



AFTER-SCHOOL PROGRAM
"Partnering with Parents for Pupil Progress"

620 E. Main St., Utica, MS 39175
Phone: (601) 885-5079 (or) (601) 487-2330
Email: newvineyardutica@gmail.com
Website: newvineyardchurch.org

Tiara Myles, After School Director
Stephane Watts, Area Director
Gregory L. Divinity, Sr., Senior Administrator

PARENT HANDBOOK

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Welcome to the New Vineyard Afterschool 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 After-School program 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 atmosphere. To provide a safe place for children to learn, grow and play while having fun learning. To teach the basics of being a Christian through song, prayer, the word of God and lesson-based activities. To promote a spiritual life, and leadership skills. To aim to promote educational achievement through **Math, Agriculture, Reading and Science**. To assist with homework and to provide tutoring for children.

GOALS

1. To expose youth to the love of Jesus Christ.
2. To teach youth the Lord's Prayer.
3. To teach youth scriptures, books of the Bible, and an introduction of Jesus Christ
4. To teach youth about the environment.
5. To help enhance the math, agriculture, reading, and science (M.A.R.S) skills of students.
6. Teach youth how to speak publicly.
7. To teach reading comprehension.
8. To assist students with homework.

After School Theme: "Partnering with Parents for Pupil Progress"

Theme Verse: "For I know the plans I have for you," declares the Lord,
"plans to prosper you and not to harm you, plans to give you
hope and a future." Jeremiah 29:11

Location: 620 E. Main St., Utica, MS 39175

Who is the Camp For: Children ages 5 years to 12 years old

Phone: (601) 885-5079 (or) (601) 487-2330

Meals: NVCDC will provide a nutritious snack each day and dinner.

Tuition: \$65 per week

DAILY SCHEDULE OF ACTIVITIES

1:45 pm – 3:30 pm	School pick-up /Arrival Time /Check-in/ Snack-Time
3:30 pm – 4:45 pm	Dinner/Homework Time/ Educational Activities
4:45 pm – 5:15 pm	Free Time/ Outside Play (only on Mondays & Fridays)
5:15 pm- 6:00 pm	Student Pick-up/ Down-Time

After-School Program Hours

The after-school program is open Monday through Friday, from 2:00 pm to 6:00 pm except for Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, Spring Break, and Good Friday.

***NOTE:** If the holiday falls on a Saturday, the center 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 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 signing him/her in.

OPEN DOOR POLICY

Parents always limited access to the childcare facility. Limited access shall be defined as a parent having access to areas of the facility available to them according to the guidelines set in place due to Covid and times that are non-disruptive to normal daily activities.

ADMISSION POLICY

Application for enrollment and enrollment forms are available to the public on the church website: www.newvineyardchurch.org or at the center from 1:30 pm to 6 pm, Monday through Friday. An application must be completed and approved before acceptance to 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. We must have a Form 121 shot record on each child enrolled before the child enters the center. A new shot record must be submitted to the daycare after each immunization. A birth certificate must be submitted upon enrollment.

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.

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

We will contact parents if their child does not arrive safely at the After School Program and parents have not called to let us know that their child will be absent or late. Unless parents have filed out a form telling us not to contact them if their child does not attend.

A parent or guardian must call **New Vineyard Community Development Center** at **(601) 885-5079** by 1:45p.m. if their child is going to be absent or arriving late. This policy does not mean that New Vineyard Community Development Center is assuming responsibility for the safe arrival of the child. We cannot do that, but we will contact parents if the child does not arrive. We are only going to make one phone call to reach our parents.

Children are to be signed in and out daily. 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 \$2.00 for every minute your child is here past 6:00 p.m.

Your child(ren) will be unable to attend the center until the late pick-up fees are 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 first week's payment and the signed enrollment application/contract.

***Please make checks and money orders payable to New Vineyard CDC.**

Option 1: Payment is due on Monday of each week or the first day of week attending afterschool. If a payment is received after Tuesday, a \$5 late fee will be charged for each day the payment is late.

Option 2: Payment is due on the first business day of each month or on the first day of attending afterschool. If not received by the fifth business day of the month, a \$30 late fee will be charged.

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.***

Non-sufficient checks

Due to the inconvenience of NSF checks, a \$50 fee will be charged for NSF checks.

GUIDANCE & DISCIPLINE POLICY

We believe in a disciplinary policy built on mutual trust between the teachers and children working together to help children grow and mature.

Techniques

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.

FIGHTING POLICY

When fighting occurs, these immediate steps will be taken:

- Separate the child (ren) fighting.
- Staff will say to the child, "No, fighting!" or "Fighting is not allowed."
"I cannot let you hurt other people like that." The staff will use his/her tone of voice and facial expression to show the child biting is unacceptable.
- Staff members will keep an eye on the child to prevent repetition of the behavior.

The child who repeatedly fights:

Repeated fighting behavior, regardless of child's age and developmental stage, will not be tolerated. Your child **WILL BE DISMISSED** from the program!

When should you be concerned about fighting?

- If the child doesn't care that fighting hurts, or if she seems to get pleasure from it.

- If a child keeps getting into fights.
- If a child keeps fighting the same child.
- If a child fights at home but not at the center, or vice versa.
- If a child repeatedly fights and usual distractions or positive discipline methods fail to change fighting behaviors.

EMERGENCY POLICY

In the event of an emergency, New Vineyard Community Development Center has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the daycare. 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. We will terminate childcare if a weapon is brought on the grounds. (Knives, etc...)

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 the permission act on their behalf regarding the treatment of child. Parents must give permission to NVCDC transport a child by car or ambulance to an emergency center for treatment. In the event that a parent cannot be contacted immediately, and a delay would result in increased risk to the child's life or 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.

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 to Confidentiality

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

Child Abuse

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 school for a 24-hour time span without any of the symptoms: (ex: If a child leaves 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 the other children.

*If children are listless, uncomfortable, disoriented, or irritable they are better off to be at home getting rest and individual attention.

"Who Will be Sent Home?"

If your child has 1 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 school 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.

State Licensing Requirements

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 little one.

For His Glory,

School Administration