

FUMC AFTER SCHOOL CARE PARENT HANDBOOK



First United Methodist Weekday Ministries
Preschool, After Preschool Care, After School Care, and Mother's Morning Out
100 Mount Salus Drive
Clinton, MS 39056
601-924-9961



WELCOME TO FUMC AFTERSCHOOL CARE

Dear Parents-

Thank you for choosing FUMC Afterschool Care for your child. We are looking forward to a wonderful year with your child. Your child's after school experience is an important part of his or her life, shaping friendships that can last a lifetime. We are here for the children and for you. You may reach me in the office at 601-924-9961 or by email at kathy@fumccanton.org.

Sincerely,

Kathy Fisher
Director of Weekday Ministries

The Afterschool Care Program is a ministry of First United Methodist Church of Clinton, approved by the Administrative Board and by Children's Weekday Ministries Committee.

ALL INFORMATION IS SUBJECT TO CHANGE

Table of Contents

Introduction to Program.....	2
Clinton Public School Calendar.....	3
General Program Information.....	3
Schedule/Activities/Homework/Registration.....	4
Fees/Payments/Drop-in Policy/Birthdays.....	5
Health and Medical Policy/Transportation Policy.....	6
Late Pick-Up Policy/Discipline and Guidance Policy/Dismissal/Withdrawal from Program.....	7
Non-Parent/Guardian Pick-Up Policy/Insurance/Visitor Policy.....	7
Severe Weather Conditions Policy/Electronic Devices and Internet Rules.....	8



CLINTON PUBLIC SCHOOLS SCHEDULE
SCHOOL YEAR 2018-2019
www.clintonpublicschools.com



First Day of School	August 8
School Holiday (Labor Day)	September 3
School Holiday (Fall Break)	September 8-9
Thanksgiving Holidays	November 19-23
CPS 60% DAY	December 21
Christmas Holiday	December 24-January 7
School Holiday (Martin Luther King, Jr. Day)	January 21
School Holiday (President’s Day)	February 18
Spring Break	March 11-15
Easter Holidays	April 19-April 22
CPS 60% DAY/Last Day of School	May 24

First United Methodist Weekday Ministries

Preschool, After Preschool Care,
 After School Care, and Mother’s Morning Out
 100 Mount Salus Drive
 Clinton, MS 39056
 601-924-9961

General Program Information:

Kathy Fisher, Director

In case of the Director’s absence, the following FUMC staff are Director Designees:

- Cheri Ware
- Lou Torrey
- Lorrie Jolly

Dates/Hours of Operation for the Year 2018-2019

FUMC Weekday Programs follow the Clinton Public School schedule as to closures and early dismissals.

School Year for Preschool - August 23, 2018 - May 17, 2019

For children ages 3 and 4

Preschool Hours:

Early Room.....	7:00 a.m. to 8:15 a.m.
Preschool.....	8:15 a.m. to 11:30 a.m.
Playdays (T, Th)	11:30 a.m. to 2:00 p.m.
After Preschool Care.....	11:45 a.m. to 5:45 p.m.

School Year for After School Care - August 8, 2018 - May 24, 2019

For grades K-5 to 5th grade (or until age 12, whichever comes first)

ASC Hours.....School dismissal to 5:45 p.m.

School Year for Mother’s Morning - Sept 3, 2018 - May 23, 2019

For children after first birthday through age 3

MMO Hours (M/Tu/W/Th)9:00 a.m. to 2:00 p.m.

FIRST UNITED METHODIST CHURCH AFTER SCHOOL CARE PARENT HANDBOOK

The purpose of our After-School Care program is to provide a safe and secure, homelike, Christian environment where children enrolled in kindergarten through fifth grade can enjoy friends, engage in creative activities, do homework, or relax and enjoy being a child.

First United Methodist Church believes strongly in providing a Christian environment for all children enrolled in our program. Teachers are always aware of “teachable moments” and use them to impart spiritual truths when possible. Devotions occur on Fridays to instill the teachings of Jesus Christ in our daily life. The blessing of our food is an important part of our snack time.

