



Under Christ's Care

Afterschool Care

Summer Care

Vacation Care

Daycare Ministry

Parent/Guardian Handbook

Policy & Procedures

2020 - 2021

Under Christ's Care

Afterschool Care Summer Care Vacation Care

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Daycare Ministry Ages 1-6 • (605) 371-1790 • uccdc@knowingthesavior.org

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Goals and Philosophy of Ministry

We believe that we are in this community for the purpose of enhancing faith, fellowship, love and hope. We will offer a secure environment that encourages children to develop their God giftedness in these areas.

We believe that each child is a precious gift from God. This is to say that every child is invaluable in God's sight and must be treated as such. Therefore, Abiding Savior will strive to help children understand how priceless they are by treating them with love, gentleness and acceptance.

We believe that children need an orderly, organized yet stimulating, environment to explore. Our goal is to offer learning materials, surroundings and activities that create such an environment.

We believe that the family is the most important aspect of the child's life. As such, it is our goal to serve as a resource to the family as the child grows.

*"They shall be mine, says the Lord. They are my rare and precious children.
I will deal tenderly with those who serve me." Malachi 3:17*

Ministry Expectations

Parent's Expectations of the Ministry

Parents may expect that:

- Their children are cared for in a safe, supportive environment
- They may visit with the Director about concerns related to their child or the ministry
- They will be told about any misbehavior on the part of their child, and may visit with the Director in order to bring about improvement in the situation
- They will be informed promptly if their child does not arrive at the Afterschool Ministry according to his/her enrollment information
- They will be regularly informed by the Director about Ministry activities
- They may observe their child/children at any time and immediately on request
- They will be informed of any significant change in Ministry services and/or policies

Ministry's Expectation of the Parents

The Ministry expects that parents will:

- Make Payments on time as reflected in the Fees and Payment Policy
- Keep your child's records up to date
- Pick up your children on time
- Follow communicated health policies
- Contact the Director if your child will not be attending on a scheduled day
- Watch for any communication from the Director regarding your child's behavior, and cooperate in efforts to bring about improvement when appropriate
- Stay up to date on current activities, notices, and reminders

Children's Expectation of the Ministry

Children may expect:

- To have a safe, supportive and encouraging environment
- To use all the ministry equipment, materials and facilities on an equal basis
- To receive respectful treatment
- To have discipline that is fair and non-punitive
- To receive nurturing care from staff members who are actively involved with them

Ministry's Expectation of the Children

The Ministry expects that the children will:

- Be responsible for their actions
- Respect the rules that guide them during their time at the Ministry
- Remain with the group and Ministry staff at all times
- Take care of materials and equipment properly and return them to their place when done, before taking out new ones.
- Arrive at the pick up points promptly (Afterschool Care)

Parent / Ministry Communication

Parent/Ministry Communication is of great importance.

We have established various methods of Ministry to Parent communication:

- Email – this is our primary form of communicating upcoming events, and items of interest
- Written notifications – these will be sent home with your child attached to their cubbie or in your child's file
- Special mailings – these will be sent prior to Ministry start dates, Parent information meetings, and Open House events
- Phone communication – on occasion it may be beneficial and/or necessary to contact you by phone
- White board reminders – these are daily reminders of general information'
- Parent Board – this board will have postings of community points of interest for parents, as well as the snack calendar, daily schedule etc.
- ProCare – messages can be attached to your child's sign-in screen. This is used for SCRIP order reminders or other messages
- Parent Communication File - Specific and personal messages related to identified child
- Brightwheel (for Daycare)

Parents are encouraged to contact the ministry at any time. You can email the school age Assistant at ucc@knowingthesavior.org or by calling 371-9196. The Daycare Assistant can be reached at uccdc@knowingthesavior.org or by calling 371-1790 or contact the Director at 605-371-1876 or ffisher@knowingthesavior.org. You may request a personal conference at any time regarding questions or concerns.

It is the responsibility of the parent to contact the Ministry in the event of absence. (Please see Absences on pg 7 of the Parent Handbook).

Parental involvement in Parent Information Meetings, Open House events, and special activities is a great way for you to stay connected. We value your input and welcome your involvement!

School Age Fees and Payment Policy

After School

Fees are as follows:

1. \$25 Registration Fee
2. \$60/week for the first full time child (4 or 5 days)
3. \$55/week for each additional full time child
4. \$50/week for each part time child (1 to 3 days)

Summer Care

Fees are as follows:

1. \$25 Registration Fee
2. \$120/week for full time child (4 or 5 days) (\$100 for each additional full time child)
3. \$95/week for part time child (1 to 3 days)
4. \$50 non refundable enrichment fee (Field trips, activities, guest speakers, etc.)

