

Construction Zone



Parent Handbook

Dear Construction Zone Parents,

Welcome to another summer of outstanding childcare at Construction Zone, a ministry of First United Methodist Church of Rogers, Arkansas. We are excited to offer this program to serve your family!

Our staff is committed to continuing the quality care to which our returning families have grown accustomed. To the new families, we pray that you will find this place a loving, safe, and nurturing environment for your child/ren. Our greatest hope is that we will help your child know Jesus.

This Parent's Handbook was written with you in mind. We hope you will become familiar with it. If you have any questions, feel free to call the Weekday Ministries with Children Director, at (479) 531-0940, or e-mail her at mdoplus@sbcglobal.net. We look forward to working with you this year!

Joyfully Serving,

Amy McCann, Weekday Ministries with Children Director

Weekday Ministries with Children Board of Directors
Mary Ann Hoppe, Chair

MISSION STATEMENT

A program alive by the grace of God, FUMC's Construction Zone is a community of faith engaging everyone in ministry. Construction Zone is committed to offering Christ by promoting the spiritual, physical, intellectual, emotional, and social development of each child, thereby enriching lives and changing our world by the power of the Holy Spirit.

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1. Enrollment

Prior to enrollment, please make sure that you have filled out and turned in your registration form, and that your materials fee has been paid.

Enrollment forms must be completed and on-file with the Weekday Ministries with Children Director prior to leaving your child/ren on the first day. If enrolling more than one child, please turn in all items on this checklist for each child:

- ❖ Materials fee has been paid. _____ (check when complete)
- ❖ Enrollment form has been completely filled out (front and back). _____ (check when complete)
- ❖ Parent acknowledgement stating that you have read and agree to the policies in this handbook has been signed and turned into the Weekday Ministries with Children Director. _____ (check when complete)

2. Discrimination Statement

First United Methodist Church's Construction Zone admits children of any race, color, and national or ethnic group. The program grants them all rights, privileges, programs, and activities generally accorded or made available to children at First United Methodist Church's Construction Zone program. The program does not discriminate on the basis of race, color, and national or ethnic group in the administration of its admissions policies and other school-administered programs.

3. Schedule and Hours of Operation

Our program will be open Monday thru Friday from 7:15 am to 5:00 pm. We will begin based of the Rogers Public School calendar.

You will receive a weekly schedule on Fridays for the following week. The schedule will let you know what your child's activities will be for that week.

4. Payment

Tuition \$20.00 per day or \$80.00 a week **

Materials Fee \$80.00

Your child is allowed one week's tuition waived for vacation.

Please Note The Following:

- ❖ Payment is to be made on the **1st of the month for the enrolled days that month.**
Please deposit payment in the lock box in front of the Weekday Ministries with Children Director's office.
- ❖ Your child/ren's tuition statement will be placed in your child's folder, each month. These statements serve as your **tuition receipts**, so please save them.
- ❖ If payment has not been received by the **15th of the month**, a **\$15 late fee** will be charged to your account.
 - If payment is not received by the **1st of the following month**, your child will not be able to continue in the program until your account balance is paid in full.
 - Upon enrollment in FUMC's Construction Zone program, you are committing to paying any balance applied to your account based on the schedule in which you have enrolled. If there is a balance after your child leaves the program, the Director will be in contact with you for arrangement of payment.
 - If payment is not made within 30 days of leaving the program, your account will be sent to a collection agency.
- ❖ **Please speak to the Weekday Ministries with Children Director regarding special payment arrangements.**
- ❖ **If your child does not attend a scheduled day, you will not receive a credit for that day. Overpayments and inclement weather cancellations are credited to your next month's bill.**

- ❖ Please provide the Director written notice **two weeks in advance** upon taking your child out of the program. If **two weeks written notice** is not provided, an additional **two (2) weeks' tuition will be charged to your account.**

5. Arrival and Departure

Please sign your child in upon arrival and sign out upon departure. Children **MUST** be accompanied in and out of the building by a parent. **Please observe the opening and closing times of our program. A \$1 fee will be charged for each minute you are late. Late charges will be added to your next bill.** Only adults listed on your Child Release Form may pick up your child unless we receive a written note from you. **They must bring in drivers license for positive identification!!**

6. Health Policy

Please call the Weekday Ministries with Children Director if your child needs to miss Construction Zone. This lets us know not to plan on your child for that day.

Your child may not attend Construction Zone if:

- ❖ Diarrhea of more than one loose stool exists. Your child must be diarrhea free for twenty-four (24) hours to return to Construction Zone.
- ❖ He/she has unexplained rashes or welts.
- ❖ He/she vomits more than once.
- ❖ He/she has excessive coughing.
- ❖ He/she has discharge in/around the eyes.
- ❖ He/she has a communicable disease.
- ❖ Our measures of comfort cannot help them after considerable effort.

