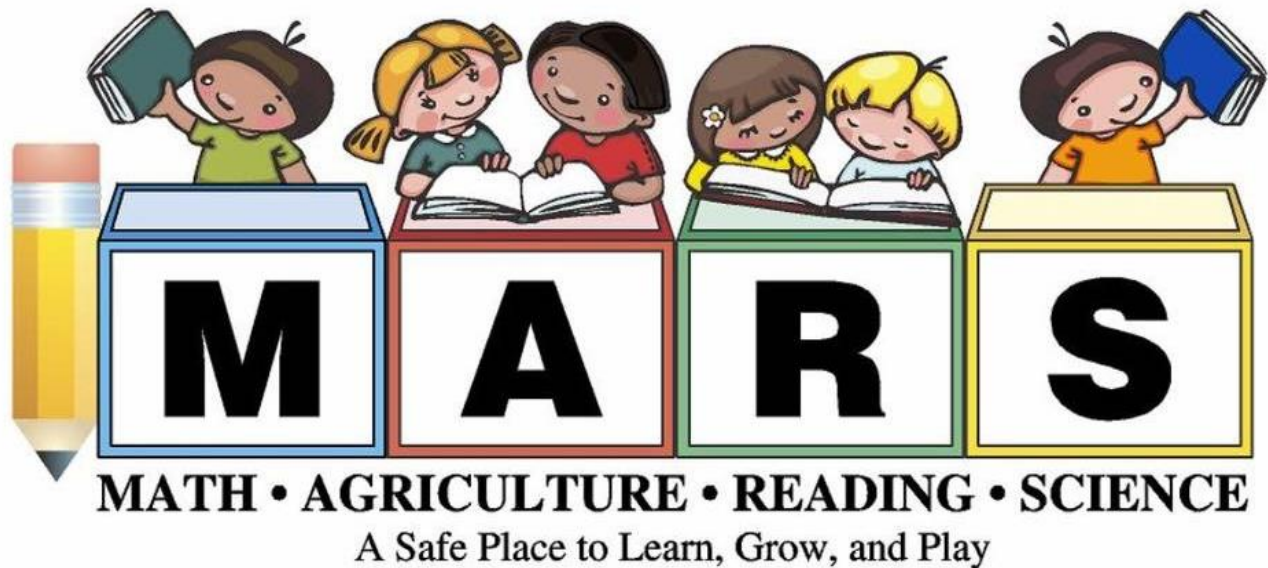


New Vineyard Church

UTICA CAMPUS



**620 E. Main Street
Utica, MS 39175
Phone: (601) 885-5079
Email: nva.info@nvacademy.org
Website: nvacademy.org**

PARENT HANDBOOK

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Welcome to the New Vineyard M.A.R.S. Summer Camp Program!

The purpose of this handbook is to outline the policies and procedures under which we operated as a licensed childcare provider.

PURPOSE

The purpose of the Summer Camp is to expose children and youth between the ages of 5 and 12 to the love of Jesus Christ, by gathering them with other youth in a Christian environment.

To provide a safe place for children to learn, grow, and play. To teach the basics of being a Christian through song, prayer, the word of God and lesson-based activities. To help youth build effective leadership skills. To promote teamwork through team building exercises. To help students enhance educational achievement through math, agriculture, reading and science.

GOALS OF SUMMER CAMP

1. To expose youth to the love of Jesus Christ.
2. To introduce Jesus Christ to youth through prayer, reading of scriptures, song and daily devotions.
3. To teach youth about the natural environment.
4. To help enhance the math, agriculture, reading and science (M.A.R.S) skills of students.
5. To teach youth how to speak publicly and confidently.
6. To teach pre-teens ACT testing skills.
7. To teach reading comprehension.
8. To help youth develop leadership skills.

Theme 2020:	Innovate and Inspire: Engineering a Better Tomorrow
Theme Verse:	“For the Lord gives wisdom, from his mouth come knowledge and understanding. Proverbs 2:6
Location:	620 East Main Street, Utica, Mississippi 39175
Who is the Camp for:	Children ages 5 years to 12 years
Phone:	(601) 885-5079
Meals:	NVCDC will provide a yummy and nutritious breakfast, lunch, snack and dinner each day.
Tuition:	\$65/week due on Monday of each week or \$130/biweekly due on the 2 nd and 16 th of each month or \$260 monthly due by the 2 nd day of the month.
T-shirts:	Each camper will receive 5 t-shirts. See Director for t-shirt fee. Mon -Tan, Tues -Grey, Wed .-Light Brown, Thurs .-Olive Green, and Fri .-Army Camouflage

