



# FBC COMMUNITY DAY PROGRAM POLICIES

Day Program Phone Number... (507) 256-4252

Website ...[www.cdpclarksgrove.com](http://www.cdpclarksgrove.com)

## Welcome:

The First Baptist Church of Clarks Grove wishes to welcome you to our day program. We are very pleased that you have selected the summer day camp program to care for your child. The CDC is funded by FBC and the City of Clarks Grove. Family values and biblical teaching will be a portion of the days activities, no City Funds are used for this portion of the program.

This handbook has been designed to provide you with important information about our program and our program's policies that will affect your child and your family. If you have any questions or concerns, please call the office for more information.

## Purpose of FBC:

The Purpose of FBC is to Celebrate God's love as we bring people into His Family, to Grow in Him, to Serve Him and Reach Out to Others.

## Day Program Hours:

Monday – Friday 8-5:00 p.m.

- Extended hours available ~ Early drop off at 7:30 – 8:00 a.m. or late pick up 5:00 - 5:30 p.m. ~ See our website for donation amount

If a Federal Holiday lands on the weekend, Day Program will be closed on either Friday or Monday

## Day Program Mission Statement:

- Our mission is to embrace the children and families of Clarks Grove and surrounding areas.
- We want to inspire them and help them to reach their full potential thus developing good self esteem and self worth.
- We want them to know how they are valuable and appreciated both by us and by God.

## Goals:

We will strive to:

- Promote an environment of safety, acceptance and love
- Foster a positive attitude toward our self and one another
- Teach biblical truths
- Have fun while maintaining a healthy respect for each other

**Our three big rules:**

- Respect God
- Respect Each Other
- Respect Property

**Curriculum and Education:**

There will be several different themed weeks that your child(ren) can participate in during day program. Each week will include music lesson, recreation time, imagination / learning time and field trips!

**Curriculum and Christian Education:**

- 1) Check to make sure that your child has remembered to bring all articles that they need each day like gym shoes and a light jacket appropriate to weather before bringing them. An oversized shirt or paint smock for crafts and a change of clothes needs to be left on site. Other items may be needed weekly for field trips.
- 2) Drop off your child no more than 5 minutes before your scheduled time and pick up no more than 5 minutes after. If your child is sick or unable to attend, please call the evening before or by 10 a.m. the day of absence.
- 3) **Donations are due the week prior for the next week of attendance. This needs to be done weekly, every Friday.**
- 4) You (or anyone who has your signed permission on file) will be required to sign the child in and out each day. You may not leave your child(ren) unattended before CDP starts. Note that for the first week of day program, everyone will be required to show ID's when picking the children up. After check out staff become familiar with the driver, this will not be required.
- 5) Remember to speak with a day program teacher about your child's day.
- 6) It is very important that you check to make sure that the children have all articles that belong to them...Please note it is crucial that we have a copy of any legal documentation restraining a parent/guardian from obtaining access to your child.

**Admission for day program:**

Admission to day program is open to every child regardless of sex, race, religion, or national origin. Children going into grades 1-7 may be accepted into the program as space permits.

Special needs children will be admitted on a case by case basis. If you have any questions on this matter please contact the program leader. All forms for admittance must be filled out prior to enrollment. **NO EXCEPTIONS!**

## **Donation Requirement:**

MINIMUM DONATION Needs to be paid the week prior for the next week of attendance. This needs to be done weekly, every Friday.

- Registration donation: See our website for donation amount
- Weekly donation: See our website for donation amount

Extended care available ~ Early drop off at 7:30 – 8:00 a.m. or late pick up 5:00 - 5:30 p.m. ~ See our website for donation amount

**LATE PAYMENTS:** If the donation is not paid on time, it is considered late and will result in a late donation. We recognize that families have limited resources, however, each family agrees, upon enrollment, to pay their donation in a timely matter.

**PAYMENTS:** Cash is the only acceptable form of payment. We do not accept checks. Receipts for donations are available as needed.

