

Oak Forest United Methodist Church
After School & Summer Camp



Parent Handbook

TABLE OF CONTENTS

Policies and General Information	3
Registration Fee	4
Weekly Tuition.....	4
Schedule.....	5
Holidays / Full Days.....	5
Care for Full/Early Dismissal Days	6
Snacks / Candy and Gum	6
Dismissals / Absences.....	6
Illness / Medications	7
Discipline / Child Abuse / Neglect	7
Bad Weather Closings and Delays.....	7
Full Days and Bad Weather	7
Grievance Procedures	8
Withdrawal.....	8
Fall After School Enrollment.....	8
Summer Camp Enrollment	8
Accidents.....	8
Field Trips.....	8
Toys/ Donations /Cell #	9
ASP School Year Schedule.....	10
Discipline and Behavior Management Policy.....	11
After School Program Rules.....	12

Oak Forest United Methodist Church
After School Program & Summer Camp
(336)764-2991
www.OakForestASP.org

POLICIES AND GENERAL INFORMATION

Welcome to Oak Forest After School Program and Summer Day Camp. We believe children need a safe, loving, nurturing, Christian environment in which to thrive and to feel good about themselves. We work to provide experiences to help children develop physically, mentally, emotionally, socially and spiritually.

The family is an important part of each child's development, and we recognize that parents are the first teachers of their children. Continuing communication and support between family and caregivers is vital to the educational process.

In order to serve the children and their families effectively, it is necessary for our staff and parents to clearly understand their responsibilities to each other. The policy statements in this handbook will serve as the basis of our operation.

Train a child in the way he should go, and when he is old he will not turn from it.
Proverbs 22:6

REGISTRATION

This fee may change from year to year, so you will be given notice of the changes. Registration is a separate fee and will not be applied to your weekly tuition charges.

- 2017-2018 School Year registration charges are: \$50.00 per child that attends Midway Elementary and \$75 per child that attends other schools
- 2018 Summer registration charges are \$90.00 per child

WEEKLY TUITION

Weekly school year tuition is **\$55.00** for the first child and **\$50.00** per week for each additional child.

Weekly summer tuition is **\$90.00** for the first child and **\$85.00** per week for each additional child.

Church members of Oak Forest UMC receive **\$5.00** off per child of each weekly tuition charge during both summer and school year.

Tuition is due on the Friday before the upcoming week or no later than Monday. Payment can be given to the Director or dropped in the black box located by the Director's office. Make checks payable to Oak Forest UMC After School Program or Oak Forest ASP. PLEASE NOTE THE CHILD'S NAME ON THE CHECK in the memo line.

Each child is allowed up to 2 tuition free "vacation weeks" each summer session only **IF** these weeks are **noted on the reservation form** when enrolling the child. Full time children will need to pay tuition for all other weeks/days. There are NO vacation or grace weeks during the school year program.

Parents will be notified in writing and/or verbally of a delinquent account. If the tuition is not paid promptly, the child will not be allowed to return to the program until the account is brought up-to-date.

There will be no credits or refunds for absences due to illness or holidays. All questions and/or concerns regarding financial matters need to be discussed with the Director, thus relieving the teaching staff of this responsibility.

A service charge of \$20.00 applies for any returned checks. If more than one check is returned during the school year or summer, future payments must be made by money order or certified check.

SCHEDULE

We will operate from 2:00pm until 6:00pm M- F. We will follow the **Davidson County School Schedule**. We will be open for most all teacher workdays from 7:00 am until 6:00 pm. We unfortunately cannot be open during snow days. See an attached list for actual full days open and actual holiday closings.

OAK FOREST UMC AFTER SCHOOL PROGRAM Calendar

HOLIDAYS 2017-2018

We will be closed for 1 day at Labor Day, New Year's Day, Easter, Memorial Day, and Independence Day. We will also be closed 2 days at Thanksgiving and Christmas, with specific dates provided at the time of enrollment

After School Program will be **CLOSED** on these holidays:

Labor Day	September 4
Thanksgiving	November 23-24
Christmas	December 22 & 25
New Year's Day	January 1
Easter	March 30
Memorial Day	May 28
Independence Day	July 4

FULL DAYS

Although school is closed, we will be **open** for the following full days:

October 30
November 10 & 22
December 26, 27, 28, 29*
January 2, 15, 22, 23
February 19
April 2, 3, 4, 5, 6

option to close based on need

EARLY RELEASE DAYS

After School Program will provide half day care for the following days:

December 21
March 29
June 8

Early Dismissal and Full Days are subject to change due to Winter Weather Make-ups

PROGRAM HOURS

Full Days/Summer *7:00 am – 6:00 pm*

School Year *2:00 pm-6:00 pm*

Early Release Days *11:45am-6:00pm*

CARE FOR FULL DAYS

The full day rate is \$6.00 extra per day. **You will need to send a bag lunch for your child.** Some days we will require sign-up for full days. In order to secure care for your child on those full days, you must sign up by the date on the form. A sign-up sheet will be posted. **WE WILL NOT OPERATE ON FULL DAYS WITHOUT A MINIMUM NUMBER OF CHILDREN PRE-ENROLLING.**

CARE FOR EARLY RELEASE DAYS

Elementary schools will get out of 12:00 on these days. As a service to our families, we will be providing half day care for Early Dismissal Days, at no extra cost. Midway Elementary School's bus will still drop off the kids here and we will still provide transportation from all other schools.

DISMISSALS

You must come in and sign-out your child each day. Children must be picked up by 6:00pm or a late fee will occur. A flat \$10 fee for late pick-up between 6:01pm-6:15pm will be charged to your account. In addition to the standard flat late pick-up fee, your account will be charge \$1 per minute past 6:15pm. Late pick up charges need to be paid by the end of the current week. If late pick-up becomes a reoccurring issue, it can be grounds for dismissal from the program.

SNACKS

We will provide one snack for your child each day during the school year and two snacks on full days & summer camp. Please notify our staff of any food allergies your child may have. Snacks may sometimes be used as a learning tool and part of the curriculum.

CANDY AND GUM

Please do not send candy or gum to the program with your child.

ABSENCES

Please notify the Director if your child is going to be absent for any reason. No credits or refunds are provided for any absences.

ILLNESS

If a child has a fever and/or any symptoms of a contagious disease (diarrhea, vomiting, chicken pox, etc.) you will be called and expected to pick the child up as soon as possible. **IMPORTANT: A CHILD SHOULD BE FREE OF SYMPTOMS, INCLUDING FEVER FOR 24 HOURS BEFORE RETURNING TO THE PROGRAM.**

MEDICATIONS

Please give all medications at home if possible. Special circumstances can be discussed with the Director. Instructions are needed in writing and a “permission to administer medication” slip be filled out. Please notify the staff if your child has any allergies related to first aid supplies.

DISCIPLINE

Maximum growth occurs through positive interactions with children. Limits will be set without the use of physical punishment. A copy of the discipline and behavior management policy will be given to parents.

CHILD ABUSE / NEGLECT

If there is any reason to believe that a child who attends the program has been abused or neglected, our staff will report this to the Department of Social Services in the county where the child lives.

BAD WEATHER CLOSINGS AND DELAYS

Safety of the children and staff is foremost in our minds. Therefore, in cases of snow or bad weather, which makes travel hazardous, we will follow the decision of the Davidson County Schools. Closings due to DCS closings does NOT change the weekly tuition amount. Please watch your local TV stations **WGHP Fox 8 and WXII Channel 12** for information.

IF DAVIDSON CO. SCHOOLS CLOSE, WE WILL CLOSE.

IF DAVIDSON CO. SCHOOLS OPEN ON A DELAY, WE WILL OPEN.

IF DAVIDSON CO. SCHOOLS OPEN AND THEN CLOSE EARLY, WE WILL NOT OPEN.

YOU WILL NEED TO PICK UP YOUR CHILD AT SCHOOL.

FULL DAYS AND BAD WEATHER

On any Full Day in which there is bad weather, a decision will be made by 5:45 am whether the program will operate for the day. Please tune in to WXII and/or WGHP TV for directions. Parents will be refunded the additional \$6.00 if they had prepaid.

GRIEVANCE PROCEDURES

All problems regarding fees should be handled through the Director. All other problems should be handled through the child's teacher, if possible. If this method does not produce satisfactory results, then a meeting with the Director may be scheduled.

Concerns regarding the director should be addressed with the After School Board of Directors. Such concerns should be made in writing and submitted one of two ways.

- * letter by US mail addressed to the church ATTN: After School Board of Directors

- * email sent to the pastor using the current email address on the church website. Pastor will forward to the current after school board chairperson for resolution.