OUR ADMINISTRATIVE STAFF

Gregory L. Divinity, Senior Administrator

Tasha Myles, Asst. Senior Administrator

Stephane Watts, Area Director

Tiara Myles, Director

DAILY SCHEDULE OF ACTIVITIES

7:00 am - 8:15 am	Arrival Time and Sign in/Breakfast
8:15 am – 9:00 am	General Assembly/Chapel Opening Remarks and Prayer Pledge to the Christian Flag Pledge to the American Flag Pledge to the Bible Recital of Weekly Verse Recitation of “No Bullying Policy” Recitation of Camp Rules Song (2) Prayer and Dismissal to Class
9:00 am – 9:30 am	Class I -- Bible Instruction/Christian Principles
9:30 am – 9:50 am	Morning Snack
9:50 am – 10:40 am	Math (Monday & Wednesday) Reading Comprehension (Tuesday & Thursday)
10:40 am – 11:00 am	Classroom Clean-Up for Lunch
<u>Lunch</u>	
11:00 am – 11:20 am	5-6 years old classrooms
11:10 am – 11:30 am	7-8 years old classrooms
11:30 am – 12:00 pm	9-12 years old classrooms
12:00 pm- 1:00 pm	Recess
1:00 pm – 2:20 pm	Class II – Agriculture (Monday & Wednesday) Science (Tuesday & Thursday)
2:20 pm - 2:50 pm	Afternoon Snack/ Snack Store
2:50 pm – 3:30 pm	Break Out Session: Team Building Activities/ Nature Walk/ Classroom Discussion/ Arts and Crafts
3:30 pm – 4:00 pm	Classroom Clean – Up for Dinner
3:30 pm – 4:45 pm	Dinner
5:00 pm – 5:45 pm	Outside/Game Time/Student pickup

NOTE: All Fridays will be Super Fun Friday, with guest speakers/consultants in the morning, outside field day activities, and much more fun.

Academic Enrichment Schedule

	Monday	Tuesday	Wednesday	Thursday
9:00 am – 9:30 am	Biblical Principles	Biblical Principles	Biblical Principles	Biblical Principles
9:50 am – 10:40 am	Math	Reading Comprehension	Math	Reading Comprehension
1:00 pm -2:20 pm	Agriculture	Science	Agriculture	Science
2:50 pm – 3:30 pm	Nature Walk	Team Building Exercises	Classroom Discussion	Arts & Craft

Projected Field Trips*

Field trips are on Tuesdays, Wednesdays, or Thursdays!!

- Petrified Forest
- Spinners
- McClain Safari
- Shiloh Splash Pad
- Party Safari

*Subject to change due to weather conditions.

CAMP HOURS

The summer camp is open Monday through Friday from 7:00 am to 5:45 pm with the following holidays exceptions: Memorial Day and Independence Day.

***Note:** If the holiday falls on a Saturday, the camp will be closed on the Friday before. If the holiday falls on a Sunday, the center will be closed the Monday after.

Children are not accepted any earlier than or kept any later than the hours listed above. Never leave your child here before the center opens. Never just drop your child off without checking him/her in.

OPEN DOOR POLICY

Parents always have welcome access to the childcare facility. Welcome access shall be defined as a parent having access to areas of the facility available to their child and non- disruptive to normal daily activities.

ADMISSION POLICY

Application for enrollment and enrollment forms are available to the public Monday through Friday at center, from 8:00 a.m. until 5:00 p.m. An application must be completed and approved before acceptance into New Vineyard Community Development Center. This application will be considered for acceptance according to the date in which it was received and space available in the appropriate age group. Enrollment forms must be updated at least once a year. Please notify us immediately if there is a phone number change, address change, or employment change. We want to be able to contact you if there is an emergency or if needed.

WITHDRAWAL POLICY

New Vineyard Community Development Center reserves the right to ask any child or family to withdraw from the center, for reasons such as, but not limited to; unresolved behavior problems, habitual non-payment of required fees, habitual failure to sign your child in & out, and habitual failure to pick up your child on time.

If a parent/ guardian chooses to withdraw from the center, we must have a written request and a two-week notice. If a parent withdraws a child immediately, the parent will be required to pay for the two weeks after withdrawal. If NVCDC asks a child/family to withdraw, we will not expect the two-week payment. Any fees up to that point will be required payment.