Vacation Care

Fees are as follows:

1. \$30/day
2. \$115 for 4-5 consecutive days

Payments due during registration of care. (See registration form)

Cancellations must be made 48 hours prior to enrolled date of care. All cancellations/no shows will be charged for the dates registered

School Age Credit Days

Your child is allowed one week credit during the school year and one week credit during the summer. Full time After School students will be allowed a maximum of five days for a total of \$60. A full time 2nd child will be allowed five days for a total of \$50. Part time After School students will be allowed a maximum of three credit days for a total of \$45. Full time Summer Care students are allowed a maximum of five days for a total of \$115. A full time 2nd child will be allowed a maximum of five days for a total of \$100. A part time Summer Care student is allowed a maximum of three days for a total of \$90. Please request the use of credit days two weeks prior. Requests can be sent directly to ucc@knowingthesavior.org.

Daycare (ages 1-6) Fees and Payment Policy

| Enrollment Status | Rates |
|--|--------------|
| 1 & 2 year olds | \$180 |
| Attending 2-day Preschool | \$130 |
| Attending 3-day Preschool | \$115 |
| Not Attending Pre-School (usually 3-4 yrs old) | \$165 |
| Attending Pre-K | \$90 |
| Not Attending Pre-K (usually 4-6 yrs old) | \$140 |

Daycare (ages 1-6) Credit Days

- Credit (free) days will be offered for full time enrollments at a rate of 12 days per year, accrued one day per month.
- Credit (free) days accrued may be used for Sick Days.
- Credit (free) days will not transfer into the following year without consideration of inordinate situations from the daycare administration.
- Credit (free) days may also be used for Vacation Days as long as parents request pre-approval for absences no later than two weeks in advance of the first day absent. A paper request form must be completed and submitted for approval.
- Please keep your account current. A discussion with the Director, Church/School Administrator, and Pastor will be scheduled if your account becomes past due.

Children will be transitioned into the next age group/classroom at the end of the school (June 1) or beginning of the school year (September 1). The child's rate will change when the Director determines the child can fully transition into the next age group/classroom.

Wait-list Fee – A \$25 non-refundable wait-list fee will be required upon submission of registration form, when no openings are currently available.

Registration Fee – A \$100 non-refundable registration fee will be billed upon acceptance of the opening notification.

Summer Holding Fee – A \$100 per month holding fee will be required for students not attending during summer months but enrolled in Preschool and Daycare the following Fall.

Tuition payments for After School Care, Summer Care, Vacation Care, and Daycare are processed electronically through Tuition Express. Families must complete an Automated Payment Processing form authorizing your bank or credit card company to release the amount owed when it is due and payable. Payment is billed each Monday prior to the week of care. All clients pay the weekly fee whether or not the child attends. Your fee pays for direct operating costs including staff, snacks, and program supplies. All of these things must be available for the number of children attending the ministry. When you enroll, you are reserving the time, space, staff, and provisions for your child whether he/she attends or not.

Holiday Schedule

School Age Ministry will be closed on all holidays and holiday breaks taken by the public schools during the calendar year. Vacation Care is available through a separate registration for many of the no-school days and during school breaks (see the registration form for the exact dates). Registration must be paid in advance if you are planning to participate in the Vacation Care opportunities.

Daycare (ages 1-6) will follow the published Vacation Care schedule for all CLOSED days. The daycare reserves the right to close due to unusual circumstances with advanced notice whenever possible.

Closures

No Afterschool care or Daycare will be provided on the days when the school is closed because of weather or compensatory days taken by the public schools. A notification will be placed on the "Closeline" page at keloland.com by 6:00am, if service will be closed due to weather. **Credit will not be given for early dismissal or no school days due to weather.**

Health and Safety Policy

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure the Director knows what to do if a problem should occur during After School hours. Please make sure that any medication is available and that the appropriate forms for its use have been completed.

If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: ***contagious disease, fever over 100°F, vomiting or diarrhea, accident requiring medical attention. A sick child will be held out of care for the remainder of the notification day, as well as one full day following. In cases of ear infection, a doctor's note will qualify a child's return to care without the additional day required.***

In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle and the parents will be called as soon as possible.

Outdoor play will not be allowed when temperature (including wind chill) falls below zero degrees.

