

First Baptist Church

Good Shepherd
Child Care
Ministry

Parent Handbook 2018

Parent Handbook/Policies Index

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MISSION STATEMENT

The Good Shepherd Child Care Ministry offers an opportunity for a loving and caring after school environment for children ages four through sixth grade. We believe that children are a gift from God that you have entrusted to our care. We will love and care for your child as though they were one of our own. They come first in our hearts and dedication.

Our Organization

This ministry is sponsored by the First Baptist Church of Cherokee. We are located at 602 South Grand in the basement of the “Old” Cherokee City County Library. The church has selected an Advisory

Committee that is responsible for hiring paid staff and approving volunteers. The committee is also active in approving policies and procedures.

Our Staff

Our interim director is Jacque. Newton. She is the chairperson of our committee. She has a B.S. in Psychology and over twenty years' experience as a 4-H volunteer and children's ministry teacher.

All staff and volunteers have passed an OSBI background check and attended our staff training on emergency procedures, daily procedures and policies and if required CPR/First Aid certification.

Programs/Monthly Schedule

After School Program –

For children in the 3 year old program through 5th grade. Children are in the care of Good Shepherd staff after school until 5:30 p.m. Children have a nutritious snack, Bible Story/Lesson and planned activities in addition to outdoor play time.

All Day Programs during the School Year–

On those days school has been dismissed for the full day we will have a day of fun-filled activities, lunch and two snacks. *Staff will ask parents if their child will be attending. We require a minimum of 12 children to be open all day. If we are open all day, and you have indicated your child will be present and then your child does not attend a \$10 fee will be added to your statement – unless we are notified 2 working days in advance.*

Summer Program

An 8 week program for school age children that provides breakfast, lunch and snack. Children may come for ½ days or full days. Children may participate in the library's summer reading program. We will have planned activities throughout the day and will take off premise field trips. Parents will always be notified in advance of off premise field trips. *Parents will be asked to enroll their child in the Summer Program and indicate in advance the days their child will be attending. If you have indicated that your child be present on a given day and they do not attend a \$10 fee will be added to your statement - unless we are notified 2 working days in advance.*

Contact Information/Enrollment

Telephone: 580-596-6305 or 580-884-1305

E-Mail: goodshepherd4kids@gmail.com

Complete the enrollment information in this handbook and return to 602 S. Grand.

Payment/Fees

After School Program: \$5.00/day

All Day Programs during the School Year: \$20/day Fee may apply if child enrolls, but does not attend.

Summer Program: \$20/day or \$10/half day We plan for children to attend on the days they are enrolled. If a child is does not attend on their enrolled day(s) a fee may apply.

Scholarships: Are based on a sliding fee scale. See attached Form

Field Trips: Many are free, if there is a cost we will let you know in advance

Payment:

Weekly - is due on the last day of the child's attendance each week or

Monthly - it is due on the first Monday of the month

Weather Emergencies

If school is closed we are closed. If severe or threatening weather conditions arise while the child is in our care we will follow our emergency procedures for tornados. In the event of snow/ice we will continue care until an authorized person picks up the child.

We will practice regular fire and tornado drills. We have fire escape routes posted, fire extinguishers and smoke alarms. We have flashlights in case of power outages and emergency food supplies

Safety Drills

We will also practice Intruder Drills, Lockdown Drills, Shake Out Drills and Bomb Assessment Drills.

In the Event of a Real Disaster:

Staff/Volunteers will stay with children until their parent/guardian is located or until authorities give a viable option.

If our building is intact:

We will keep the children at the child care center until we have had contact with their parent/guardian or authorities

If it is hazardous to remain in the building we will attempt to contact authorities for best course of action.

We will make every attempt to choose the course of action that most likely ensures the safety and health of children and staff.

