

FIRST BAPTIST CHURCH AFTER SCHOOL PROGRAM POLICIES AND PROCEDURES

The First Baptist Church, as a ministry to its members and the community, has established an After School childcare program to provide a safe and nurturing environment in a Christian atmosphere for school age children.

Enrollment is for children PreK thru 5th grade.

The program will run during the Monroe County school calendar year (August through May). The program will be closed during the following school holidays: Labor Day, Fall, Thanksgiving, Christmas, MLK, Winter, Spring, Memorial Day and teacher work days (school calendar enclosed).

The days of operation will be Monday through Friday.

The hours of operation will be from 3:15 p.m. until 6:00 p.m., Monday, Tuesday, Thursday and Friday. On Wednesdays, the children have an opportunity to participate in the FBC Children's Choir from 5:30 until 6:15. If a child cannot participate in the choir and cannot stay until 6:15, your child must be picked up by **5:30**.

Admission requirements include submitting a completed enrollment form and a non refundable registration fee.

Tuition is due each month the child is enrolled in the program whether present or absent. Tuition is due in advance on the first day of each month. An additional charge will be required for monthly fees paid after the seventh day of each month. Late pick-ups will be charged \$1.00 per minute after closing time. A fee will be charged on all return checks. The parent or guardian who signs the parental agreement form is responsible for the timely payment of all fees. If the parent or guardian sees that the fees cannot be paid on time he/she has the responsibility to make acceptable arrangements with the director before the payment is due. If an acceptable agreement cannot be reached between the two parties, the contract for services for the child will be terminated.

There is a daily fee for occasional drop-ins. The current fee schedule is attached.

The Monroe County School bus system will provide transportation to the church from Hubbard Elementary School. The church van will provide transportation from T.G. Scott and K.B. Sutton Elementary Schools. Pick-up from any other school is the parent's responsibility.

Children who arrive by the Monroe County school bus will be escorted into the facility by a teacher or authorized person. Children arriving to the center by car must be escorted into the building and signed in.

A child shall not be accepted nor allowed to remain at the center if the child has the equivalent of a 101 degrees Fahrenheit fever and another contagious symptom such as a rash, diarrhea or a sore throat. When a child shows symptoms of illness during his/her stay, the child shall be moved to a quiet area away from other children. A parent will be notified to pick up the child.

Before any medication is dispensed to a child, written authorization (Medication Form) must be on file. Medication will be in the original container with the child's name clearly marked on it. The staff will complete the Medication Form to document that the medicine was given. The staff will keep parents informed of any incidents, including illnesses, injuries, adverse reactions to medicines, etc.

The program will exercise reasonable care and judgement in all matters related to the welfare and safety of the child. In case of an accident or illness to the child, the teacher or director will promptly take such reasonable measures as are, in her/his judgement, in the best interest of the child and will notify the parents as soon as possible. This may include removing the child from the classroom under the supervision of a teacher or director.

In case of illness or accident **when a parent cannot** be contacted by the center and if, in the judgement of the teacher or director, the illness or accident requires a physician, the doctor in the child's file may be called at the expense of the parent. In all emergencies, the program has permission to take such reasonable measures as are, in the judgement of the teacher or director, necessary for the welfare and safety of the child. If emergency medical attention is required, and the parent or guardian cannot be contacted, the child will be taken to the Monroe County Hospital emergency room.

Emergency plans have been developed and are posted in our center for parents to view. In the event of an emergency such as a fire, we will move the children to the large parking lot across Morse Street. In case of severe weather we will move to the basement hall of the building. A diagram is enclosed.

The program is not liable for accidents or illnesses occurring to the child while he/she is in the program's care unless proof is presented that the accident or illness was the direct result of the worker's negligence.

The After School program will provide a daily nutritional snack while following the USDA guidelines. A menu will be posted weekly. Special dietary needs, if submitted in writing, will be considered when preparing the menu.

In addition to physical care, the program will provide emotional, social, mental, and spiritual/moral development opportunities in a group situation. The program will provide resources to allow for a variety of appropriate activities during the day.

Children must adhere to the rules and be cooperative and respectful of the staff and other children. Discipline measures will be handled by using the time-out method. Parents will be notified of behavior problems. The director may request special conferences if problems persist without resolution. Liability for a child's action under the care of the program is the parent's responsibility. The weekday program reserves the privilege of dismissing any child if he/she seems unable to participate in group activities.

Children will not be allowed to leave the facility without being signed out and escorted by the parent or guardian, or authorized person. The program will not release the child to anyone other than the parent or guardian unless permission is received from the parent or guardian. Anyone picking up a child other than the parent or guardian will be asked to show ID. Parents must notify the center in writing or by phone if the child is to be picked up by someone other than the authorized persons listed on the registration form. A picture ID will be required.

It is the parent's responsibility to keep the child's record current to reflect any significant changes as they occur such as telephone numbers, work location, emergency contacts, child's physician, child's health status etc.

The First Baptist Church After School Program must obtain written authorization before any child participates in routine transportation, field trips, special activities away from the center, or water related activities occurring in water that is more than two feet deep.