



FIRST BAPTIST CHURCH, CHOUDRANT AFTER SCHOOL PROGRAM

Gil Arthur, Pastor

Dear Parents:

We are glad you have chosen our program for your child. Here at FBCC, we feel that children are very special, and we strive to make their after school care a very pleasant learning experience. This handbook is intended to acquaint you with our program and its operation. Hopefully, you will find it informative and useful to you in explaining our enrollment procedures, our general policies, our commitment to confidentiality, our plan for handling emergencies, and our efforts to promote and maintain a safe and healthy environment for the children entrusted to our care.

The first section explains our religious purpose, mission, and beliefs. This after school care program unashamedly believes, teaches, and practices the teachings of the Bible, the Word of God. Biblical principles are integrated into every aspect of our program. Our staff is committed not only to caring for your child but also to teaching students how to apply the truths of God's Word to every aspect of life. If you are in agreement with the teachings of God's Word, then our program will complement the beliefs and ideals your child is taught at home. We respect your desire to place your child in the best possible learning environment, but if you are not in full agreement with our doctrinal positions, it will be best for all concerned that you not enroll your child in our program.

This is a program First Baptist Church felt was something that Choudrant was missing and an outreach opportunity that our church was missing. As our handbook explains, you are invited at any time to come by our center and visit with your child. Thank you so much for sharing your children with us. We look forward to partnering with you to educate your child in God's truth.

Sincerely,

Gil Arthur, Pastor

POLICY AND PROCEDURE HANDBOOK FOR PARENTS

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I. INTRODUCTION

A. Forward

Only as parents and teachers work together cooperatively can each child receive the physical, intellectual, social, emotional, and spiritual guidance that he needs as a growing child. By limiting the groups in number, individual needs of children can more adequately be addressed and met. This handbook has been prepared to give parents an overview of the aims, purposes, and overall program of the First Baptist After School Program (identified as FBCC ASP hereafter).

B. Mission, Statement of Faith, and Doctrinal Statement

First Baptist Church After School Care is a ministry of First Baptist Church and, as such, it operates under the same faith and doctrinal beliefs. FBCC ASP aims to provide a safe and secure environment for children to receive the guidance outlined above.

C. STAFF

First Baptist Church ASP has carefully chosen qualified staff members who meet and exceed all the necessary requirements according to the guidelines determined by the State of Louisiana. The creative and energetic staff of FBCC ASP looks forward to working with children.

II. ENROLLMENT PROCEDURES

A. Persons who wish to enroll their child in First Baptist Church's After School Program should obtain an application form from the board (board@fbccafterschool.org) or from the ASP website (fbccafterschool.org). First Baptist Church ASP does not discriminate according to sex, race, or religion. Please note that this program is only for children who are now or will be in pre-k through 5th grade.

- B. Only persons who have returned an application will be considered as openings arise. Once notified of and accepting an available position parents will receive a registration packet that includes the following:
 - 1. Policy and Procedure Handbook for Parents
 - 2. Policy and Procedure Acknowledgment Form
 - 3. ACH Debit Authorization Forms

Before a child's enrollment and attendance, the following items must be completed and returned to the Director:

- 1. Registration Form
 - 2. Policy and Procedure Acknowledgement Form
 - 3. ACH Debit Authorization Form
- C. Questions concerning a child's enrollment should be addressed to the board (318) 243-4122.
- D. Many children will be making their first trip to FBCC. To make the adjustment easier, parents are asked to bring his/her child to the church before he/she actually enters the program so that the child can meet the staff and get acquainted with new surroundings and friends. An open house will be scheduled prior to the first day of school for this.
- E. **SPECIAL NOTE:** Parents must register **each year** at the designated sign-up times. To enter or continue in the after-school program, a child must be registered for it every year. Enrollment is **not automatic**, and registration must be made during the designated enrollment period annually. Please understand that just because a child is enrolled this year, he is not guaranteed a position next year. FBCC ASP never takes for granted that he or she will enroll next year. Please be sure and watch our Facebook page or website for information about the enrollment period. Registration is on a first-come, first-served basis.