SCHEDULE

Our ASC program will be open during the holidays when the church office is open.

FUMC Bus Pick-up.....	Children arrive / roll call
3:20-3:45.....	Free play and snack (outside or gym)
3:45-4:45 or 5:00.....	Homework/quiet room
4:00-5:00.....	Art activity/Free play
5:15-5:45.....	Clean-up/Prepare to go home

KEEPING FAMILY INFORMATION CURRENT

Important: If there is a change of address or employment, FUMC should be notified immediately. Telephone numbers for each parent must be current at all times. It is very important that we are able to reach parents at all times!

ACTIVITIES

After School Care is open from Clinton Schools pick-up until 5:45 p.m. The buses return to the church around 3:00 p.m. Nutritious snacks are offered to the children after settling in and water is always available. The children may choose from various activities such as outdoor play, games, arts and crafts, constructive toys, and puzzles. A television and DVD/VCR are also available but used only for special occasions. Children are discouraged from bringing electronic games (IPad, tablets, iPods, etc.) as FUMC will not allow the children to use them during their time here and will not be responsible if games or toys become lost or broken.

HOMEWORK

There is a special room provided for homework to be done Monday through Thursday. Homework is NOT done on Friday. If your child is NOT making use of this room and you would like for him or her to do so, please let us know. We will ask the children each day if they have homework that needs to be done.

REGISTRATION

***In order to register for the NEXT school year, all accounts must be up-to-date without any past due balances.**

Registration for the following year will take place in the early spring. Presently enrolled students will be able to pre-register before the general public if accounts are up-to-date.

FEES

Cost for children enrolled in our program:

\$50.00..... Registration fee for all children including drop-ins. (This fee is non-refundable).

\$73.00..... Weekly fee charged for one child

\$120.00..... Weekly fee charged for two children

\$170.00..... Weekly fee charged for three children

\$20.00..... Drop-in fee (a drop-in child MUST pay for four days at the first of the month to reserve their spot if not paid by the 10th a late fee is charged.)

FUMC Weekday Federal Tax ID number is 64-0443890.

PAYMENTS

For your convenience, we accept cash, personal checks, Visa or MasterCard (with a 3% service charge.) We also offer bank drafting at no charge to you. You may print a draft form from www.fummclinton.org or pick up one in the Preschool office. All payments are due on Monday for the current week and should be paid on time for that week. **A late payment fee of \$15 will be charged on Wednesday and a child will not be picked up for ASC on Thursday if payment is not made.** There is no discount from tuition for holidays or other days in which we are closed or open late (bad weather, etc.). Payment is due in full whether or not child is in attendance. Checks should be made payable to FUMC Weekday.

Returned checks will be charged \$30 and will need to be taken care of immediately. If payment is not made within 24 hours on a returned check, then child will NOT be picked from school until such a time as parents take care of account and bring up to date. CASH payment is required to cover the check and the returned check charge. **If two checks are returned in the same school year, CASH payment will be required for the rest of the school year.** CASH payments MUST be paid in the office and a receipt must be written at that time. CASH is NEVER to be sent with a child or in a child's bag.

DROP-IN POLICY

FUMC offers a drop-in program for parents who only need occasional Afterschool Care. Parents must call for their child to be picked up by NOON on the day pick-up is needed. Parents should also make arrangements with their child's school for child to be picked up by FUMC bus. Drop-in fees are DUE on the day of service and should be paid upon pick-up of child. **A drop-in child MUST pay for FOUR days per month to have a continued spot to drop-in at FUMC. Lapse in pay- meant will result in loss on the child's space on the roll.**

BIRTHDAYS

Birthdays can be important event for a child. If desired, parents are allowed a special snack to Afterschool that day. These can be dropped off by a parent to the Weekday Ministries office any time during the day or left the day before. The Weekday Ministries office does not purchase birthday cakes, etc. for you. Please call the director in advance to let us know of your plans. This time is not a “party” rather it is a time for the birthday boy or girl to fee extra-special on his or her day.

