

FUMC

After School Care

Parent Handbook



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FUMC After School Care

Jesus said, "Let the little children come to me, and do not hinder them, for the Kingdom of God belongs to such as these" (Mark 10:14).

FUMC After School Care is an extension of FUMC, which expresses love and concern for families and young children. Welcome to our church family!

Program Philosophy

FUMC After School Care seeks to support families of the congregation and community in their task of nurturing children. FUMC After School Care endeavors to merge Christian values and quality care.

Through developmentally appropriate practices, our programs are designed to:

- Develop the children's own unique gifts.
- Meet the basic needs of the children's health and physical development.
- Provide each of the children with love, care, and acceptance.
- Offer children opportunities to experience success in all areas of development.
- Foster self-esteem and a sense of competence.
- Help the children feel secure and comfortable in a setting away from parents and home.

ABOUT FUMC AFTER SCHOOL CARE

Religious Observation

FUMC After School Care provides an environment where each child has opportunities to develop a sense of self-worth and his/her own unique gifts as a child of God.

Staffing

FUMC After School Care is committed to attracting and keeping employees with the highest of standards. Teacher-child ratios are developed in order to maximize the potential in each classroom by allowing the teachers to focus their attention on the children. Ratios may vary due to enrollment needs, but in no circumstance will these ratios exceed those set by our licensing agent, the Mississippi Department of Health. In a multi-age setting, ratios are determined by the age of the youngest child in the classroom.

ADMISSION REQUIREMENTS

The following forms **must** be completed prior to enrollment:

- Enrollment Application
- Current Immunizations on an MS 121 form

Any child in kindergarten through fifth grade, but not to exceed age 12 by September 1st of the current school year.

It is essential that parents keep all personal information up to date. Notify the FUMC After School Director immediately of any changes. All information is considered confidential.

WHAT WE NEED FROM YOU

Immunizations:

- Current immunization records are required for attendance.
- Proof of immunizations must be completed by a physician or the Health Department using the MS 121 form.
- Immunizations **must** be kept current. A copy of the current MS 121 form must be filed in the FUMC office in order for your child to attend.

PROGRAM FEES

Tuition:

Fees are as follows:

| | |
|-------------------------------|--|
| School year registration fee: | \$50.00 per child |
| Tuition: One child | \$45.00 per week |
| Second child | \$40.00 per week |
| Third child | \$35.00 per week |
| Drop-in child | \$15.00 per day (must be paid when child is picked up) |

It is required that each family financially support the space guaranteed for your child. Tuition is not reduced for absences due to illness, inclement weather, or vacations.

Weekly tuition will not be charged for the five full weeks school is out during the calendar year – Fall Break, Thanksgiving, Christmas break (2 weeks) and spring break. Tuition shall be paid for single day school holidays, i.e. President's day, Good Friday, Easter Monday, MLK Holiday and Labor Day.

Failure to pay the weekly fee will result in a reminder to be sent home to the parent. If the parent becomes two weeks behind on payment, the director will request in writing that the child's tuition become up to date. A \$20 late fee will be assessed when tuition is two weeks late.

PARENT-PROGRAM COMMUNICATION

Communication is the basis of understanding and cooperation between parents and the FUMC After School Care staff. Please become acquainted with the teachers who are responsible for your child and get to know your child's classmates. Make caregivers/teachers aware of your child's likes and dislikes. Share your ideas and concerns about your child's activities. We request that concerns relating to the classroom be discussed with the teacher directly. If your concerns are not adequately addressed, please make the Director aware. Parents are welcome to request additional progress information anytime in the form of notes, phone calls or conferences. Please let us hear from you! Your comments, concerns, and suggestions are always welcome.

FUMC AFTER SCHOOL CARE POLICIES AND PROCEDURES

FUMC After School Care reserves the right to add, update, or change policies at any time.

Allergies

Information about substances to which your child is allergic should be written on the enrollment form. **A doctor's note is required for us to have on file when your child has been diagnosed with an allergy.** Please report, in writing, any changes or new information **immediately.**

Birthdays

Birthdays are special and we love to celebrate your child's birthday. FUMC After School will celebrate birthdays monthly for every child. **No favors or gifts, please.**

Cell phones

We ask that you **refrain from using your cell phone** as you pick up your child. Pick up time is essential to your child's wellbeing as well as provides an excellent time for communication between teachers and parents. **So, we ask that you do NOT use your cell phone in our building or playground as you pick up your child.**

Child Abuse/Suspected Child Abuse

By law, 43-21-353, childcare providers are responsible to report suspected neglect or child abuse to the Mississippi Department of Human Services.

Complaints (Grievances)

If you have any complaints, please file them immediately with the FUMC After School Care Director. Any complaint request not answered in a satisfactory manner by the FUMC After School Care Director may then be carried to the FUMC After School Care Committee. There is also a Child Care Facility Complaint Hot Line for parents who wish to voice their complaints. This number is 1-866- 489-8734.