III. TUITION

IMPORTANT NOTICE

All financial payments for tuition must be paid by ACH debit. You may obtain ACH forms from the ASP Board. If at any time you need to change your ACH you must obtain a new ACH form, fill it out, attach a voided check, and get it to the board at least one month before tuition is due. **NO TUITION PAYMENTS WILL BE ACCEPTED IN THE OFFICE AT ANY TIME.**

The FBCC ASP tuition is as follows:

- A.** Upon acceptance into the program, the ACH Enrollment Debit Authorization and the ongoing ACH Debit Authorization for Tuition are due. If the ACH Debit is denied by the banking institution, a 20% late penalty will be assessed. If it is not paid within one week of the original debit date, and arrangements are not made with the director, a child will not be allowed to attend at that point. The child's position will be filled by another registered child. Even if tuition is caught up the child will have to wait for the next opening.
- B.** Full tuition is payable and due even in the event the center closes for bad weather or any other emergency situation.

IV. GENERAL POLICIES AND PROCEDURES

A. General Policies

1. Parental Access Policy

FBCC ASP offers an open door to you as parents at all times. Parents are encouraged to come for a visit when their schedule permits. No advanced notice is required.

2. Complaint Procedure

A. FBCC After School strives to quickly and satisfactorily resolve parents' complaints regarding their children's care and safety.

The following is the established policy for the handling of these complaints:

- (1) The parents should contact the director to set up a meeting to deal with any complaints or concerns they have regarding the care and safety of their child(ren). If this meeting does not resolve the issues of concern,
- (2) The parents should request a meeting with the director and the First Baptist Church pastor who is the immediate supervisor of the director. If the issues remain unresolved, as a last resort,
- (3) The parents may request a meeting with the director, the immediate supervisor, and the After School Program Board of the church which gives oversight to the After School Program ministry of the church.

3. Non-discrimination Policy

Discrimination by childcare providers on the basis of race, color, creed, sex, national origin, handicapping condition, or ancestry is prohibited.

4. Dismissal

On rare occasions, it is necessary to dismiss a family or child from our center. Dismissal can occur for any of the following reasons:

- Delinquent fees--tuition more than ten days late without extenuating circumstances
- Consistent behavior infractions

- Consistent parental disregard for First Baptist Church's policies and procedures
Parents will be notified of any dismissal action at a conference and in writing.

5. Withdrawal Notification

Parents must give a one-month notice prior to withdrawing a child from the afterschool program. Failure to do so will result in a charge for an additional month's tuition.

6. File Updates

It is crucial that children's files be updated **immediately** with any changes to emergency contact names and phone numbers.

7. Transportation

FBCC After School provides transportation to our center after school. Transportation is provided from Choudrant Elementary School. The van leaves FBCC at approximately 3:00 p.m. and returns to FBCC at approximately 3:30 p.m. The driver and one other staff member are on the bus with the children at all times.

8. Outdoor Policy

Taking children outdoors is a healthy, integral part of our daily schedule and curriculum. Health experts agree on the importance of fresh air and exercise as a part of their daily routine. Children benefit from active outdoor play in releasing energy and developing large muscle coordination. Children will participate in routine outdoor play when the weather allows and the conditions are not extreme. During winter months, we recommend that the children be dressed in layers of warm, dry, loose-fitting clothing. Gloves/mittens, hats, and boots are nice on these cold days.

9. Food/Snacks

First Baptist Church ASP will serve after-school snacks. If a child has special dietary needs, it is the parent's responsibility to note that information on the child's application as well as to inform the child's teacher of these needs.

B. Confidentiality Policies

1. Statement of Confidentiality

All the information on a child's registration forms and any other information added to a child's file during his enrollment at FBCC ASP shall be considered privileged and confidential. This information will be accessible only to the appropriate staff.

2. Photographs

No outside agency or individual will be allowed to photograph a child without the written consent of the child's parent/guardian. FBCC ASP staff reserves the right to take photographs of the children for educational or curriculum purposes. Children are identified by first name and age only when these photographs are used with our program. In addition, we will use photos of our children on our church/preschool Facebook page.