HEALTH AND MEDICAL POLICY

FUMC ASC accepts well children only into a group environment. Parents must help the Center maintain this policy. Parents should keep a child at home if he or she seems to show any signs of illness.

Symptoms that are causes for keeping your child at home are:

fever of 99 degrees or more	a severe cold
undetermined rash or spots	draining or red eyes
thick mucus	upset stomach, diarrhea
Chills	ear ache
suspicion of head lice	sore throat
green drainage from nose	vomiting or nausea
continuous irritability or crying	

A child who has had a fever needs to be FEVER-FREE for 24 hours with- out fever-reducing medicine before returning to school. This means that a child sent home with a fever will not be allowed back to After-school for AT LEAST one day.

Should a child have a contagious disease, head lice or any other such conditions, parents should call to let the director know immediately so that the other parents can be notified. In the case of head lice, a child may return to Afterschool after treatment and when completely nit-free. We are required to remain confidential regarding the report of any communicable disease.

IF A CHILD SHOULD BECOME ILL WHILE HE OR SHE IS AT AFTERSCHOOL, PARENTS WILL BE NOTIFIED AND EXPECTED TO PICK UP AT THAT TIME. We are not equipped with a sick room and there is no nurse on staff. FUMC is not responsible for the care of sick children. If a child leaves with a fever, he or she will not be allowed to return the following day.

Emergency medical procedures will be followed as listed on the Medical Emergency Card. Parents are to read, fill out, sign and return the card. **Our staff is not allowed to give medicine to any child for any reason!**

The MS Department of Health requires that all children have outdoor play time every day, even in cold weather. Unless it is raining, too muddy on the playground, or the temperature is below 40 degrees Fahrenheit, we WILL go outside with the children. If your child is too sick to be able to be outside, consider keeping your child at home that day. Outdoor play in cool, brisk air has been proven to build children’s immune systems and increase lung capacity. This is also a recommendation from the American Pediatric Association.

TRANSPORTATION POLICY

The large church bus is driven by a driver with a commercial driver’s license and a monitor to accompany the driver. Children are instructed to stay seated at all times with their backs against the seat with feet in front of them. Children are required to wear a seat belt at all times. If a child refuses to follow the rules and instructions of the monitor or driver, this could be grounds for dismissal. A conference will be called with the parents and the Director. A two-week notice will be given before dismissal. **SAFETY IS A TOP PRIORITY!**

SCHOOL PICK UP - - IMPORTANT INFORMATION!!

PARENTS MUST CALL the Weekday office before 2:00 p.m. if a child is not to be picked up by the FUMC bus that day. If your child does not come out to board the bus, the driver must make contact with the school office to locate

your child. It is **NECESSARY** that parents let FUMC staff know if their child will not ride on any day! **AFTER 2 FAILURES TO CALL AND NOTIFY THE OFFICE THAT A CHILD WILL NOT BE ON THE FUMC BUS THAT DAY WILL RESULT IN AN ADDITIONAL FEE OF \$5 ADDED TO THE WEEKLY TUITION FOR EACH TIME THE OFFICE IS NOT NOTIFIED.** The bus driver does not leave the school grounds until knowledge of the whereabouts of your child is known. Bus routes are very scheduled and any changes to the routine disrupts pick-up of children at all schools and a late re-turn to FUMC. **PLEASE INFORM US!**

LATE PICK-UP POLICY

When a parent is late, (after 6:00 p.m.) FUMC staff must work late. **A late pick-up charge of \$5.00 will be added if parents are later than 6:00 p.m. in picking up a child. An additional \$5.00 will be added in 5-minute increments after that.**

DISCIPLINE AND GUIDANCE POLICY

First United Methodist believes that all discipline should be directed to help each child learn self-control. Positive discipline is the best means to this end. Children are praised for acceptable behavior and encouraged to talk about their problems with each other and their teacher.

When a child needs further reminders of correct behavior, time out is recommended discipline for school-age children. Time-out is to take place in the play area away from on-going activities. Usually one minute per age of the child is recommended. In the event that these measures do not bring acceptable behavior, the child will be brought into the office and the director will talk with the child. If the director feels further help is needed, the child's parents may be called to come to talk to their child.