MEDICAL EMERGENCIES

Minor bumps and scrapes are inevitable, but we will make every effort to keep your children safe through supervision and childproofing. Minor injuries will receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted immediately. If we are unable to contact either parent, we will call the emergency contact numbers you have supplied. If necessary your child will be transported by ambulance to the nearest hospital. Parents are responsible for costs involved in emergency medical treatment, including transportation if required.

CHILD PICK UP

Only the parent/guardian or those listed on the Good Shepherd Child Information Form will be allowed to pick the child up. You will be asked to select a Child Pick Up Code. If it is necessary for a person who is NOT listed to pick up your child they will be asked to give the code located on the OCC-38 form before the child may leave with them.

For safety reasons we ask that individuals who pick up your child come into the basement or play area to pick up the child. The child is to leave the basement or play area only when escorted by the adult. i.e. no running up the stairs or out of the play area on their own.

CHILD DROP OFF

Please escort your child into the building when you drop them off for our all day programs. At times we go the park or have an activity in a different building and may not be there. If you need to confirm where we are at the time you are going to drop your child off, please call or text.

Transportation From School to Good Shepherd CCM

The parent/guardian is responsible for notifying Good Shepherd Staff of the days their child will or will not be attending. This can be done by telephone or text message to 580-596-6305. This enables us to provide adequate transportation, staff and snack.

Good Shepherd staff submits a list of children attending Good Shepherd to the school each day. In order for your child to be put on the bus by school staff, their name must be on this list. Good Shepherd staff submits the list to the school by 2:00 p.m. If your plans change, and the school or Good Shepherd was not notified, your child may be picked up at Good Shepherd. If your child misses the bus, Good Shepherd staff will confirm that the child is still at school and will return to the school to pick the child up.

If your child is not scheduled to attend Good Shepherd that day staff will call or text to confirm that your child is supposed to be at Good Shepherd. If we do not get a response by the time the bus is ready to leave the school we will take the child to Good Shepherd with us.

If your child is scheduled to attend Good Shepherd that day and they do not come to the bus staff will call or text to confirm that your child is not supposed to be with us. If we do not receive a response we will contact the school office to determine if the child did not attend school, left early or was picked up by someone else. If the school confirms any of these situations, we will leave without the child. If we do not receive a response from the parent by the time the van is ready to leave the school we will leave without the child.

ILLNESS

The Health Department regulations prohibit the admittance of any child that exhibits any of the following symptoms:

- *Fever (100 degrees or higher), diarrhea, vomiting –
child needs to be fever free or without symptoms for 24 hours without the aid of medication
- *Runny nose or rash – check with doctor before bringing
- *Discharge from eyes or ears
- *Lice – child needs to be treated and nits removed before return
- *Communicable diseases – chicken pox, measles, mumps, pink eye, influenza, etc. The child may return when the incubation and contagious period is past and the child is well enough to resume normal activities.

Your child should not attend if they are not feeling well enough to participate in daily activities. We will call you if your child is not feeling well.

CHILD ABUSE/NEGLECT

It is the law and the responsibility of the childcare provider to report any and all abuse or neglect performed on a child. The Children's Protective Services or the Police Department will be notified when it appears that a child is being physically, sexually or emotionally abused, neglected or exploited.

DRUG FREE POLICY

The Good Shepherd Child Care Ministry policy strictly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees, volunteers, or students, on First Baptist Church property, or any part of the church or at any activity of the church. All students, staff and volunteers must abide by this policy as a condition of enrollment or employment. Signing the Drug Free Statement constitutes acceptance of this policy. Sanctions up to and including drug testing and termination will be imposed for violation of this policy.

DISCIPLINE OR BEHAVIORAL GOALS

We will treat each child as a gift from God that is to be loved, honored and treated with respect. We will strive to teach each child to respect themselves and others.

