

ASK Guiding Principles and Rules

At **ASK**, as at Community Baptist Church, we seek to base all of our social interactions and relationships on Christlike love and mutual respect. With Jesus's words and example as our guide, we seek to live according to these three guiding principles:

Love God.

Love our neighbors.

Do to others as you would have them do to you.

From our principles, we have developed a basic set of rules to govern our life together at **ASK**. These rules are few and brief, easy to remember and understand. They can be applied consistently, while still adapted to given situations.

4 Rules

Help everyone be responsible and make good choices.

Help everyone stay positive and be safe.

Help everyone feel welcome.

Help care for our environment.

When rules are broken, either on purpose or by accident, consequences should be logical. For example, if a student disrupts a group, he or she may be asked to leave the group activity and remain in a quiet and safe place. If a student causes another student emotional harm, he or she will be asked to make things right with that student, with or without adult help. When problems arise, we may discuss them as a whole group if appropriate or we may speak one on one with students, guiding them towards good choices and loving behavior. However, if a student repeatedly and knowingly behaves in physically or emotionally harmful ways, they may be asked to not return to **ASK**.

Day to Day Information

Start and End Dates

ASK will primarily follow the Whitefield School schedule, and ending the last week of school. For 2020-21, due to the changed schedule, we will begin Tuesday, Sept. 29. Our ending date is TBD.

Days of Operation

We will be open on Tuesday, Wednesday and Thursday when school is in session. In the case of early release and/or snow days, we may still be open, and might offer extended hours, as most parents do not get snow days! These days are at the discretion of the Director.

Hours of Operation

Kids may arrive at 3:15. Usually, most kids arrive when the bus drops them off, between 3:25-3:40. The program runs until 5:30 pm.

Snow Days

In the event of school cancellations, we will call and email our contact list, letting you know if the **ASK** program will be running that day. If the cancellation is due to health issues (COVID outbreak in school) **ASK WILL NOT** be open.

Drop Off

Upon arriving at **ASK**, kids will sign in with an **ASK** adult outdoors. Kids will **ONLY** enter the building to use the bathroom if needed. When snack is ready, we will provide water, soap, and washcloths for kids to wash hands outdoors, and hand sanitizer.

Pick Up

Pick up is at 5:30. As we will be outdoors at pick-up, please make sure to connect in person with the **ASK** adult who is signing kids out that day. If a child is supposed to walk or bike home, we must have written permission from the parent to allow this.

If someone other than a parent is picking up a child from ASK, please inform us in advance. These adults must be approved by both parents. (See emergency contact form)

Food

A healthy snack is provided every day at **ASK**. When COVID protocols are able to be relaxed, and we can cook with kids again, we will return to our weekly cooking activities and monthly meals.

We do our best to partner with parents of children with special dietary needs. Please let us know of these at the beginning of the year, and work with us to make a plan for your child's participation in our food experiences.

Holidays

While **ASK** welcomes students of every race, color, creed, and national and ethnic origin, and we celebrate this diversity in our community, we are a ministry of Community Baptist Church and we rejoice to celebrate the holidays of our faith. The celebration of holidays is an important part of a child's life, as well as a way to understand each other's family cultures and backgrounds. We invite kids to explore and celebrate the many ways holidays are celebrated in different cultures and traditions. We will discuss both religious and cultural meanings of holidays. Please feel free to talk with us about how your family's traditions may be shared.

Field Trips

We may go on local field trips during **ASK**. When possible, these trips will be announced in advance. Sometimes opportunities arise last minute, in which case we will get the information to you as soon as we are able.

Appropriate Clothing

This year, **ASK** will be outdoors unless weather makes it absolutely impossible. **It is essential that your child wear or bring appropriate seasonal clothing.** They are welcome to leave extra layers at the church if they choose to do that.

As an expression of our concern and awareness of each other, we ask that our students dress in a respectful way. If kids arrive at **ASK** dressed in a disrespectful or inappropriate way, they may be asked to change their clothing. We will have clean and simple clothing on hand if needed for this purpose.

Electronics

We believe that real, interpersonal connections are of high value. Therefore, unless a child has asked permission to use a device for homework or perhaps listening to a book on tape, participants in **ASK** will leave all electronics in their backpacks. No student will be given access to the internet during **ASK**, unless directly supervised for the purpose of doing school work. **This policy includes cell phones, but if your child has a cell phone to communicate WITH YOU, please let us know so we can respect that choice.**

Health and Safety

Allergies/Chronic conditions

Please notify staff as to any allergies (including food allergies) or chronic health conditions that your child has, and what precautions or adaptations we need to make. A written procedure in case of an emergency will be kept on file.

Illnesses

Due to the COVID pandemic, it is essential that you do not send your child to **ASK** if she/he has cold symptoms or fever, or has vomited or had diarrhea in the previous 24 hours. If your child has been diagnosed with a specific infectious disease, please do not send him or her to **ASK** until the following conditions have been met: 1) your physician has said it is okay to return to school; 2) prescribed antibiotics have been taken for 24 hours; and 3) your child feels well enough to

attend school. If your child is ill and going to be absent on a day we were expecting him or her at **ASK**, please call and let us know so we don't worry!

Permission Forms

We ask that you complete and return the Medical Release/Permission Forms **before your child starts attending ASK**. The Medical Releases inform us of any specific medicine your child must/may take while at **ASK**, and authorize us to seek emergency medical care if necessary. The Permission Form allows your child to take part in field trips.

First Aid

For everyday bumps and scrapes, we keep a well-stocked first-aid kit and carry one on field trips. Should your child require urgent medical care, we will take appropriate action and call the emergency contact number listed in your child's records. If another procedure is necessary for any reason, please meet with the teachers prior to the school year to discuss appropriate course of action in case of an emergency. Written instructions will be kept on file.

Communication

Records/Paperwork

As you register your child for **ASK**, you will be asked to submit the following forms:

- Family Information Form
- Emergency Contact Form
- Medical Release/Permission Forms
- Photo Release Form

Please help us maintain your child's file throughout the year by keeping it updated with current addresses, phone numbers, and emergency contacts.

Text and Email

The easiest way for **ASK** staff to communicate with parents is via email or text. Please make sure we have your best contact information for these technologies!

Monthly Messages to Parents

A regular avenue of communication from ASK is our monthly newsletters. Our goal is to keep families updated of schedule, monthly meal menu, and special events. We know that with everyone's busy schedules, it can be hard to remember all the details-- you might want to keep this newsletter on your fridge!

Web Site

Our church web site (www.cbc1816.church) has a page all about **ASK**. We will try to keep this page updated, including posting the monthly messages. We also hope to post pictures and testimonials from participants, as a way to spread the word about **ASK**.

Contacting Other Parents

We know that balancing all the demands of life, work, and kids is hard, and others in the community can really make things better. To this end, if you would like to include your name and contact information on a group mailing, text, and/or email list, so you can ask for or offer help when needed, please let us know.

Please remember that the ASK group mailing and email lists are to be used ONLY for pertinent ASK community business.

Administration

ASK Administrative Structure

ASK is a ministry program of Community Baptist Church. It is run by a Director, with an assistant and a trained group of volunteers. The Director reports to the Trustees of CBC in terms of financial oversight, and to the Deacons in terms of ensuring that the program is in accord with the mission of Community Baptist Church.

ASK Financial Support

ASK receives funding from Community Baptist Church, the Tillotson Foundation, and some community businesses and private donors. Donations are an important part of our budget. Please consider making a donation if you are able to allow **ASK** to continue to be offered at no cost as a service to our community.