Caregivers are to make every effort to keep a child from getting into a car with a parent under the influence of drugs or alcohol. They will call the police to give the child and parent a ride home. Caregivers will not under any circumstances give transportation to a parent who appears to be impaired by drugs or alcohol.

The Ministry's license requires caregivers to report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs or alcohol.

Distributing Medications

Whenever a child is to be given a prescription or over the counter medicine, the parent must provide the Director a completed, signed medication authorization form. The medication must be provided in the original or duplicate container or a container accompanied by the doctor's directions.

All student medications will be stored in a secure container. These containers will be stored in an area that is not accessible to children but known by all appropriate staff members. The Assistant Directors and Director of these programs will be responsible for providing the appropriate medications to children in these programs and will oversee the administration of these medications. In the event that the Children's Programs need to evacuate the premises, the Assistant Director of each program will be responsible for taking the medication container with them and will be responsible for making sure children receive their medications as needed off campus.

If medication is to be kept at the Ministry for treatment of a chronic condition, no more than a one-month supply should remain at the Ministry at any time.

Transportation

Transportation by van will be provided for After School students from the schools we serve. Summer care and Daycare transportation will be provided primarily through the use of Abiding Savior vans and walking to neighborhood parks and facilities (pools, library).

Nutritional Requirements

Under Christ's Care Ministry will provide an afternoon snack consisting of a variety of foods from the food guide pyramid groups.

Summer Care Ministry will provide a variety of items for breakfast, a midmorning snack, and an afternoon snack. Parents will be able to order a hot lunch provided by LifeScape. Hot lunch is \$4.00 for a regular menu selection. A special diet option can be substituted at a charge of \$5.50. Parents that choose not to participate in the hot lunch option will be responsible for providing a cold sack lunch during Summer Care. Please do not bring any items that require heating. Vacation Care and the Summer Care Extension will not offer the option.

Daycare (ages 1-6) will provide a breakfast from 8:00-8:30am, a hot lunch provided by LifeScape 11:15 - 12:00pm, and an afternoon snack from 2:45 - 3:15.

A monthly menu is posted on the Parent Board.

After School & Summer Care snacks will be provided every afternoon. Meals brought from home are to be cold lunch options only and will be stored in the kitchen fridge; Meals, snacks, and formula will be stored separate from all other ministry foods and will be refrigerated per State requirements.

Children's Records

Licensing regulations require us to keep records on all children enrolled in the Ministry, including current immunizations.

The health and safety of children in our care requires that information regarding each child be kept and made available on a need to know basis. Emergency information is key to obtaining needed care quickly in an emergency situation.

The Director/Coordinator and staff maintain confidentiality of records and information relating to children in our care, and their families.

Staff Accountability

Immediate attention to any claim of staff abuse will be handled through a written warning and a probation process, which immediately removes the staff member from 1:1 care of any children. Continued involvement in the ministry will be a shared teaching/leading position with another staff person at all times. This continues until the claim is resolved.

If the claim is affirmed by the Director and becomes a referral to the State, the individual is placed on immediate leave through the duration of case research and a determination is made.

Should the State choose not to open the case, probation remains for 30 days based on Performance Correction and Improvement. Continued employment is based on supervisor's discretion and affirmation with Ministry Director and/or Senior Pastor.

All staff will be required to complete up to 20 hours/year of training related to care and wellness of children

Sign In/Out Policy

Children must be signed in upon arrival through the use of ProCare. Parents/Guardians must come into the building and sign out their child(ren) each day. **Children will not be allowed to wait for parents in the parking lot. Siblings will not be allowed to pick up unless they are included on the “permission to pick up” list on you child’s form.**

Children will be allowed to leave Daycare (ages 1-6) with persons other than the parent only if permission has been given to the director on the enrollment form, in writing by the parent, or an email sent from the parent’s email on file.

UCC Daycare (ages 1-6) believes you and your child have a priceless value before God. With this in mind we seek to honor your family and provide care that is in keeping with this value. We understand we are not a replacement for your parenting and can in no way take the place of the precious value of time spent with you alone. In keeping with this understanding we assume your desire to be respectful of the amount of time you child spends in our care.

If your child will not be attending Abiding Savior School Age Ministry on a particular day, please deliver a note to the Director or email ucc@knowingthesavior.org.

Late Pickup

All children must be picked up by 6:00pm closing time. If pickup time is after 6:00pm, you will be charged \$10.00 per child for one to fifteen minutes late; \$1.00 per child for each minute thereafter. You will have a form to sign verifying the pickup time and the late fee will be added to your bill for next week’s charges.