First United Methodist After School Care reserves the right to drop a child from our roll if he or she seems unable to participate in group experience or is unable to follow rules and guidelines of the program. In this event, a two-week notice will be given.

FUMC WEEKDAY MINISTRIES SHALL NEVER USE CORPORAL PUNISHMENT, TOTAL ISOLATION, OR WITHHOLDING OF FOOD AS DISCIPLINE MEASURE.

DISMISSAL / WITHDRAWAL FROM PROGRAM

If a child continues to have discipline problems or has behavior harmful to others, it will be handled as follows:

- A conference between the parents and the director will take place.
- If the behavior continues then the child will be given a two-week probationary notice stating if the behavior does not improve within that time, then the child will be dismissed from the program.
- The child will be dismissed from the program.

The director reserves the right to remove a child from the rolls if extreme discipline problems are manifested without a two-week notice. This will only be in the case of behavior that is injurious to others.

In the event a parent chooses to withdraw a child from FUMC After School Care, a PAID two-week notice is required.

NON-PARENT/GUARDIAN PICK-UP POLICY

Children will be sent home only with persons who are listed on the child's registration form and emergency card.

WRITTEN PERMISSION NEEDS TO BE SENT EVERY TIME A PERSON OTHER THAN A PARENT IS TO PICK UP YOUR CHILD AND A PICTURE ID WILL BE REQUIRED, EVEN IF THEIR NAME IS ON THE PICK-UP LIST.

If a child will be regularly picked up by a grandmother, sitter, etc., then a current letter from the parent stating who regular pick-up person is **MUST BE ON FILE AT FUMC.** In case of an extreme emergency, a parent may call and give **only the director** verbal permission for pick-up by an authorized person.

INSURANCE

FUMC Weekday Ministries does not provide accidental insurance and it is not available for purchase through FUMC. Parental insurance information must be listed on child's emergency card.

VISITOR POLICY

Parents are welcome to visit at any time. However, if anyone else is to drop by and see your child, the director must be notified that you have given permission.

SEVERE WEATHER CONDITIONS POLICY

In severe weather we will follow the Clinton Public School dismissal policy. FUMC Staff are trained to evacuate the children in the most efficient manner should there be a weather or fire emergency. In the event of hazardous conditions, the Afterschool will remain open as long as safety allows.

During icy conditions, if CPSD dismisses early, FUMC ASC will also close early. Depending upon severity, parents may be required to pick up children at their school.

Fire and tornado drills are conducted on a regular basis. Each room has a posted evacuation map. Each teacher also has an Emergency Evacuation Bag containing needed supplies and information in the even that a true evacuation is warranted. **Evacuations:** In the event of an extreme emergency (train derailment, tanker truck overturned, gas leaks, building fire), **when evacuation is imminent, FUMC staff will evacuate students to our first evacuation site (Wildwood Baptist Church)** and a sign will be posted on the Education Building and Gym doors starting where the children can be picked up.

In case of any conditions or person that pose an immediate threat or danger to the children it is understood that the center will call 911 and the teachers will protect your child to the best of their ability.

Communication between home and school is vital.

Please let us know of any situation at home that might affect your child, as we can accomplish so much with cooperation between parents and teachers!

CHILD ABUSE AND NEGLECT POLICY

FUMC Weekday Ministries has well-trained, loving teachers on staff. All staff are required by state law to go through extensive background and criminal checks in order to work in the program. Please be assured that the rules and regulations set forth in our handbook are in the best interest of the children in our care and are mandated by Mississippi law. As educators, we are here not only to put the children first in learning and safety, but also to give the children loving life/learning experiences. We are required by state law to be “mandatory reporters” of any suspected neglect or abuse of the children in our care. Any teacher who suspects neglect or abuse of a child will report to the director, who is required to investigate and report any suspicion of abuse or neglect to the MS Department of Human Services and the MS Department of Health.

THESE POLICIES & PRICES ARE CURRENT AS OF JULY 2018 AND ARE SUBJECT TO CHANGE