## **Attendance:**

If a child is in the day program for a part of the week, please understand that a full week's donation is still required.

If your child plans to miss a full week of day camp, staff will need a hand written notice at least 2 weeks prior to the event so that you will not be billed for that week.

## **Withdraw/Termination:**

Situations that may result in the termination of a child's enrollment are as follows...

- 1) If a child cannot adjust to the rules of the day program and behaves inappropriately, then the child may be discharged.
- 2) Lack of cooperation from the parents with the staff's efforts to resolve differences or meet the child's needs through parent/staff meetings or conferences.
- 3) Abusive behavior and/or verbal threats by parents towards day program staff, other parents or children while at the day program.
- 4) Continual tardiness in dropping off or picking up your child(ren) from the day program. This includes dropping your child(ren) off before the scheduled time.

## **Health and Safety:**

Please do not bring your child to day program sick. If your child has become ill at home, please notify our staff as soon as possible. If your child becomes ill while attending the day program, a staff member will notify you immediately and request that the child be picked up as soon as possible. If the staff is unable to reach the parent or guardian, the emergency contact person will be contacted. When your child is sick, he or she will be restricted from contact with the other children.

## **Child Abuse:**

We are mandated by the state of Minnesota to report any child that we have reasonable cause to believe has been subjected to physical, emotional, sexual abuse or neglect. The division of Family Services will be contacted and they will determine whether or not the case is substantiated.

## **Medicine:**

We are unable to administer medication of any sort to any child.

## **Accident/Emergency:**

**MINOR INJURIES:** If an accident should occur for which your child needs medical attention, program staff will administer first aid for minor injuries and file a report detailing the nature of the accident and treatment given.

**SERIOUS INJURIES:** For serious injuries the parent will be contacted as soon as possible and emergency medical care will be sought. For this reason, it is imperative that we have current phone numbers and names of emergency contacts.

## **Outside play, field trips and other fun things:**

We will try to let your child play out side everyday if weather permits. We ask that you dress your child appropriately for the weather conditions.

## **What Not to Bring:**

We ask that you do not send your child(ren) with the following items: radios, cell phones, ipods or any other electronic devices. If they do bring them – they are to be left in their cubby. If you need to get a hold of your child, please call the church office. If we see them being used we will confiscate them and they will be given to you at the end of the day.

We also want to discourage you from allowing your child(ren) to bring toys or games to our program. We have games and activities for the kids to use.

We are not responsible for any lost, stolen or broken items.

## **Grievance Policy:**

Any parent having a problem with a staff member or volunteer is asked to submit all grievances in writing and give them to the program leader or pastor. All grievances will be reviewed by the program leader and pastor to determine how to deal with the complaint. All grievances will be kept on file in the church office.

## **Discipline:**

It is FBC's desire to make our day program fun and enjoyable for all participants. With that being said; **NO CHILD WILL BE ALLOWED TO DISRUPT THIS PLAN.**

To ensure all kids are treated equal and to ensure all kids enjoy their time this summer the disciplinary steps will go as followed:

**1<sup>ST</sup> OFFENSE:** The staff will do their best to encourage an alternative activity to allow the child to continue in the program without being disruptive.

**2<sup>ND</sup> OFFENSE:** The child will have a time out and will fill out a think sheet and might miss out on an activity. This will allow the child time to reflect on why their behavior is unacceptable.

**3<sup>RD</sup> OFFENSE:** Talk with program leader or the pastor.

**4<sup>TH</sup> OFFENSE:** Dismissal for one day and a staff and parent conference.

**5<sup>TH</sup> OFFENSE:** Dismissal for one week and discuss with parent plan of action needed to be taken.

**6<sup>TH</sup> OFFENSE:** Dismissal from the day program.

There are some intolerable behaviors in which the parent will be called immediately and the child will be sent home.

**INTOLERABLE BEHAVIORS: HITTING, SWEARING, CONTINUALLY REFUSING TO LISTEN TO STAFF, DESTRUCTION OF PROPERTY, ETC.**