Our staff is required to remain with your child(ren) until closing time. If the staff has not been contacted regarding late pickup, they will begin calling names on the Emergency Form at closing time. If the parent/guardian or emergency contact cannot be reached, the staff person will call 911 for additional support. A third late incident will result in permanent dismissal from the Under Christ’s Care Ministry.

Registration and Enrollment

The Ministry encourages children of all backgrounds to attend. The Ministry does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background.

Registration: Parents must complete a registration form and submit it along with any forms and appropriate registration fees to the Director. We recommend you tour the daycare with your child so we are able to meet them and get acquainted with their needs. Children must have a birth date before being placed on a waiting list.

Eligibility: **Daycare** children must be 1 to 6 years old and able to walk independently without teacher assistance. **School Age Ministry** children must be 5 to 12 years old and enrolled in grades K-5.

Openings: When childcare openings occur, parents of registered children are contacted for enrollment on a first-come basis for the available time according to the date of registration receipt.

Enrollment: Parents of registered children will be contacted regarding enrollment in the program.

These steps are to be taken to enroll child(ren):

1. If the parents wish to enroll their child(ren), the parents will be provided with a set of enrollment forms. Prior to the child's first day of attendance, the parent will complete all forms and submit them to the director. A completed set of forms is required for each child enrolled in the program.
2. Upon enrollment, parents must make a non-refundable payment to cover the cost of registration fees. Checks can be made payable to Abiding Savior.
3. Children will be allowed to attend the Ministry only after all forms have been completed and returned and payments have been submitted.

Enrollment Forms

Parents will be asked to complete the following:

Enrollment Form, Release Form, Emergency Medical Consent, Medication Release (as needed), Food Allergies or Dietary Restrictions, Field Trip Permission Form, Parent/Guardian contract, and immunizations.

The Ministry expects the forms to be kept current. The parent must provide new information to the director regarding information on forms such as: emergency persons, names, employers, phone numbers, etc.

Withdrawal from the Program

Parents wishing to withdraw their child from the Ministry must provide a statement in writing at least fourteen days prior to the discontinuation of this service.

Hours of Operation

The School Age After School Ministry will be open from 2:45pm to 6:00pm. The Summer School Age Ministry will be open from 7:00am to 6:00pm. The Vacation Care Ministry hours are from 7:00am to 6:00pm. Start date and ending date dependent on SFPS district calendar with one week reserved for training between ministries.

The Daycare (ages 1-6) will be open from 7:15am to 6:00pm.

Absences

If your child will not be attending the School Age Ministry because of a scheduled appointment, vacations or other planned absences, please notify the Director in advance. If your child became ill in school and had to be picked up, please notify the Ministry. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur.

If your child will not be attending Daycare (ages 1-6) on a scheduled day, notify the Director as soon as you are able.

Child's Personal Property

The daycare asks that you provide the following items for you children:

1. Sturdy, dishwasher safe water bottle
2. Set of extra clothes, to include underwear, socks and additional diapers and wipes as needed.
3. A washable fabric resting bag to also include, a small travel size pillow, a blanket, and one soft toy. The bag must be taken home and washed at the end of each week.

Children's personal property, coats, clothing, school bags, etc. must be cleared from the child care room after each session of the Ministry. Any personal property that remains after the session will be taken to the lost and found box. Although the Ministry attempts to help children stay organized, it cannot be responsible for lost personal property. Children should not bring money, toys, food or other items not necessary for school activities to the Ministry without checking with the director. Children's clothing, coats, hats, scarves, boots, etc. should be marked with the child's name in permanent ink.

Discipline

Discipline techniques used in the UCC Daycare and Afterschool programs will be positive and age appropriate. This will be accomplished through the use of staff guidance, redirection and Biblical principles.

All behavior expectations will be based on 'honor and respect' for our peers, our teachers, parents, and all authority figures, ourselves and ultimately, our Lord and Savior.

Staff will continuously teach children through the use of role modeling appropriate behaviors, redirecting inappropriate behaviors and explaining and practicing social skills in all situations through the use of stories, activities and class discussions. This standard will be best taught by using positive guidance which teaches children expected behaviors in order to establish self-control. Children will be taught skills such as listening, taking turns, hearing different points of view, negotiating, communicating, helping one another, and taking responsibility for their own behavior.

Parents will be notified by staff of any behavioral concerns and the corresponding disciplinary actions taken while their child was attending UCC that day.