Children will not be subject to hitting, kicking, pushing, biting, restraint, verbal or emotional abuse or bullying of any kind by the staff or volunteers nor will they be allowed to display those behaviors to other children or staff or volunteers. If a child exhibits purposeful, negative, uncontrollable behavior towards another child or staff or volunteer they will be subject to one or more of the following: place in time out; the parent(s) will be called to pick up the child immediately; they will be expelled for a number of days; an incident report will be completed and kept in their file; or the child may be immediately, permanently expelled.

We will enforce positive behaviors: Praise, Respect, Re-Direction and Positive Reinforcement. Time out will be used when the child is a threat to the safety and well being of themselves or others.

BULLYING POLICY

To protect all students, First Baptist Church, Good Shepherd Child Care Ministry, prohibits acts of bullying, harassment, and other forms of aggression and violence. All staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for student behavior.

“Bullying” is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more pupils;
- is conveyed through physical, verbal, technological or emotional means;

“Harassment” is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more pupils;
- is conveyed through physical, verbal, technological or emotional means;

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying/harassment.

CLOTHING AND SUPPLIES

Each child will have a place to store their coat, backpack, etc. We do not allow the use of personal movies, video games, MP3's, IPOD's, cell phones, etc. These items need to remain in their backpacks if they do have them. If a child wants to bring an item to share with the group the parent should get permission from the director or person in charge first.

SNACKS

We will provide a simple, nutritious snack for each child. If a parent would like to provide snacks they should check with the director first.

Photos, Videos, Facebook, Webpage

Good Shepherd staff may take photos, make bulletin boards, post photos or videos on Facebook in an effort to share your child's day with you. As you are aware, there are potential dangers associated with making information available on the internet. The law requires that we ask you for your permission to use photos or information about your child.

CONFIDENTIALITY

All employees and volunteers will adhere to the practice of respect and confidentiality for all families, children and persons and organizations involved with Good Shepherd Child Care Ministry. This pertains to all client information in all forms (written, verbal, computerized, etc.) Employees and volunteers agree not to remove any files from Good Shepherd Child Care Ministry. Employees/volunteers agree not to disclose

any information to unauthorized persons, including, without limitations, friends, family, acquaintances, or the news media. All employees/volunteers sign an oath that they understand that unauthorized disclosure of client information may result in disciplinary action or dismissal.

COMMUNICATION

We welcome questions, feedback or discussions of any kind that affect a positive outcome for your child. Sensitive issues will be discussed outside of regular hours either by letter, phone or a scheduled conference. You may contact the director or First Baptist Church staff.

Interim Director:

Jacque. Newton, 101 S. Tennessee Avenue, Cherokee, OK 73728
580-596-3182 or 580-884-1305

First Baptist Church, Pastor

Garry McNeill, 612 South Grand Avenue, Cherokee, OK 73728
580-596-3475

Good Shepherd CCM Child Information

Child's Name: _____, DOB _____ Sex _____

Mother's (Guardian) Name: _____ E-mail _____

Telephone#1 _____ Telephone #2 _____ Telephone#3 _____

Address: _____

Father's (Guardian) Name: _____ E-mail _____

Telephone#1 _____ Telephone #2 _____ Telephone#3 _____

Address: _____

Name(s) of person(s) and the relationship with whom the child live, if different from above.

Name: _____ E-mail _____

Telephone#1 _____ Telephone #2 _____ Telephone#3 _____

Address: _____

Name: _____ E-mail _____

Telephone#1 _____ Telephone #2 _____ Telephone#3 _____

Address: _____

Pickup Permission – Persons having permission to pick up Child **Code Word:** _____

Name	Relationship	Tel. #

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Emergency Contacts

Child's Name: _____, DOB _____ Sex _____

1st Alternate Contact Person: _____

Relationship to Child: _____ Address: _____

Telephone#1 _____ Telephone #2 _____ Telephone#3 _____

Is this 1st Alternate Contact Person authorized to transport your child to receive medical treatment if you cannot be reached? Yes _____ No _____

