

## First Baptist After School Care Handbook

At First Baptist, we believe children are so very important! They are truly a gift from the Lord, each with their own unique strengths and abilities. We strive to partner with parents in meeting the needs of their family. Our After School program provides a safe environment for children to play, fellowship, learn, snack and do homework with the assistance of a God-loving staff. A biblical worldview is integrated into all aspects of our program. Thank you for entrusting the care of your children to us.

Below you will find some guidelines and expectations. Understanding each child is uniquely gifted with their own needs and talents, this is a starting point to help us best work together. Above all else, your child will know that they are loved and they matter to us!

### 2023-2024 school year

- **Schedule:**
  - 2:30 – 5:30 Monday through Friday (following Lee County School System Traditional calendar)
  - We are closed for unplanned early release days due to weather conditions, etc. Make-up days due to weather will be the same as Lee County Schools
  - We are closed for teacher workdays, planned early release days, holidays, Spring Break and Winter Break
- **Tuition:**
  - \$60 per week (FBC members)
  - \$70 per week (Non FBC members)
  - \$15/day for part time care
- **Late Pickup Policy & Fees**
  - Please notify the Director if you anticipate being late
  - Pick up after 5:30pm will incur the following late fees:
    - 5:30 – 5:45pm \$10
    - An additional \$1 per minute after 5:45pm
- **Payment**
  - Due by close of business on the first school day of each week, monthly payment option also available
  - A late fee of \$15 may be assessed the following day
  - In the event of a returned check, a fee of \$25 will be added to the amount due
  - If a second check is returned, future payments must be paid with cash or money order
- **Transportation**
  - FBC After School Care provides transportation for participating Lee County schools with the exception of BT Bullock which provides transportation from the school to FBC
- **Absences**
  - Please communicate absences to the Director prior to school release so we can avoid delays at carline (contact info below)
- **Electronics:**
  - Students will need to keep electronics put away upon arrival
  - If you need to get a message to your child, please contact the Director
  - Electronics found in use will be collected and returned **to the parent** at pick up

- **Authorization for pick up**
  - We will not release your child to a person not authorized in writing by the custodial parent (ID will be requested of anyone we do not know)
  - Our staff cannot legally refuse to release a child to a verified natural parent unless there is a court order in the child's file stating that the parent does not have custodial rights
- **Withdrawal**
  - If you are withdrawing your child from our program, a written two-week notice is required
  - Payment for that two week period is also required
- **Special Needs**
  - It is the parents' responsibility to make the Director aware at the time of registration of any known special needs
  - The Director may request a meeting with the parent(s) and the child prior to admission into the program to develop a plan to best meet the child's needs
  - We want every child to be successful. It will be at the discretion of the Director to determine whether our program is the absolute best fit for the child
- **Behavior Expectations**
  - Children are expected to follow the behavior rules in place at their school
  - They should always be **respectful and responsible**
- **Discipline**
  - Positive correction/redirection in a loving way is **always** our first response
  - Unsafe or abusive behavior, either physically or verbally, will not be tolerated
  - When negative behavior occurs, the Director will be informed
  - If negative behavior continues, the Director will determine the next steps
- **Wellness Policy**
  - Please keep your child at home if they have:
    - A fever in the last 24 hours (without medication)
    - A current temperature of 100F or higher
    - Rash
    - Heavy nasal discharge
    - Vomit or diarrhea
  - In an effort to protect the children in the program who are well, you will be called and expected to pick up your child within 30 minutes if they become ill while in our care
- **Medications**
  - A Medication Authorization Form must be completed and signed by the child's parent AND physician before any medicine (including non-prescription) can be given to your child.

Thank you again for allowing First Baptist to partner with you in the care and well-being of your children.

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***God so loved the world that he gave his one and only Son. Anyone who believes in him will not die but will have eternal life. ~John 3:16 NIV***