Please Note:

- ❖ A child with an elevated temperature, (fever) of 101 degrees or higher, is considered contagious and may not attend Construction Zone. In order to return to class, a child must be **free from fever for twenty-four (24) hours without the use of fever-reducing products (Tylenol, etc.). If a child is prescribed an antibiotic, they must have taken it for twenty-four (24) hours before returning to Construction Zone. The child must also be symptom-free or**

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bring a doctor's note stating what the illness is and that the child is not contagious.

- ❖ If a child is not well enough to play outdoors, he or she should be cared for at home, as we are required to allow for outdoor play each day, weather permitting. You may be required to bring a doctor's note to readmit your child.
- ❖ You will be notified if your child becomes ill in class, and we will expect your child to be picked up promptly.
- ❖ You will also be notified if a communicable disease is developing in the classroom. If a child develops a contagious disease at home, notify the Weekday Ministries with Children Director as soon as possible in order that parents may be notified.

7. Medication Policy

We ask that you give any necessary medication to your child at home. If needed, any prescription medication will be administered, as prescribed, by the Weekday Ministries with Children Director. This will be done **only** after parents have completed the proper form provided by Social Services. Over the counter medications will **NOT** be given.

8. Accidents/ Injuries

- ❖ The staff at FUMC Construction Zone makes every effort to ensure the safety of your child. Every injury is treated with appropriate first aid and TLC.
- ❖ You will receive a written report for each minor injury the day it occurs.
- ❖ We will contact you for more serious injuries, which are stable but may require a doctor's care.
- ❖ For serious emergencies, we will call 911 to transport your child to Mercy Medical Center's Emergency room. We will make every effort to contact you immediately. The Weekday Ministries with Children Director or program representative will remain with your child until you arrive at the place of treatment.

9. Discipline Policy

The process of discipline is to help teach children appropriate ways to meet their needs and to stop inappropriate behavior. The word discipline means “teaching”, and that is exactly what Jesus did with his disciples. Our caregivers are responsible for the following guidelines:

- To encourage children to love the Lord (demonstrated by obedience) and to love their neighbor (treat others as you want to be treated)
- To redirect behavior
- To offer a choice
- To talk through problems
- To set clear limits (use the word “no” as little as possible)
- To provide an opportunity for time out (applies to children 2 years or older and must not exceed one minute per year of the child’s age).
- To contact the director if the above options have been taken without any change in the child’s behavior
- To contact the parent if these measures have not been effective
- To understand that effective discipline does not include ridicule, sarcasm, threats, or withholding any sort of care from a child.
- To know effective discipline should NEVER include any sort of negative physical touching on their part (spanking, slapping, swatting, tapping, shaking, pulling, biting back, or grabbing face or limbs)
- It is our desire to demonstrate to children that our caregivers are loving and considerate people who want to help them and show them God’s love.

If an incident occurs that is found to be means for immediate suspension from the program, such as fighting or any other action or behavior that puts others in danger of unnecessary or excessive harm, parents will be notified and be asked to pick up their child immediately.

Please review the Rules and Policies with your child before they attend

Construction Zone

Children will:

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- Respect and obey adults. This includes staff members, volunteers, and parents.
- Treat others kindly.
- Your child is responsible for any items brought from home. Items deemed inappropriate by staff will be held in the director's office.
- **DO NOT BRING ANY GAMES, TOYS, ELECTRONIC DEVICES, ETC. FROM HOME!**
- Never throw sand, rocks or any other object that could result in injury.
- Be aware of what is going on around you.
- Fighting, profanity, name-calling, rude gestures, hitting, kicking, or unruly behavior of any kind is not allowed, and could result in dismissal from the program.
- No candy or gum from home is allowed.
- Abuse or mistreatment of Construction Zone facilities, toys, games, and equipment will result in the loss of those privileges. **If an item is broken, parents will be responsible for replacing it!!!**
- Never go near the water at the pool without an adult staff member present.
- If you need to use the restroom, tell an adult staff member. When on field trips always take someone with you.
- **Never leave the group when on a field trip.**
- Never talk to strangers. If a stranger approaches you for any reason, offers you candy, money, or anything else, tell an adult immediately.

10. Child Abuse and Neglect

Under Arkansas law (Arkansas Statute Ann. 42-807 - 42-818), ALL childcare workers are mandated to report suspected child abuse and/or neglect. Parents need to be aware that while their child is at Construction Zone, he or she is subject to being interviewed by personnel from:

- ❖ The Division of Child Care and Early Childhood Education (Licensing)
- ❖ Division of Children and Family Services (DCFS) Special Investigations
- ❖ Law Enforcement Agencies

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This is for investigative purposes (for example, when suspected child abuse or neglect has been reported) and/or for determining the program's compliance with the Division's licensing requirements. If you have any questions or concerns about this, please ask the Weekday Ministries with Children Director for more information.