2nd Alternate Contact Person: _____

Relationship to Child: _____ Address: _____

Telephone#1 _____ Telephone #2 _____ Telephone#3 _____

Is this 2nd Alternate Contact Person authorized to transport your child to receive medical treatment if you cannot be reached? Yes _____ No _____

I understand that Good Shepherd CCM Staff, the Pastor and/or Staff of 1st Baptist Church of Cherokee will make every effort to contact the parent/guardian and alternate contact persons for the aforementioned child. But, if unable to do so I give permission for the aforementioned staff to obtain medical care for the aforementioned child. INITIAL _____

Child's PCP or Clinic: _____ **Tel. #** _____ **City** _____

Dentist: _____ **Tel. #** _____ **City** _____

1st Choice Hospital: _____ **Tel. #** _____ **City** _____

2nd Choice Hospital: _____ **Tel. #** _____ **City** _____

Signature of Parent/Guardian

Date:

I give permission for Good Shepherd staff to send group text messages to me regarding calendars and activities, but no personal information. YES _____ NO _____

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Child Health and Medication History

Date Form Completed: _____

Child's Name: _____ **Child's Date of Birth:** _____

Immunization Record: _____ Attached _____ On File at School

Chronic Medical Conditions/Related Surgeries *List medical conditions/ongoing surgical concerns	____None ____Special Care Plan Attached Comments
Medications/Treatments *List medications/treatments	____None ____Special Care Plan Attached Comments (include X-rays, MRI, other tests and last date done)

Name	Dosage	How Often	
Limitations to Physical Activity *List limitations/special considerations			<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached Comments
Special Equipment Needs			<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached Comments
Allergies/Sensitivities			<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached Comments
Special Diet/Vitamin & Mineral Supplements			<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached Comments
Behavioral Issues/Mental Health Issues			<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached Comments
Emergency Plans			<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached Comments
Permission to Apply Sunscreen			<input type="checkbox"/> Yes, I give permission to Good Shepherd staff to apply sunscreen to my child.
Permission to Apply Insect Repellant			<input type="checkbox"/> Yes, I give permission to Good Shepherd staff to apply insect repellant to my child.
Permission for staff to consult with health, child development professionals and the school regarding child's needs.			<input type="checkbox"/> Yes, I give permission to Good Shepherd staff to consult with health, child development professionals and the school regarding my child's needs.
Name of Person Completing Form: Please Print			Signature of Person Completing Form Date: _____

Good Shepherd Child Care Ministry

General Transportation & Field Trip/Activity Permission Form, Long Term

As parent or guardian of _____, I give permission to **Good Shepherd Child Care Ministry** for the following selected transportation, field trips and activities.

>>> Please initial each item you agree to.

___ Walks, in the neighborhood and parks with staff, parents and/or volunteers.

___ Trips in the First Baptist church van. Children always use a car seat or seat belt. Such trips are frequent.

___ Trips in a van or car belonging to a trusted volunteer (usually a parent) or employee. Children always use a car seat or seat belt. Such trips will be closely supervised.

___ I give permission for my school-age child to ride in the front passenger seat of a car or van. If the vehicle has an air bag, it will be a later model, dual velocity unit. Children will always use a lap and shoulder belt.

___ I give permission for my child to use all equipment, toys, games, etc. at Good Shepherd Child Care Ministry.

___ I give permission for my child to participate in the following activities: swimming, water play, sand play, drama, library program, homework help, music, art, etc.

___ I give permission for my child to participate in special one day programs.

___ I do not grant permission for my child to participate in the following activities:

>>> **All parents and guardians must sign.**

Signature	Date
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Signature	Date
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Good Shepherd Child Care Ministry
Parental/Guardian Consent Form for Use of Photos and Video of Children

We are sending you this parental consent form to both inform you and to request permission to use your child's photo or video image on bulletin boards, powerpoint presentations, our web site and our Facebook page. We will only use your child's first name and the first initial of their last name. We will not use any other personally identifiable information for your child.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we do want to celebrate your child and make their photos/videos available. The law requires that we ask for your permission to use information about your child.

