

Welcome
To
The Knight's Club
Mountain View United Methodist Church
(MVUMC)

We are very pleased that you have chosen The Knight's Club as your arrangement for after school care for your child. We are confident that our unique approach will address many key issues that face parents and children alike. This program has been designed and will be executed by parents and members of MVUMC. In order to be successful, we feel that open communication is key. Therefore, we encourage parents and children to share ideas for topics, activities or forgotten games of yesteryear. We simply want to make the few hours a day after school more productive for children and families. This handbook contains practical details, policies and procedures about our program. It also contains information that we are required by law to disclose. Please contact us if you have any questions or concerns regarding our operations.

The Knight's Club
An Outreach Ministry of
Mountain View United Methodist Church

MISSION STATEMENT:

"Bridging The Gap Between School And Home"

Assisting working families with the transition from the challenging school day, to their evening routines at home.

PHILOSOPHY:

Our purpose is to spread the love of God by providing children with a dynamic after school experience that focuses on homework completion, one on one tutoring, and enriching activities in a safe, Christian environment. We feel our program can truly impact the lives of children by nurturing their mind, body and spirit.

OBJECTIVES:

Our objective is to offer a setting for children from area schools - Kindergarten (age 5) thru 6th grade to be cared for while their parents are working. Our program is specifically designed to provide:

- An adult staff to oversee a network of volunteers who will assist children with the completion of homework, prioritizing, and organization.
- Develop and cultivate social skills by offering discussions relating to building friendships, responsibility and accountability, etc...
- Allow children an opportunity to explore new ideas and express creativity
- Give children the freedom to choose and participate in fun activities
- Identifying children's immediate needs and communicating them to the parents

HOURS OF OPERATION:

This program is designed to address the needs of working parents for the majority of the school year. We will follow the Bedford County School calendar for the after school program. All day care will be offered on all non-school weekdays during the school year except for:

Labor Day
Thanksgiving and the following Friday
Christmas Eve and Christmas Day
New Year's Day
Memorial Day

*Adjustments may be made at the discretion of the Director.

All Day care will be offered on days schools are closed for inclement weather at the discretion of the Director. Notification of closing will be on WSET, MVUMC message system, and/or email. We will open early on days when school has early dismissals.

Monday - Friday: From bus arrivals until 6:00 pm sharp

STAFFING AND SUPERVISION:

Our staff is comprised of professional and experienced parents, mature youth-minded adults seeking careers in a youth-related field and volunteers who may be: MVUMC members, parents, high school juniors or seniors and local college students seeking community service credit for educational purposes. Not only does the Commonwealth require background checks and sworn affirmations from all persons having contact with the children, MVUMC has a separate required training program that must be completed by all persons having contact with children. Our program will meet or exceed the staff/child ratio requirements as outlined in the Code of Virginia. (Staff/child ratio requirements for this type of program are 1 to 25).

- Staff members & volunteers must be at least 16 years of age (volunteers are not counted in the staff/child ratio).
- Staff members & volunteers under the age of 18 will be under the supervision of an adult

Each child will be under constant supervision from the moment they exit the bus until parents arrive and parents can be assured that all children are protected and remain safe while in our care.

ENROLLMENT:

We highly recommend a visit to the church to become acquainted with our staff, surroundings and philosophy.

Attendance will be on a contractual basis for specified days of the week.

Alternative contracts will be considered on an individual basis. Contracts will only be adjusted for changes due to parents work schedule or home situations. There will be no adjustments for temporary after-school activities.

Required documentations:

- Registration Form, Emergency & Contact Information
- Proof of Identity: (birth certificate)
- Completed Immunization and Health record (within the last 2 years for children 6 yrs or older)
- Signed Contract for Services, Infection Policy, Permission to contact school, Media form

Anytime a parent is not allowed to visit or pick up a child from the program, state law requires that we have a copy of appropriate legal documents to that affect.

PAYMENT OF FEES:

\$50 Enrollment fee per child per year

5 days per week \$60 / sibling \$45

4 days per week \$49 / sibling \$36

3 days per week \$38 / sibling \$27

2 days per week \$27 / sibling \$18

1 day per week \$14 / sibling \$9

Additional fee for all day care when school is closed: \$9 per student

Additional fee for early dismissal: \$5 per student

The weekly fee is due on Fridays, in advance. Please write your child's name on your check for easy identification. A \$10 late fee will apply for payments received after Wednesday of the next week and a \$30 returned check fee.