The Child Abuse Hotline number is

1-800-482-5964

11. Staff

All our staff members are experienced in providing love and nurturing care. They have had background checks by the Arkansas State Police and the Child Abuse Registry. All staff members must acquire a health card upon employment and keep it updated. All teachers are certified in CPR, First Aid, and United Methodist Church required Safe Sanctuaries training. All staff members receive fifteen (15) additional hours of training, yearly, in the areas of health and safety, curriculum, and discipline.

12. Parent/ Staff Communications

Parents and caregivers are encouraged to make communication a regular part of their routine. Camp schedules will be available the Friday before the next week. Please take this home each Friday. We will post information as needed on the bulletin board by the sign out sheets. We want to be your partner, so please feel free to talk with the director or your child's caregiver at any time. Any concerns you have should be first addressed directly with your lead caregiver, if possible. Speak to the director if you cannot meet with the lead caregiver, or if a problem has not been resolved to your satisfaction.

13. What to Bring to Camp...

- Any items brought from home **MUST** have your child's name on it!! Lost and found items will be cleaned out as needed and donated to Helping Hands.
- A **Nutritious lunch** with milk or **100% Juice**. Please send an ice pack in your child's lunch. Lunches will not be refrigerated!

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- Backpack that will fit your lunch box in it!
- A change of clothes for accidents or just too much fun!
- Shoes that you can run and play in. **NO FLIP FLOPS! SANDALS MUST HAVE A BACK ON THEM!**
- A camp t-shirt for field trips.
- Suntan lotion.
- Girl's bathing suits must be a one- piece. If your child's belly is showing they will have to swim in their t-shirt.
- A towel on water days.
- A sports bottle for your child to use throughout the day. We also have a water fountain.
- A great attitude!!

14. Lost and Found

A lost and found box is in front of the office. It will be clearly labeled Lost and Found.

Lost items will be put there and parents are welcome to look there for lost items.

PLEASE LABEL EVERYTHING THAT COMES TO Construction Zone! The box will be emptied as needed and donated to Helping Hands.

15. Grievance Procedure

Any concerns you have should first be addressed directly with your child's teacher. Please speak to the Weekday Ministries with Children Director if you cannot meet with the teacher, or if a problem has not been resolved to your satisfaction. If, after speaking to the Director, you feel your problem still has not been resolved satisfactorily, you may make an appeal to the Weekday Ministries with Children Board.

We encourage an open door policy. This means that you are free to come and observe at any time.

LET'S MAKE OUR SUMMER TREMENDOUS FOR ALL OF US!

Parent Handbook Acknowledgement Form

I have read and understand the policies and procedures of Construction Zone. I agree to follow the rules and procedures stated in the parent handbook.

Parent/Signed: _____

Dated: _____

Student/ Signed: _____

Dated: _____

3: _____ 4: _____
Name Relationship Name Relationship

Address: _____ Address: _____

Home Phone: _____ Home Phone: _____

Cell Phone: _____ Cell Phone: _____

Emergency Information:

Please provide at least one name other than a parent in case of an emergency.

Name: _____
First Last Relationship to Child

Telephone: Home _____ Cell _____

Work _____

Child's Physician: _____

Phone: _____ Address: _____

Allergies: _____

Medications: _____

Other: _____

Emergency Treatment:

Childs emergency treatment facility

Address _____

City _____ State _____

Phone _____

I, _____ Parent / Guardian of _____ do hereby give my consent to the Director of Construction Zone, or his/ her duly appointed representative, for said child to receive medical or surgical aid as may be deemed necessary and expedient by a duly licensed or recognized physician or surgeon in case of an emergency when the parents cannot be reached. Consent is also given for the Director or his/ her duly appointed representative to transport said child for emergency medical treatment, if the parents cannot be reached.

Signed _____ Date _____

Permission to Watch PG Movies

During the summer we will have the opportunity to go the movies. Some movies will be rated PG. We will never view any PG-13 movie!

I, _____ (Give / Do not give) permission to my child _____ to view PG rated movies.

Field Trips

My child _____ has my permission to go on outings and field trips with FUMC Construction Zone.

Signed, _____

Transportation

My child, _____ has my permission to ride in vans, cars, or buses authorized by First United Methodist Church Construction Zone.

Signed, _____

Swimming

Children will only be allowed to swim in the shallow end of the pool unless you sign the following:

I/ We are fully aware of _____'s swimming ability, and based on that knowledge:

_____ has my permission to swim in the deep end.

Signed, _____

_____ has my permission to use the low dive.

Signed, _____

_____ has my permission to use the high dive.

Signed, _____

_____ has my permission to use the water slides.

Signed, _____