Check one of the following choices:

- I/We GRANT permission for a photo or video image that includes this student to be used:
 - on a bulletin board located in church buildings
 - in a PowerPoint program for use in the church or community events
 - on a Facebook page
 - on the First Baptist Church web site

I/We DO NOT GRANT permission for photo/image that includes this student to be published.

Student's Name: (please print) _____

Student's Name: (please print) _____

Student's Name: (please print) _____

Student's Name: (please print) _____

Print name of Parent/Guardian: (print) _____

Signature of Parent/Guardian: (sign) _____

Date: _____

Acknowledgement

By initialing each section I (the parent/guardian) am agreeing that I have read and understand and agree to adhere to the policies in the Parent Handbook in conjunction with the parent/provider agreement.

Policy	Initials	Policy	Initials
Enrollment Requirements		Hours of Operation	
Overtime Fees		Weather Emergencies	

Medical Emergencies		Transportation from School	
Child Pick-Up		Scholarships	
Illness		Child Abuse/Neglect	
Drug Free Policy		Discipline	
Clothing and Supplies		Snacks	
Communication/Grievances		Confidentiality	
Child Record Reviewed and Updated	Date	Parent Signature	

Scholarship Application

Child's Name: _____ **Parent's Name:** _____

Verification of Monthly Income:

Tax Form 1040, Line 22, Total Income \$ _____ **divided by 12 =** \$ _____ /mo

Add child support received \$ _____ /mo

Deduct child support paid \$ _____ /mo

Total Monthly Income \$ _____

Number of Persons in Household:

Tax Form 1040 - # of dependents plus parent/guardian **Total #** _____

Using Full-Time Tuition/Scholarship Schedule find correct tuition by using # in family and monthly tuition fee. If not attending full-time use correct percentage.

Reviewed by: _____

Name/Signature

Date

Earning Privileges

As a group:

Earning Privileges: Good behavior in van

Playing well together

Peaceful Play

These are examples - a teacher can give privileges for those actions and or behaviors that are *Excellent*.

Losing Privileges: Bickering at table

Using Outdoor Voices, etc inside

These are examples - a teacher can deduct privileges for those actions or behaviors that are less than desirable.

As an individual:

Earning Privileges:

Doing unto others as you would have them do unto you.

Showing kindness

Being helpful to a teacher

Being helpful to another kid
Memorizing a Bible Verse
Doing a devotion
Sweeping or vacuuming
Picking up sticks in play area
Memorizing the Old Testament Books of the Bible
Memorizing the New Testament Books of the Bible
Attending Bible Drill
Getting a good grade on a paper at school
Doing your homework promptly/no complaining
Memorize the Ten Commandments
Tell a Bible Story to others (two or three people)
Send a homemade card to someone who is sad, sick or lonely
Write to a missionary or soldier

Losing Privileges:

Disobeying a teacher
Being mean to others
Saying mean words
Having a bad attitude
Stealing
Lying
Cheating
Hitting
Using outside voice or body language inside
Not putting up toys you have played with
Pushing, Shoving

A teacher can give or take away privilege points for attitudes actions that are not listed.

The goal is to show love and kindness to one another and to treat others with respect.

Using Privilege Points:

As a Group: Save up your privilege points and:

Redeem your points to purchase a computer game - 80 points
Redeem points to buy a new movie - 40 points
Redeem points to buy a new CD - 40 points
Redeem points for a bike ride - 30 points
Redeem your points for ?

As an Individual:

Redeem your points for time on the computer - 20 points for 15 minutes
Redeem your points for field trips - 60 points
Redeem your points for an ice cream bar - 15 points
Redeem your points for a book from the Book Fair - 30 points
Redeem your points for a movie ticket - 25 points
Redeem your points for?