Discounts will apply for days the program does not operate (e.g. holidays, weather cancellations). For every day the program does not operate, there will be a \$12.00/day deduction (\$9.00 for sibling). Each child will receive one week of vacation (week as defined per individual contract) in which the child does not attend and no tuition fee is charged.

A \$10 late fee will apply for every quarter hour past 6:00 pm (while we understand that emergencies or unforeseen circumstances may arise from time to time, please be mindful of the staff, we cannot tolerate late pickups that occur on a consistent basis and reserve the right to dismiss children from the program if deemed necessary for this reason.)

We reserve the right to terminate any enrollment contract when tuition fees are in arrears three weeks or more.

TRANSPORTATION:

Please notify your appropriate school officials that your child will be attending this program. Transfer buses run to and from Forest Elementary, Thomas Jefferson, Otter River, and Forest Middle School. Parents of children from other schools must provide for their child's transportation unless other arrangements are made through the Director.

Parents must pick up their children no later than 6:00 pm and will be required to personally sign their child in and out.

Please notify the Knight's Club by phone (434-525-6612) if your child is absent from school on any given day. If we are not notified, we will contact the parent and/or the school to verify a child's absence.

Parents must notify the Director(s) in writing if someone not on the authorized list will be picking up their child.

Ample parking is clearly marked and available in the church parking lot. Please observe and do not park in front of the church entrances or block the flow of traffic. Please use extreme caution while entering and exiting the parking lot with a motor vehicle.

SNACKS:

Included in your fee is a daily snack and drink that keeps nutrition in mind. If your child has an intolerance or allergy to common ingredients or special needs, you must notify us on the Health Information form so that we can accommodate them. Snacks may be prepackaged or prepared by our staff in the form of bulk items (such as pitchers of juice versus juice boxes, cans or bottles and fruits, vegetables, cheeses or crackers, etc...) Water is readily available anytime a child is thirsty.

DISCIPLINE:

We expect children to be full of energy and want to structure our program in a fashion that allows them to express that energy. If a child has a continual behavior problem that we are unable to address successfully, we will review these personally with the parent and board members. In an effort of fairness to other children and staff, we may make a decision to dismiss a child if we encounter excessive difficulties or cannot resolve an issue. There will be no physical punishment, yelling or teasing. Our discipline will be done in a positive way with means by time away from others to discuss what is troubling them, helping them find better ways of expressing themselves, or in some cases, a call to the parent.

PROPERTY AND EQUIPMENT DAMAGES:

While the Church does maintain appropriate insurance policies, parents may be asked to reimburse or be responsible for repairs of damages caused by their child's intentional actions. This also applies to personal property of other children.

HEALTH GUIDELINES:

All staff will provide a physician's statement to document that they are free from any disability that would prevent them from caring for a child. The Director(s) will ensure that at least one person certified in First Aid, CPR, and medication administration is present at all times when children are present.

Parents must provide written documentation that a child is current on all required immunizations against certain diseases. Parents must also notify us of any medical condition that may require emergency medication (such as asthma, diabetes, or allergies, etc...) as well as allergies to, food, medications, creams or ointments, sunscreens or insect repellents.

If a child is exposed to a communicable disease such as measles, mumps, chicken pox, head lice, etc... the parents have a responsibility to notify the director(s). Likewise, we will notify parents of any outbreak of a communicable disease within other children or staff.

Children must be free of illness while attending the program. If a child is absent from school due to illness, we ask that they refrain from attending the program that afternoon as well. Parents will be contacted and requested to pickup their child under the following conditions:

- Fever of 101° or more
- Inflammation of the eyes, nose or throat
- Vomiting/Diarrhea
- Communicable disease
- Unidentifiable rash

In order to prevent the spread of illness, we will conduct a simple daily health screening and exclusion of sick children and recommend parents consult a physician if a health irregularity is identified.

Hand washing is the most important means of interrupting the transmission of infection among staff and children. We will encourage hand washing upon arrival and other appropriate times. Hand washing will also be implemented after handling unclean surfaces.

Dispensing of Medication:

-Due to our short schedule, we ask that you tailor the dosage of any medication, if at all possible, around the after school program. Medications must be clearly labeled with the child's name and instructions. We will only dispense medication for those who have a signed and dated consent form. The consent form is good for 10 days. Medications must be in its original container and taken home after 10 days. Any medication that is not picked up will be disposed of.