C. Emergency Procedures

1. Threatening Weather

Anytime the weather looks threatening, the radio will be on in the offices so that the center can be aware of weather warnings.

- a. If the threatening weather involves the sighting of a tornado, the director or administrative assistant will immediately inform the teachers. The teachers will immediately and calmly gather as many blankets, mats, pillows, and tables as time allows and place the children into the hallway. The children will remain in the hallway until the all-clear is signaled and it is safe to return to the classrooms.
- b. If the threatening weather involves snow, ice, or other inclement weather that necessitates the closing of the public schools, First Baptist After School Program will also close. Parents need to listen to the following radio stations for the latest closure information: KPCH, KXKZ, and KRUS. We will inform the radio stations of this closure.

2. Inclement Weather Policy

The policy at FBCC ASP is to close for inclement weather when public schools close. Parents are advised to listen to their radios on KPCH, KXKZ, and KRUS for the latest closure information. In the event the weather worsens after preschool begins, the staff will inform the radio stations. NOTE: There is no refund for bad weather days.

3. Crisis Management Plan

It is the intent of the FBCC After School Program to make sure that children are safe should a crisis situation occur until such a time that the threat has been reduced. Parents will be informed and reunited with their children as soon as it is safe to do so. We ask that parents have their driver's license available in the event of an emergency when picking up children. In an emergency situation, as soon as the director is notified or becomes aware of an emergency, the following procedures will be followed:

- a. Lock-down procedures may be issued in situations involving dangerous intruders or incidents that may result in harm to persons inside the center.

The Director/Assistant Director/Staff in Charge will place a red laminated sheet on the front door to let parents know no one can enter/leave the building until the Lincoln Parish Sheriff's Department issues all clear.

No one may leave the classroom/center until all clear is given by the Director/Assistant Director/Staff in Charge, directed by the Lincoln Parish Sheriff's Department.

- b. Emergency Evacuation procedures may be issued in situations where occupancy in the center is no longer safe. Following evacuation to one of the off-site evacuation sites, parents will be notified by email and individual phone calls from their child's teacher. This information will also be given via the radio

if possible. Parents will be notified of the off-site evacuation location through these communication methods. Parents may meet their child at the evacuation site and check out their children by signing them out in the usual method.

Evacuation locations are:

(1) Primary Evacuation Site 50 yards from the building

c. Recovery Following Crisis

Following a crisis lead staff will meet to process their personal reactions at the beginning and end of the first day. Lead staff will give students a chance to talk about their reactions to the event. Students and parents will be given factual information concerning the incident. Teachers will resume normal activities as soon as possible. If a family or child needs further counseling, the following services are available:

- Louisiana Methodist Children's Home 255-5022
- Temple Counseling Service 255-6940
- Ruston Mental Health Center 251-4150

4. Emergency Closures

Should the public schools be closed due to emergency evacuations (such as hurricanes, etc.) FBCC After School Program will also be closed.

D. Arrival and Departure Procedures

Any time a child is going to be absent, parents should notify ASP using the GroupMe app to inform the staff so we know the child will not be in the car line for pick up that day.

When picking up children, parents are reminded that they **must park in designated parking places** in front of the Family Life Center. Parents must come into the building to sign out his/her child and collect the child's belongings. Parents should hold the child's hand until he is safely in the vehicle.

To ensure effective communication and a smooth transition at the end of the day, we kindly ask that parents refrain from using cell phones during pick-up. There may be important information a teacher needs to share with you regarding your child's day, behavior, or needs. Your full attention helps us maintain a safe and connected environment for all children. **Please complete all phone conversations prior to entering the building for pick up.**

If someone other than the child's parents is to pick him up, that person's name must be on the child's pick-up list. This list is on the back of the child's application. The center cannot let a child leave with anyone who is not on the approved list or without a signed note turned in **before** pick-up time. (SPECIAL NOTE: No one under the age of 16 will be allowed to pick up children, including older siblings.)

Signing children out must be done daily. Sign-out forms are kept in a designated area.

