministries Committee through the director if the teacher or director has not adequately addressed your concerns.

The Director may dismiss a parent/family from the program at his/her discretion when the quality and overall well-being of the program is at risk. If a parent/family would like to dispute the decision, a complaint may be submitted to the Weekday Ministries Committee in writing or a review meeting may be scheduled with the Ministry Team through the Director.

Discipline:

At First Baptist the discipline policy is designed to help your child develop emotionally and socially as well as learn to interact with peers. Acceptable behavior is encouraged through positive reinforcement. We are committed to providing a safe and welcoming environment for all our children and staff. To ensure safety and comfort for all, we ask individuals to act appropriately while they are in our facility or participating in an activity sponsored from our facility. We expect our children and staff to behave in a mature and responsible way and to respect the rights and dignity of others.

- Angry and vulgar language including swearing, name-calling and shouting will not be allowed.

- Physical contact with another child in an angry or threatening way will not be allowed.
- Harassment or intimidation with words, gesture, body language or other menacing behavior will not be allowed.
- Behavior, which intends to or results in the theft or destruction of property, will not be allowed.

Teachers attempt to anticipate problems and interest the child in another activity before a conflict occurs. As a last resort, a child may be removed from the activity to regain control. Corporal punishment is never used. For a child not cooperating in a group listening situation, the child is redirected in an appropriate manner and may be seated by a teacher and reminded of acceptable behavior. Removal from the group for a period of time-out is the next tactic for a child who continually demonstrates unacceptable behavior.

A child's unacceptable behavior will be modified to acceptable behavior by trying to model correct behavior in front of the child. If the behavior persists, the child will then be brought to the director for conference and possibly a period of time that will be spent away from the child's peers. The child will always be attended to at all times. Should non-acceptable behavior persist over a period of time, the parent/guardian will be called. A child may be temporarily suspended from the program as a disciplinary measure. **Full week payment is expected during suspension.** If the non-acceptable behavior continues, the director reserves the right to withdraw the child from the program, due to needing special attention that cannot be provided by the program, or due to the child demanding so much supervision that the whole group is unfavorably affected.

Tuition:

Tuition is due the first day of attendance each week. If any account goes past due for more than 5 days an additional \$25.00 late fee will be added to the balance. A child will be withdrawn from the program if a reminder becomes habitually

necessary. Tuition is the same if there is a holiday or a sick day. We respectfully request that you put the dates covered and the name of the child on your check or money order. All returned checks will incur a \$20.00 processing fee.

If at any time during the summer months you need to withdraw your child from our program, a two week written notice is required. When your child is going to miss a day, please notify us by calling by 9:00am so we can adjust the number of lunches ordered.

Please understand that First Baptist Weekday Ministries Summer Program is a nonprofit organization. We are here to provide care and minister to your children during the summer months. Therefore, all tuition and other fees are necessary to provide supplies and resources to keep our facilities in compliance with licensing and regulation and to support our staff. The program, at no cost, utilizes the church ministerial and support staff. Consequently it is imperative that tuition payments are made in a timely manner so that our program maintains its fiscal responsibility.

Days Closed:

The only day the summer program will be closed is the 4th of July. Payment will be expected, due to the fact we will be giving our employees a paid holiday.

Health Information and Required Documents:

Each child is required by state regulations to have a health statement in his/her file. This must include a record of an up-to-date immunization certificate.

Immunization forms must be completed and signed by the child's physician or the health department. This must be on an Official Kentucky Certificate provided by your health care professional. Immunization records must be on file before admission into the program. You may also have your physician's office fax them to 270-889-0324 prior to admission.

The center must have on file for each child, a signed and notarized Permission for Health Care, authorizing emergency care and transfer of medical records to the local hospital. Emergency numbers for reaching the parents or guardians or other authorized persons must also be on file.

Illness and Medication:

When a child has contracted a communicable disease or is a carrier of a communicable disease, parents **MUST** notify the director. A child with a fever, fresh cold, sore throat or skin eruption must not come to the program. When a child has been exposed to a communicable disease, the parents will be notified. The center will abide by instruction from your family doctor and /or health department regarding re-entry to the center. But please note that if your child has a fever of 100.4 or above, we will call you to pick him/her up. If your child complains of feeling sick at the center, the teachers will take the temperature, provide a resting place and call you if there is a fever of 100.4 or above (unless you direct us to call at any fever above 98.6). If there is no sign of illness or fever, the child will be encouraged to remain at the center.