-If your child has a medical condition that requires permanent medication, a form must be filled out and signed by a physician. Specific written dispensing instructions must be included and medication will remain in a locked cabinet.

ACCIDENTS AND EMERGENCY RESPONSE:

This program is covered under MVUMC public liability insurance policy. In the event of an accident or emergency, every effort will be made to contact the parents immediately. If a parent cannot be reached, we will attempt to reach your emergency contact person. Once all efforts have been exhausted, we will then notify your child's physician and/or secure immediate medical attention by contacting 911. However, in the event of an extreme crisis, we may contact emergency services prior to contacting parents.

The facilities at MVUMC have been visited and inspected by Bedford County's Health Inspector, Building Inspector as well as the State Fire Marshall's department. The building is accessible and free of obvious injury hazards. All entrances and exits are clearly marked and emergency exit procedures are posted

in every room. We will have random monthly fire and disaster drills. Children will be taught to identify the methods we will use to notify them of an emergency. In the event of an actual emergency, every child will be accounted for and remain in the immediate custody of an adult who will give aid and comfort as needed. No child or staff will be permitted to exit the area until a parent arrives or local law enforcement has secured and cleared the area.

Weapons or dangerous objects and/or illegal substances are not permitted on the premises for any reason. Law enforcement will be notified immediately at our discretion if such an item is identified and we will request that they contact the parents for further investigation. Any child or staff member who disregards this policy is subject to immediate expulsion from the program.

CONFIDENTIALITY:

MVUMC staff and volunteers maintain unyielding confidence in regard to the children and families we serve. Any information that is discussed with the Director(s) or the Knight's Club Board members regarding children, family or other matters will be held in strict confidence.

Photos of children and staff will be taken from time to time as we share our ministry through newsletters, bulletins, websites and advertisements. If you do not wish for your child to be photographed, please note this on the enclosed release.

We would like to communicate to parents via email or phone throughout the day if a child has a specific need that might be addressed before a parent picks up their child at the end of the day. There may also be times when it would be helpful to contact a child's teacher for clarification of homework assignments or projects. The signed agreements included in the enrollment package allow teachers to answer questions solely regarding an assignment, but does not allow us the liberty of discussing personal information whatsoever.

TERMINATION POLICY:

If our service is no longer needed for any reason, we require a one week notice given to the director(s). If a written notice is not received, parents are responsible for the fee of the following week

If for any reason we find it necessary to terminate our service to you, we will give a written two-week notice. Our program staff and volunteers are partners with parents in the task of caring for children. We will make every effort to address and resolve issues that may result in termination but failure to comply with our policies could result in termination of our services to you without a notice.

COMMUNICATIONS:

Notices of activities and updates will be posted in the Church Gathering Room. Information is also available on the Church website (mountainviewumc.org), and by calling the Church office (434-525-6612).

DAILY ACTIVITIES:

While our primary focus will be on homework assistance and tutoring, we also will provide enriching activities such as music, art, movies and games. If you or someone you know has a special talent or career that could be shared with the group, or if you have an idea for an activity, please contact the director(s).

All movies, music and games will be wholesome and age appropriate. Weather permitting, we will offer various types of outdoor play.

DRESS CODE:

Children are asked to follow the Bedford County School dress code. In addition, children are to refrain from wearing/displaying messages or symbols that may be considered offensive to the Christian faith.

VISITATION AND PARENTAL INVOLVEMENT:

The Knight's Club has an open door policy. Parents are welcome to visit anytime during regular hours. Parents are encouraged to be involved in special events and activities.

PERSONAL ITEMS:

Children are asked to not bring their personal items (toys, games, electronics, etc.) unless these are part of a planned activity. Personal items will be the child's responsibility.

DISCLOSURES:

This program is being operated as a ministry of MVUMC. The facilities used at this time include the fellowship hall and all rooms and hallways of the original structure of the building as well as the grassy area behind the structure of the church. The new addition will be used based on the number of enrollment. The maximum number of children for this program is 75 (seventy five).

This ministry is exempt from obtaining state licensure; we will strictly comply with the Code of Virginia regarding religious exempt day care centers. We will willingly utilize a large portion of the guidelines set forth by the Standards for Licensed Day Care Centers for the Commonwealth of Virginia as it relates to our program.

All staff and volunteers are trained and required by law to recognize and report suspected child abuse and neglect. The Code defines an "abused or neglected child" as "any child less than 18 years of age." A copy of the Code of Virginia as it relates to abuse and neglect is available from the directors or online.