Delinquent Fees

Any unpaid financial obligations to FUMC After School Care will prevent re-enrollment of the child or enrollment of a sibling at FUMC. A delinquent payment for one month constitutes non-payment. FUMC After School Care reserves all rights and remedies to recover delinquent fees. Non-payment of fees will result in dismissal from the program.

Departure

Students may be picked up from the program only by a custodial parent or guardian, or someone listed as being authorized by the custodial parent or guardian. If someone other than a person authorized on the enrollment form is to pick up your child, you must give written permission and this person must provide photo identification when picking up the child.

The Mississippi Department of Health requires a full signature. The signee must be 18 years of age or older.

Discipline

FUMC After School Care policy prohibits any method of discipline that is humiliating, frightening, or physically harmful to a child. Discipline measures are directed towards teaching the child appropriate behavior and self-control and are based upon what is reasonable for the age and developmental level of the child. "Time Out" (a brief separation from the group) may be utilized as a consequence for misconduct. In the event that a child is repeatedly disruptive, and no solution can be devised to remedy the problem, the parents of the child will be notified by the Director.

Discipline in FUMC After School Care enforces three simple rules:

Be kind to yourself – you cannot hurt yourself.

Be kind to others – you cannot hurt other people.

Take care of property – you cannot hurt or destroy books or toys.

Should a child's daily behavior become severe enough to interfere with his/her ability to function in the classroom the

following steps will be taken:

- A parent conference will be called to discuss the child's behavior and resulting guidance options. Parents and teachers together will decide what the plan for guidance will be.
- Parents may be required to sign a discipline guidance agreement resulting from the conference recommendations.
- Parents may be required to pick up their child from the program if an undesirable behavior becomes harmful to their child or others, or if the problem is detrimental to the atmosphere of the classroom.
- In extreme situations when the above procedures and potential solutions have not been effective, the Director and the FUMC After School Care Committee has the authority to ask the parents to permanently remove the child from the program.

Emergency/Evacuation

In the event of an emergency that requires the children to be relocated to a site other than FUMC an emergency relocation plan will be implemented. This plan will facilitate the movement of the children and staff to a safe and secure location on a temporary basis, until a parent or guardian can pick up their child. Transportation will be provided by staff and parents by way of vans and personal vehicles. If such an unusual event should happen, FUMC After School Care will inform parents of the situation and relocation site.

Emergency Drills

MSDH regulations require that a fire drill be held each month. A record is kept of these drills. A fire evacuation and tornado plan are posted in each classroom. During monthly fire drills, all employees are attentive to all children as they are moved very carefully to a designated area away from the building. During monthly disaster drills, children are taken to the hallway. During tri-annual Lockdown drills, children and teachers remain in their classrooms with the doors locked until given the "all clear".

During an actual fire, tornado or lockdown situation, parents will be notified of our circumstances. We ask that you refrain from picking up children during these serious occurrences in order to best protect your child's safety. We will notify you when it is all clear to pick up.

Health

If a child becomes ill or is injured at FUMC, the staff will contact the parent. If the parents cannot be contacted, the child will be isolated and cared for until the parent arrives. **Sick children must be picked up within one hour.** In an emergency situation, the emergency numbers provided by parents on the enrollment form will be called. If your child needs to be excused from any normal activity, due to illness or injury, **please notify his/her teacher.**

The staff makes every effort to help children observe good health practices, including the development of good toilet habits and hand washing procedures. Please refer to our Health Guidelines on the last page for more information.

Holidays

FUMC After School Care follows the Kosciusko School District and will be closed when they are closed.

Inclement Weather

FUMC After School Care follows the Kosciusko School District when dealing with inclement weather closings.

Insurance

FUMC carries liability insurance which covers children enrolled full time in the After School Care program. FUMC After School Care asks that if your child is injured at FUMC you file with your insurance company first and the balance will be filed with the childcare's insurance.

Late Pick-up Fee

A \$5.00 additional charge will be added every five minutes after 5:30 p.m. This charge is due upon arrival. The time will be determined by the wall clock in the ASC director's room.

Licensing

FUMC After School Care is licensed by the Mississippi State Department of Health, Division of Child Care and Special Licensure. The licensing official responsible for our inspection is Shundra Givens. She can be reached at shundra.givens@msdh.ms.gov.

Medication

It is the parent's responsibility to come and administer medication should a child need it. FUMC After School Care staff can give **NO** medication.

Nutrition

Following MSDH guidelines, afternoon snacks are provided. We offer a variety of nutritional foods. Please do not send any type of food item without speaking with the Director and your child's teacher first. **State regulations prohibit bringing food in unless it is for a special event.** Food allergies or diet restrictions should be noted on the Enrollment Form. These special dietary needs will be discussed with the teacher and posted in the classroom. **A doctor's note stating food allergies or special dietary needs is required.**

Outdoor Play

Children will play outside every day, weather permitting (40° F and above). Please dress your child appropriately for outside weather.