ARRIVAL AND DEPARTURE PROCEDURES

Parents must bring their child/children into the center each day and come in to pick up the child (ren). Checking in and out at the Checkpoint Station is required by our facility and the Mississippi Department of Health.

No one other than the person listed on the application will be allowed to take a child from the center. If a parent calls the facility and requests someone who is not listed on the child's application to pick up the child from the center the parent/guardian will be required to answer personal information on the child's application. We will require that proper I.D. be shown as well (ex. driver's license, Mississippi state id). We reserve the right to deny any request if the proper I.D. is not presented. This is for the protection of the child.

LATE PICKUP POLICY

You will be charged \$1.00 for every minute your child is here past 6:00 p.m., NO EXCEPTIONS. Your child (ren) will be unable to attend the center until the late pick-up fee is paid in full or payment arrangements are made with the office.

PAYMENT POLICY

A nonrefundable first week's payment is due at the time of enrollment after you have thoroughly read the entire enrollment application/contract packet. Your child's spot has not been secured until you have submitted the deposit fee, the first week's payment, copy of immunization form 121 and the signed enrollment application/contract.

***Please make all checks payable to: New Vineyard Academy**

PAYMENT OPTIONS

Payments can be made by checks, money orders, cash app (\$newvineyardutica), or online. For online payments, go to www.myprocare.com (This is a free online portal that allows you to access your account information and pay your tuition). **No cash payments accepted.** In times of an extreme emergency, a \$15.00 handling fee will be charged for processing cash. No exceptions.

Option 1: Payment is due on a weekly basis. Payment is due on Monday of each week or the first day of week attending summer camp. If a payment is received after Tuesday, a \$5.00 late fee will be charged each day after until the payment is made, no exceptions.

Option 2: Payment is due monthly. It is due on the 1st day of summer camp. Any payment received after the 2nd day of camp of the month will warrant a late fee of \$5.00 each day, per child, no exceptions.

It must be understood to hold your child's space, payment must be paid whether your child attends or not. ***Payment is based on contract not attendance.***

Insufficient checks/funds

Due to the inconvenience of NSF checks, a \$50 fee will be charged for NSF checks. If two or more checks are returned for insufficient funds, payment will be expected in cash for the duration of camp by money order or online payment only.

GUIDANCE & DISCIPLINE POLICY

We believe in a disciplinary policy built on mutual trust between the camp counselor/teachers, parents and children working together to help children grow and mature. Our goal is to provide a safe, exciting, supervised, and engaging environment for all of our summer campers. Our goal is to provide an environment that is both physically and socially safe for our campers. We will provide very clear rules, limits and expectations for all campers. We believe in the following guidelines for campers:

1. Respect themselves, other campers, staff, and property
2. Work together as a team

3. Campers must try to communicate all problems, issues, concerns with camp staff and directors.
4. Have a positive attitude! Exhibit good sportsmanship!
5. Adhere to all camp rules and safety regulations.
6. Have fun!!!

If a situation occurs which requires intervention on our part, the following steps will be taken:

1. If a child exhibits signs of boredom or is escalating, we will provide positive redirection to a more appropriate and safe activity for the child.
2. If a child does not respond, they will receive a five minute “time away from other campers” or relevant consequences. Such as if a camper says a profane word, the camper will be given a writing assignment and will be counseled on the proper language and words to use. If an incident happens during arts and craft time, the child will not be allowed to participate in arts and crafts time. Parents will be made aware of the situation at the end of the day. Staff will write incidents in the Behavior Log. If needed a Behavior report will be written.
3. If a child is placed in a “time-away from the group” situation three or more times, the camp director will notify the parent of the situation. The director will give the child a day off from camp if this situation continues to occur. The day off from camp will be the following camp day. Arrangements will not be made to accommodate a requested day off.
4. If behavior continues to occur the summer camp director will schedule a meeting in order to develop a plan of action to help the child diminish and eventually eliminate this behavior.
5. If a child continues to exhibit harmful behavior to others such as fighting or threatening harm, that child will be given 3 days of suspension from camp. Payment for the entire week is still due.
6. If any child engages in behavior with the intent to harm another child or staff member, this child’s parent will be notified immediately and will be required to pick their child up. The child will be suspended from the summer camp program for the next camp day (i.e.,

if the situation occurs on Friday, the suspension will occur on the following Monday). In addition, a meeting will occur between the director and the parent before the child can return to the summer camp program.