WITHDRAWAL

If a child needs to be withdrawn from the program, two weeks paid notice is required so that another child can fill the vacancy. Should more notice be possible, it would be appreciated. If a child does not attend the program for those two full weeks payment will still be required.

FALL AFTER SCHOOL ENROLLMENT

Enrollment is first come, first serve. A completed enrollment form will hold a space for your child. Please see the Director for an enrollment form. We will serve children in grades K-6. Children attending Midway Elementary School will ride the school bus to the program. If your child attends Friedberg Elementary School, Northwest Elementary School, Oak Grove Middle School we will provide mini-bus transportation.

SUMMER CAMP ENROLLMENT

Children attending the fall after school program will have first priority for summer enrollment.

Enrollment is first come, first serve. We service any child who is a rising 1st grader through rising 5th grader. We also offer a separate Middle School Summer Camp.

ACCIDENTS

If your child becomes injured while in the care of the program, parents(s) will be notified. In case of serious injury, emergency 911 will be contacted. Please notify our staff if your child has an allergy to any known first aid supplies (ie: latex)

FIELD TRIPS

Field trips may occasionally be offered for children to build experiences for learning.

Transportation for the children's field trips will be provided on the church buses. They are driven by an adult approved by the church Trustees. At times we may also need to utilize staff vehicles.

Parents will be notified prior to all field trips and asked to sign a permission slip.

The program will provide adequate supervision. In most cases, parents will also be invited to accompany their child's class if interested. Parents may need to drive independently, due to space limitations.

TOYS

Please do not send toys, radios, or any other special possessions to church with your child. Toys brought to the program may get broken or lost. Your child's teacher may advise you of special times for bring items from home. Toy guns, knives and other such weapons are not allowed at our program at any time.

WEAPONS

No item that can be used or perceived as a weapon is allowed at the program. Any "weapon" will be confiscated and kept in the Director's office and given to the parent at time of pickup. Resulting discipline such as suspension, expulsion, etc. will be dealt with on a case by case basis. Repeat offences of the weapon policy will be grounds for removal from the program.

DONATIONS

Monetary and gift donations are always welcome. In order to keep our weekly tuition as low as possible, you are especially welcome to donate any of the following items:

tissues

hand sanitizer

crayons

washable markers

glue

***Spray Sunscreen** (Summer)*

hand soap

paper towels

craft supplies

board games

sporting equipment

To sign up to receive important text messages alerts from Oak Forest ASP, text 81010 or (704) 259-7444 with the message @oakfo to subscribe

OAK FOREST UMC AFTER SCHOOL PROGRAM

School Year SCHEDULE

2:40 – 3:00 belongings	1. Children Arrive 2. Children Use Bathroom, Wash Hands and put away
3:00 – 3:40	Outside Play
3:40 – 4:00	Snack
4:00 – 4:30	Christian Education
4:30 – 5:30	Homework and/or center/outside time
5:30 – 6:00	Continue center/outside play Put up games, prepare for home and clean up centers

Times may vary depending on when our children arrive, but these activities will be followed daily except on Friday. Fridays will be a day for Christian Education movies, crafts, Community service projects, and extra play time outside.

Oak Forest United Methodist Church
Summer Program
Discipline and Behavior Management Policy

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

WE:

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide the children with natural and logical consequences of their behaviors.
7. DO treat the children as people and respect their needs, desires, and feelings.
8. DO ignore minor misbehaviors.
9. DO explain things to children on their levels.

WE:

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave children alone, unattended, or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

Oak Forest United Methodist Church
After-School Program

AFTER-SCHOOL RULES

We shall treat each other with respect.

Fighting and/or threatening behavior is not tolerated.

Conflicts are to be discussed and resolved.

Students are expected to listen to staff, follow directions, and behave safely.

Students are expected to behave in a kind manner toward each other (physically & verbally)

Parents are requested to speak with teachers directly and respectfully regarding concerns.

We shall treat God's house with respect.

Everyone is expected to clean up after him or herself.

Toys and sports equipment are to be used in the proper manner.

Playground equipment is to be used safely. Students are expected to share and take turns.

Discipline measures may include verbal warning, losing privilege to use the equipment, being seated away from the group, write a letter to the parents about inappropriate behavior, discussions with director and/or parents.