For any child picked up after 6:00 p.m., the parent will be assessed a two-dollar fee for every minute they are late.

Teachers cannot be responsible for carrying children home. Every effort will be made to contact the parent or the emergency number between 6:00 p.m. and 6:30 p.m. After 6:30 p.m., the sheriff's department will be notified, and parents will be able to pick up their children at the sheriff's department.

F. Transportation Policy

When transporting children in the care of the First Baptist Church After School Program from one place to another, the following procedures apply:

- All transportation arrangements will conform to Louisiana state laws including seat belts and child restraints.
- At all times at least two staff members, one of whom may be the driver, shall be in each vehicle unless the vehicle has a communication device. At all times the proper child/staff ratio will be met.
- At all times at least one staff member in each vehicle shall be currently certified in CPR and trained in pediatric first aid.
- The children will always be under staff's direct supervision. The driver or attendant shall not leave the children unattended in the vehicle at any time while transporting children.
- Each child shall be delivered to a responsible person authorized to care for that child. A designated staff person shall be present when the child is delivered to the center.
- Good order shall be maintained on the vehicle at all times.
- The driver shall check the vehicle after each trip to ensure that no child is left in the vehicle and all children have been dropped off at the center.
- The vehicle shall be maintained in good repair at all times.
- The use of tobacco in any form, use of alcohol, and possession of illegal substances or unauthorized potentially toxic substances, firearms, pellet, or BB guns (loaded or unloaded) in any vehicle while transporting children is prohibited.
- The children shall never be transported in the back of a pick-up truck.
- The number of persons in a vehicle used to transport the children shall not exceed the manufacturer's recommended capacity.
- All drivers and vehicles shall be covered by liability insurance.
- The driver shall hold a valid, appropriate Louisiana Driver's License.
- The driver or attendant shall maintain a daily attendance record.
- The vehicle shall have evidence of a current safety inspection.
- There shall be first aid supplies in the vehicle.
- There shall be information in each vehicle identifying the name of the director and the name, telephone number, and address of the center for emergency situations.

V. BEHAVIOR MANAGEMENT

A. GOAL

The goal is to establish a positive culture between the staff and students during after-school care. At the FBCC After School Program (ASP), discipline must be:

- Individualized and consistent for each child
- Appropriate to the child's level of understanding
- Directed toward teaching the child acceptable behavior and self-control.
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
- Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirecting behavior using positive statements
- Using brief supervised separation or reflection time from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age. Reflection time allows a child to reflect on their actions and allows staff to have a private discussion with the child if needed.

FBCC After School Program seeks to provide an environment conducive to positive child growth and development. Students in After-School Care are expected to follow the same student code of conduct and meet the same behavioral expectations as during the school day. Parents will be notified in writing of any major student code of conduct infractions on the Behavior Report form. Three such incidents (documented on a Behavior Report form) may result in suspension or removal from the After-School Program. Should the ASP staff deem any behavior harmful to any child or adult, or destructive to property, immediate notification will be given to the parent/guardian for temporary suspension and/or permanent expulsion based on the severity of the behavior.

B. Behaviors That May Result in Suspension or Dismissal

The following behaviors are prohibited and are considered grounds for suspension or termination of services from the After-School Care program:

- Abusive/threatening/inappropriate/profane language
- Physical aggression (ex: spitting, scratching, hitting, biting)/fighting/encouraging others to fight
- Harassment (physical or verbal), including name-calling, ethnic or racial slurs, or derogatory statements
- Possession of illegal substances/drugs/tobacco/alcohol/weapons
- Property destruction/vandalism
- Theft
- Bullying
- Inappropriate touching

- Running away from the staff
- Leaving the designated area without permission
- Chronic defiance
- Chronic disruption

Behaving in any way that substantially disrupts the FBCC After-School Program reserves the right to immediately suspend or terminate a child based on the severity of the offense. There are no refunds for suspension or termination due to unacceptable behavior.