Techniques Used to Redirect

In helping to direct the child toward self-discipline, the following guidance techniques are used:

- Positive statements are used in giving direction to behavior.
- Redirection is consistent with the child's needs.
- The child is given opportunities to make choices and solve problems.
- Suggestions are given in time to prevent conflicts.
- Comparisons of children are avoided.
- Unacceptable behavior is clearly explained, and the child is told what is acceptable.
- Approval of acceptable behavior is clearly expressed.

Responsibility

Discipline of children shall primarily be the responsibility of core caregiver staff in accordance with the individual child's age, stage of development, and the knowledge that the teacher has of the child's needs. We also view guidance as a team effort and an ongoing learning process, so feel free to ask for help if you need support in any child guidance situation including with your own child.

Methods

Disciplinary methods used shall be based on guidance to help the child develop inner control, self-responsibility, respect for the rights of others, as he/she learns to cope with the daily experiences of living and working with others. **UNDER NO CIRCUMSTANCES WILL CORPORAL PUNISHMENT BE USED OR TOLERATED BY ANYONE ON SITE!!** Verbal abuse will not be allowed- this means no yelling, no obscene language and no put downs between adults or between adults and children. Spanking, threatening, and withholding food cannot be used to discipline children.

Respect

The staff shall accept and respect each child for who he/she is as a unique individual. If a child's behavior becomes unacceptable, this shall be explained to the child in a positive way without humiliation, fright, or physical harm. The child shall then be helped to find a better way of resolving his/her problems or meeting his/her needs. Respect for his/her feelings shall be maintained.

ANTI-BULLYING POLICY

We are committed to providing a caring, friendly and safe environment for all our children so that they can learn, play and grow in a safe environment.

Bullying of any kind is unacceptable at our center.

If bullying does occur, all children should be able to tell, and know incidents will be dealt with promptly and effectively. We are a TELLING center. This means anyone who knows bullying is happening is expected to tell someone who can do something about it.

What is bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can take many forms some of which we've listed below:

- Emotional: being unfriendly, excluding, tormenting (for example: making threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti and/or gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focusing on, the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumors and teasing

Cyber-Bullying behavior online or via electronic communication (email and text, social media etc.) Misuse of associated technology, such as camera and video equipment.

EMERGENCY POLICY

In the event of an emergency, New Vineyard CDC has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the center. In an unlikely event, the children will be evacuated to an emergency location, and the parent will be notified as soon as possible.

In the event of a dangerous situation, all emergency numbers are posted in each room. We will not tolerate any weapons on these grounds. If we find that any type of weapons, such as guns, knives, or other objects used as weapons are brought on the campus, the proper authorities will be called, and childcare services will be immediately terminated.

EMERGENCY RELEASE/CONSENT TO MEDICAL TREATMENT

In a true emergency, a child may need to be treated without parental consent. Parents must give NVCDC staff permission to act on their behalf regarding the treatment of their child.

Parents must give permission to NVCDC to transport a child by car or ambulance to an emergency center for treatment. If a parent cannot be contacted immediately, and a delay would result in increased risk to the child's life, health or medical treatment can be administered to the child as prescribed by a treating physician.

NOTE: NVCDC is not responsible for paying for any child's health care.

LOST/ BROKEN ITEMS POLICY

New Vineyard Community Development Center is not responsible for any items lost, broken, or misplaced at the facility or on any field trips. We ask that parents remind their child(ren) to keep up with his/ her personal belongings.

TRANSPORTATION POLICY

New Vineyard Community Development Center transports children in a vehicle that is fully insured and driven by a licensed driver.

CONFIDENTIALITY POLICY

Our goal is to strive for excellence in services to your child. We will communicate with outside persons only with your written permission.

Limits of Confidentiality

There are three circumstances, in which there is an ethical and legal obligation to breach confidentiality. These three circumstances include:

CHILD ABUSE POLICY

We are mandated reporters of past or present child abuse. This includes physical abuse, sexual abuse, and neglect. There is no statute of limitation on child abuse reporting. We are dedicated to the welfare of your child. If a report of abuse is needed, we will make you aware of this and discuss any concerns you may have.

Threats of Suicide

If an individual makes statements that suggest the individual is suicidal, then we must communicate that information to appropriate family members and possibly to the appropriate mental health support organizations. This would be true for children or other family members.