Photographs

Children are photographed only with written permission from parents. Permission statements are provided on the enrollment form annually. Please refrain from posting pictures of the children from any FUMC After School Care activities and events on a public domain unless permission is given by the parent. Staff will not take photographs of children without written permission provided on the Enrollment Form.

Returned Checks

A \$40.00 fee will be charged on each returned check. After two (2) returned checks, the Director will send a letter requesting that the checks be made good. From that point on, tuition must be paid on a cash-only basis.

Social Media

We discourage staff from pursuing online relationships with our clients unless they have had a previous relationship outside of the school. We prefer for our families, if they desire, to initiate these relationships. We know these online relationships can help foster and grow our school relationships but prefer it be on the family's terms, not on the staff members terms. We also do not monitor staff members personal pages, therefore personal posts and point of views are not necessarily the views of FUMC. If you have any concerns or complaints regarding a staff members online behavior regarding FUMC, please let the administrative staff know.

Substance Use

The use of all tobacco products, alcohol, and illegal drugs are prohibited within the physical confines of FUMC and on all outdoor playground areas.

Sunscreen/Insect Repellent

Parents may provide sunscreen and insect repellent (labeled with your child's name and directions in a plastic bag), with signed permission to apply sunscreen/insect repellent on the Enrollment Form, allowing the application of sunscreen, prior to afternoon outdoor activities.

Termination of Care

At times, termination of care is inevitable. If the center terminates care, the family will be notified immediately, in writing, stating reason(s) for termination. Reasons may be, but are not limited to: unpaid bills, irreconcilable differences, child's needs exceeding our staff qualifications, etc.

Transportation

A School bus from the Kosciusko School District provides transportation from Lower Elementary and Middle Elementary to FUMC.

Visitation

FUMC After School Care maintains an open-door policy and hopes that parents will feel free and welcome to come into the room to ask questions and to visit. However, please remember that the teacher's first responsibility is the children. We discourage lingering. Parents are encouraged to make an appointment for needed conferences.

Withdrawal

A **two-week** written notice, with **payment** is required. No refunds will be given.

HEALTH GUIDELINES

Children attending childcare should be free of known infectious diseases. Behavioral characteristics of children may often times signal oncoming illness. It is imperative that when an infection is recognized, alternative childcare be arranged due to both difficulty in identification of contagious illnesses during the incubation period and also the fact that a contagion may be present well before symptoms develop. Teachers are to carefully question parents, guardians or other family members as to symptoms of the infection in the child.

Regardless of the disease, children should be excluded from childcare if the following is true: 1.) The staff determines the child is unwilling or unable to participate in normal classroom activities.

2.) The staff determines that they cannot care for the child without compromising their ability to care for the health and safety of the other children in the group.

3.) The child has a fever 100.4° or above.

If your child is running a fever of 100.4° F, you will be called to pick up your child immediately. They need to be free of fever for 24 hours, without the aid of medication, before they come return.

Other symptoms such as excessive fussiness, excessive pulling on the ear, not eating, lethargy or listlessness will also result in a phone call. Each time you take your child to the doctor, **BE SURE TO ASK THE DOCTOR IF THE CHILD IS CONTAGIOUS AND/OR IF THE CHILD IS OK TO RETURN**. When your child has an illness that is not contagious, such as an ear infection or sinus infection, he/she still may not feel like interacting with other children.

Any contagious illness needs to be reported to the Director as soon as a diagnosis is confirmed. The director will then send notices to the appropriate rooms or the entire daycare if necessary. The MSDH Licensing Guidelines lists illnesses that must be reported. A complete list of such illnesses is located in the FUMC After School Care Director for your review at anytime.

When a toilet trained child has two (2) incidents of diarrhea, a parent will be notified to come and pick up the child immediately. The child must stay out for at least 24 hours **AND** until the child has a normal bowel movement.

Ultimately, exclusion is at the Director's discretion.

If your child is diagnosed with one or more of the following diseases, please contact the FUMC office **immediately**:

Chicken Pox (Varicella) Shingles (Varicella Zoster)

Cytomegalovirus

Diarrheal Diseases

E. Coli

Fifth Disease Flu (Influenza)

Hand-Foot-And-Mouth

Head Lice

Hepatitis A Hepatitis B Hepatitis C HIV/AIDS

Impetigo

Measles

Meningitis

Mumps

Pink Eye (Conjunctivitis)

Pin Worms

Respiratory Syncytial Virus (RSV)

Ringworm

Scabies

Strep Throat

Tuberculosis (TB)

Whooping Cough (Pertussis)

Review of FUMC After School Care Parent Handbook

I have reviewed the FUMC After School Care Parent Handbook and agree to the information provided within it. FUMC After School Care may end enrollment at any time deemed necessary if the guidelines provided by FUMC After School Care are not adhered to.

_____ Date ____ / ____ / ____
Parent Signature