C. Behavior Policy

STEP 1 - Redirection to another activity (unless severe behavior offense- step 3 begins)

STEP 2 - Verbal warning

STEP 3 - Behavior Report Form given to the parent to sign

STEP 4 - One or more days' suspension, dependent on the severity of the incident

STEP 5 - After three behavior infractions, a parent conference with the program director and removal from the program.

D. Disciplinary Procedure

First Incident: Child is given a verbal warning, and the incident is documented on the Behavior Report Form. The parent is notified, given a copy of the Incident Form, and informed of the discipline policy.

Second Incident: Child will receive a verbal warning, and a second Behavior Report Form will be completed and given to the parent. Parents are informed of the discipline policy. The child may be suspended for 1 day.

Third Incident: A third Behavior Report Form is completed and given to the parent. The parent is required to meet with the Director to discuss further action. Further action may include suspension from the program for the remainder of the semester or termination of After-School Care services as determined by the school.

If a student is suspended from the After-School Care program, a meeting between the parents, student, and Director will be deemed necessary before the student is allowed to return to the program the following semester.

VI. HEALTH AND SAFETY

A. General Health Information

FBCC ASP follows the same health and safety regulations as the Lincoln Parish School System.

B. Tobacco-Free Policy

Because FBCC ASP recognizes the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, it shall be the policy of FBCC ASP to provide a tobacco-free environment for all employees and visitors. This policy covers the smoking of any product or the use of oral tobacco

products or “spit” tobacco, and it applies to all employees, parents, and visitors to the campus. This policy applies to any vehicle First Baptist Church owns, all break rooms, and all First Baptist Church grounds.

The American Cancer Society’s free online “Quit Tobacco and Smoking Tool Kit” offers detailed Guidance on how to quit smoking.

C. Head Lice

Following is the policy for treating head lice. The following items MUST be taken care of before an infected child may return to FBCC ASP.

1. Individual Treatment

☑ Treat with a pediculicide according to label directions. Effective pediculicides are those containing lindane and those with pyrethrins with piperonyl butoxide (i.e. RID, A-200 pyrinate gel).

Comb hair with a fine tooth comb to remove as many nits as possible.

Bring to school the next day a box top from pediculicide or a note from the doctor stating that your child was treated.

Repeat treatment with pediculicide in 8-10 days.

Bring a box top from pediculicide or a note from the doctor stating that the child has been treated a second time when you bring your child back to school on the 10th day.

2. Personal Articles

☑ Machine wash all clothing and bed linens that have been in contact with the infested individual with hot water and detergent. Drying them at high heat for at least 20 minutes will destroy nits.

Soak combs and brushes for an hour in a 2% Lysol solution or put them in a pan of water on the stove and heat to about 150 for 5-10 minutes. CAUTION: Heating may damage the comb or brush.

D. Medication

Due to the many rules and regulations concerning the administering of medication set forth by the bureau of licensing for the state of Louisiana, FBCC ASP will not administer over-the-counter or prescription medications.

Teachers/staff will not administer prescription medication. Most doctors will be able to prescribe medication that only needs to be taken once or twice daily if requested. If the child’s doctor cannot prescribe a medication taken once or twice daily, then you must make arrangements to come and administer that drug yourself.

Should a parent decide to administer medication to his/her child while at the center, that parent must remain with the child for a minimum of 45 minutes to assure the child does not have an allergic reaction to the medication.

E. Emergency Care Procedures

For the safety and protection of the children at the FBCC ASP, at least one-half of the staff is certified in pediatric first aid and is on duty at all times. In the event of an accident that creates a need for medical attention, the procedures outlined below will be followed:

For immediate medical treatment, a staff member will call 911 and request emergency assistance. If necessary, the child will be transported to the nearest emergency center by the dispatched ambulance. Parents will be contacted immediately. If parents are unable to be reached, the listed emergency contacts will be called. Within 24 hours the staff member will complete an incident report stating the details of the situation. Parents will be responsible for all costs related to such an emergency.

If a less serious incident occurs, the trained staff member will administer first aid on-site. Parents will be contacted and will receive an Incident Report stating the details of the injury.

Whenever any injury or an “ouch” (i.e., small bumps, scraped knees, etc.) occurs during the day and first aid is administered to a child, a log will be kept and a note sent home for the parents’ information.