Your child shall be administered physician-prescribed medication or non-prescription medication, only upon written request by the parent or guardian. Each child will have their own medication form that must be filled out daily by the parent or guardian before meds can be given. The center will not be held responsible for failure to provide requested prescription medication or for adverse reactions that are caused by the administration of such prescription medication. Prescription must be in the original bottle and properly labeled. At no time will medication be given to your child if the expiration date on the bottle is past that day.

The staff that is certified in First-Aid and CPR shall give appropriate first-aid to a hurt child. A parent or guardian will be contacted if it is the judgment of the staff that the injury is of

an emergency nature. Paramedics shall be called to the center, and you will be contacted. The staff involved in accidents will complete an incident report. Staff and parents will be asked to sign this form and placed in the child's file.

Child Abuse or Neglect Procedure:

If there is evidence or believed intentions of any kind of abuse or neglect from a parent toward any child that attends First Baptist, there is a procedure to be followed. The teacher or employee responsible for this evidence or intention of abuse/neglect, they are to report it immediately to the Director. If the employee is not satisfied with the decision or actions of the Director, they are allowed, after work hours, to go further with the case and make their own personal call in about the offense. The Director shall report to Children's Protective Services, the Police Department or any other specified agency as provided by individual state laws, as required by the state penal code, any suspicion of child abuse, sexual or otherwise neglect, or endangerment of which they may become aware.

Field Trips:

Please check your child's bag daily for news about upcoming field trips. If there will be any additional cost or items needed (such as bathing suit, towel, sunscreen) that is where you will be made aware of these needs.

Transportation:

Transportation will only be available for field trips. Policy and Procedures for transportation have been written and are available for viewing in the director's office. Only members of First Baptist Church are allowed to drive the vans and are trained in the policies and procedures. Each child will have its own seat and seat belt or a car seat if needed.

Departure time and re-arrival will be stated on field trip form that must be signed and returned to the teacher before your child can go on the trip.

Weather:

Outdoor play is an important part of our summer day program. Parents are asked to dress children appropriately for the weather conditions. During periods of extreme heat the center will provide a place inside for the children to have gross motor activities. Water breaks will be available at the children's request.

Emergency/Disaster Parent/Child Reunification:

In the event of an emergency situation where children and staff of First Baptist Church Weekday Ministries must leave the daycare building, their teachers will take them to a secure location. The first safe area that will be looked at is Planters Bank located on 14th street across the street from the daycare parking lot. The second secure area is the Christian Life Center, which is owned by First Baptist Center. It is located across the street from First Baptist Church on South Main Street. After the children are secured, the staff will begin calling the emergency numbers to notify parents of their children's location. Staff will stay with the children until all have been picked up.

Meals and Snacks:

Your child will be provided with a morning and afternoon snack. They will also be provided with a nutritious lunch that provides all the nutritious items required by the State Food Program. If your child has any food allergies, please make us aware of these in the Health Care section of the application form.

Sign-In/Sign-Out:

STATE LAW:

You or another adult **MUST** sign in and out each day on the sign-in sheet. Our program will not release your child to any adult other than the parent or guardian unless written permission has been received from the parent or guardian. There is a place on the registration form to list adult persons who are allowed to pick up your child. Please remind these people we will probably ask for picture #ID if we are not sure who they are. Precautions are necessary to safeguard your children.

Door Key Codes and Procedures:

Each family will be issued a numerical code that will allow you to enter the Weekday Ministries entrance to bring your child to the center and to pick your child up at the end of the day. We respectfully ask you to be very careful to safeguard the code. This was done for the safety and protection of your child and the staff. The only doors that a person who has a child with WDM should use are the 14th Street door and use the code. All others are to enter through the Church Office on the Virginia Street side of the church.

Please do not let others enter through the doors. If they have business with WDM, they will have a code or they can call our office and we will come down to speak with them. Otherwise, visitors must enter through the church office entrance on the Virginia Street side of the building (at the top of the ramp).