In the case of situations where a child is displaying chronically disruptive behavior that requires continuous attention from the staff, inflicts physical or emotional harm on other children, or ignores or disobeys the rules, parents and UCC staff including the assistant director, director, and teacher will meet to discuss behaviors and determine appropriate consequences. Written behavior incident reports will be used any time a behavior occurs that is physical in nature and/or causes bodily harm to others or the student. If a behavior is great enough that it could endanger the safety of the child or other children in the Ministry, immediate action will be taken to remove the child from the environment and a parent meeting will be held with the director and staff to determine immediate and long term consequences.

Under Christ's Care will follow the State Requirements as follows:

Health Requirements:

Copy of Immunization Records are required for students to be enrolled within our program and to be kept current. If a child is ill, has 100°F temperature and/or is vomiting or experiencing diarrhea, the child will be discretely moved out of the group and cared for until which time parents can be notified for immediate pick up. The child will be allowed to return after 24 hours. If a child has a contagious disease that is reportable with the Department of Health, it will be reported to the licensing specialist/State as well as to the Department of Health.

Emergency Evacuation plan:

There is an agreement with Holy Spirit Church that they are willing to provide Under Christ's Care shelter in case of an emergency. There are evacuations at every exit throughout the facility.

Under Christ's Care will complete 4 fire drills and 1 tornado drill annually to assure that staff and children are aware of the proper procedures in these situations. See Director for details in regards to emergency preparedness plan.

Transportation and Car seats:

Use of child passenger restraint systems will be utilized depending on the age and weight requirements by South Dakota State Law. Each vehicle will only carry the number of children allowed by vehicle passenger capacity determined by the number of safety belts installed in the vehicle.

Staff Requirements and Reporting:

Under Christ's Care staff will follow immediate reporting of suspected child abuse or neglect to DSS or Law Enforcement and require staff to read and sign a statement which defines child abuse and neglect, and identifies reporting responsibilities and procedures as outlined in SDCL 26-8A-8.

Under Christ's Care is required to report changes or circumstances, within 24 hours, which may affect the ability to comply with licensing rules, i.e. new program location, building renovations or remodeling, suspected in-house child abuse or neglect, ownership change, employee felony convictions, or a new director.

Under Christ's Care Daycare will follow State Requirements for each child care worker to be at least 18 years of age and supervised by the Director. Secondary child care workers must be at least 14 years of age and work under the direct and constant supervision of an adult.

The Director completes all necessary education and has specific experience related to center programming as required by the State of South Dakota.

Volunteers used to fill staff member positions will meet the requirements for the position they are filling.

All staff are required to have no conviction of a felony within the past five years, a sex offense, a crime of violence, or a crime against children.

No staff member's name will be located on the Sex Offender Registry. No staff member or volunteer will have a substantiated report of child abuse or neglect.

Allergic Reactions, Shaken Baby Syndrome, & Disposal of Bio-contaminants

Shaken Baby syndrome

Shaken baby syndrome is caused by the brain moving back and forth inside the skull and being bumped, bruised or twisted. Under Christ's Care Daycare requires any care provider, employee, or substitute who provides care and supervision to children under age 5, be trained in recognizing what shaken baby syndrome is, how it is caused, what the symptoms of the syndrome are, and how to prevent it.

Food and allergic reactions

Under Christ's Care Daycare requires staff to be trained in the area of food and allergic reactions. Under Christ's Care Daycare requires all parents to complete an enrollment application and if there are allergies, to list those allergies. When a parent lists any allergy, they are required to complete a document that lists the allergy, what the allergy is related to (food, pets, etc); what the signs and symptoms of distress are should the child have an allergic reaction; and what the process is for assisting the child should they be in distress due to a reaction. Each staff person who is associated with this child (teacher, cook, etc) is provided an overview of the situation, an overview of the allergy document and the instructions for preventing a reaction; and instructions for handling a reaction.

Disposal of bio-contaminants

Under Christ's Care Daycare requires all staff to be trained in the area of Universal/Standard Precautions. Universal/Standard Precautions are guidelines issued to prevent disease transmission for people in all walks of life, including child care providers. The Universal/Standard Precautions require persons to have a barrier between any infectious substance and the workers skin, eyes, nose, and mouth. Under Christ's Care Daycare requires any care provider, employee, or substitute who provides care and supervision to children to follow the universal/standard precautions recommended by the Centers for Disease Control and Prevention (CDC) in handling any fluid that might contain blood or other body fluids. Universal/Standard Precautions require treating all blood and fluids that may contain blood or blood products as potentially infectious.