F. Custody or Care Legal Documentation

The FBCC After School Care Program must have custody or care legal documentation on file in order to honor or enforce any custody or care agreements. If the police are called they require those documents to enforce any agreement.

VII. COMMUNICATION

A. Absences

If a child is going to be absent from the center, parents are asked to notify ASP using the GroupMe app to report the absence, in advance if possible.

B. Communication Methods

ASP uses the following for communication with parents and we ask that you join these:

- Facebook - www.facebook.com/groups/fbccasp/

This private social media page can only be accessed by parents who the ASP director or the board has approved. This is an essential piece of communication because the director posts photos and videos almost daily to show parents what activities the students were working on that day.

- GroupMe App - https://groupme.com/join_group/101949144/YFg6zOiF

This app is vital for communicating with the director about early pick-up, absence, etc. You can use this app to direct message the director or send a message to the entire group.

If you need assistance setting either of these up, please contact the board at 318-243-4122. We'll be happy to help you get everything in place.

FIRST BAPTIST CHURCH AFTER SCHOOL CARE FEE SHEET

First Baptist Church Members:

\$200 per month for 1st child

\$100 for each additional child

Non-FBCC Members:

\$250 per month for the first child

\$125 for each additional child

NOTE: ALL TUITION PAYMENTS AND ACH REQUESTS MUST BE HANDLED THROUGH THE ASP BOARD

All tuition is due on the first of each month. FBCC After School requires ACH Debit Authorization for all tuition. This tuition will be debited on the 1st of the month. If the parent has an alternate date to have the tuition debited, please contact the board at board@fbccafterschool.org, and we will do our best to accommodate. If the designated banking institution denies the ACH debit, a late penalty of 20% will be assessed.

Cash payments may be accepted under certain conditions and with the board's approval. These payment arrangements will be evaluated on a case-by-case basis.

TERMINATION OF ACH DEBIT AUTHORIZATION FORM FOR PRESCHOOL TUITION

I hereby request that the ACH Debit Authorization for Preschool Tuition I gave *First Baptist Church* be terminated effective _____.

Child's Name _____

Parent's Name _____

Signature _____

Date _____

****SPECIAL NOTE: This form must be completed and returned 30 days prior to the student's last day at FBCC ASP. The debit authorization will be terminated within 30 days of the return of this form.**

FOR OFFICE USE ONLY:

DATE FORM RETURNED: _____

STAFF PERSON RECEIVING FORM: _____

**FIRST BAPTIST CHURCH AFTER SCHOOL PROGRAM
PARENT POLICY BOOK AGREEMENT**

Child's Name: _____

Parents: Please read the following statements carefully and sign below to indicate your agreement. Complete one acknowledgement form per child.

I hereby affirm that I have received and read the "First Baptist Church After School Program Parent Policy Book."

I hereby affirm that I have read and understand the Behavior Management Policy.

I certify that I consent to and will submit to all governing policies of the preschool/daycare, including all applicable policies contained herein.

I understand that the after school program is a ministry of First Baptist Church and operates under the Biblical and doctrinal statements.

I understand that the services of the after school care program are engaged by mutual consent and that either the daycare or I reserve the right to terminate any or all services at any time. I understand that this policy book does not contractually bind First Baptist Church After School Program and is subject to change without notice by the decision of the After School Program Committee or First Baptist Church, the governing body of the after school program. Admission to the school is a privilege, not a right, and any action or behavior inconsistent with the preschool standards could result in termination of services.

I understand that FBCC After School Care Program will consider each student individually to determine if it can serve that student and will consider all relevant factors in making its determination. These factors may include, but will not be limited to, the following

- **The student's ability to function in an open area in the Main Room, playground, gym, or classroom.**
- **The student's ability to function with a staff-to-student ratio of 1:15 or 1:20**
- **The student's need for individual supervision**
- **The student's health care needs**
- **Previous After School Care history (with other programs and/or FBCC After School Care Program)**

Signature of Father/Guardian Date

Signature of Mother/Guardian Date