Danger to Others

The staff of this center has a concern for the welfare of your child(ren) and society as well. If we believe that someone is in danger of being hurt, we will take steps to inform that person and, if necessary, others to ensure that person's safety.

HEALTHCARE POLICY

This is a friendly reminder of what our sick policy is here at the school.

THE SICK CHILD

"Who Needs to Stay at Home?"

If your child has one or more of the following symptoms, he/she needs to stay out of day care for a 24-hour time span without any of the symptoms: (ex: If a child leaves summer camp at 1:00 p.m. on Tuesday they are not able to come back to the center until Thursday A.M.)

1. A fever of 100 degrees or higher

2. Persistent Diarrhea (more than 2 times in 24 hours)
3. Vomiting more than 2 times in 24 hours
4. Drainage from the eye-or pink color in the white of the eye
5. A sore throat, (especially w/ a temp of 100 d. or higher)
6. A rash, particularly a draining rash

If your child goes home with any of the above symptoms (especially a rash or draining from the eye) we need a note from your child's doctor stating, they are not contagious to other children.

*If children are disoriented or irritable, they are better off at home. Getting the proper rest and individual attention from family can help a child heal quicker.

"Who Will be Sent Home?"

If your child has one or more of the following symptoms, he/she will be sent home from summer camp and must stay at home for a 24-hour time span, free of any symptoms.

- Fever of 100 d. or higher under the arm (auxiliary) or higher
- Vomiting
- Diarrhea (2 or more watery stools no matter what the cause)
- Rash, particularly a draining rash, or any open oozing sores
- Eye discharge or Pink Eye
- Fatigue that prevents participation in regular activities
- Lice (nits) or Scabies

If your child is sent home with a rash, pink eye, or eye discharge he/she must bring a note from a doctor stating that he/she is not contagious and is able to return to the center. It is very important that you have a backup person available for your child. It is also very important that you keep your child out of summer camp for a 24-hour period.

SPECIAL DIETS

If your child has any special dietary needs resulting from being a vegetarian to allergies, religious beliefs, then we must be informed, and when applicable given a doctor's note stating the fact.

PHOTOGRAPHY POLICY

We like to celebrate and record your child's experience at camp through still photography. We use the images for promotion and recruitment purposes. We would like your permission to photograph/video your child(ren) for possible inclusion in our publications, website and other publicity material. The images will remain the property of NVCDC and will be used for the designated purpose of promoting the NVCDC. The Photo Release provides you with the opportunity to request that your child's image not be recorded or used.

OUTDOOR PLAY POLICY

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program daily, weather permitting. We will limit the amount of time outside when the temperatures are very warm or very cold.

HEAT POLICY

Children will not be taken outside the temperature (win chill and heat index factored in) drop below 40 degrees or rise above 90 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, ozone warning, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities such as hula hoops, obstacle courses, dancing and exercising in the cafeteria. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes hats, mittens, and boots in the wintertime.

SUNSCREEN POLICY

Parents must provide written permission for school staff to apply sunscreen on their child. All bottles must be in the original container, labeled with the child's name.

INSECT REPELLENT POLICY

Due to our landscape, mosquitoes can be prevalent on campus in the fall, spring, and summer. While the school does take measures to reduce the nuisance, spraying the students with insect repellent is an added safety measure. As a school, we request permission to apply insect repellent before students go outside for recess or PE lessons. Permission is granted via the Authorization to Dispense Medications form during the registration process. We ask that Toddler and Primary parents apply your chosen brand of insect repellent to students before coming to school.

STATE LICENSING REQUIREMENTS

The New Vineyard Community Development Center is licensed and complies with all licensing regulations and standards of the Mississippi State Department of Health. These standards relate to our staff, health, safety procedures, nutrition, caregiver to child ratio, and record keeping. We believe these standards are in the best interest of the children.

A FINAL NOTE

It is important that you understand our policies and procedures. If you do not understand something or have a concern, please express your concern before enrolling your child. If you have any concerns or problems in the future, please feel free to address us about them. We would like to thank you for allowing us to take care of your child(ren).

Acknowledgement and Receipt of Parent Handbook

This is to verify that I have read the New Vineyard Community Development Center Parent Handbook.

I agree to comply with the policies outlined in the parent handbook to the best of my abilities. I will pay all fees and costs that are associated with my child's account in full before withdrawal of service.

Child's Name _____

Child's Name _____

Child's Name _____

Parent's Signature: _____

DATED: _____

Thank you,
New Vineyard Administration