

## DISCIPLINARY ACTION PLAN

All children are entitled to a pleasant and safe environment while participating in this program. The core values of respect, responsibility, honesty, caring and faith will be used in the After School Ministry / Summer Explorers Camp. We expect children to behave as follows:

- Be responsible for personal belongings
- Participate in all activities
- Possess positive and caring attitudes
- Follow proper safety procedures at all times, including:
- Never opening the outside doors
- No fighting or using foul language
- No playing in the restrooms
- No playing on or under the furniture
- Using good table manners at snack time
- Respect for fellow students and staff
- Stay with your group and listen to your counselor at all times

The After School Ministry / Summer Explorers Camp cannot serve children who display unacceptable behavior. Children that exhibit any type of behavior which is thought to be unacceptable or unsafe by staff and the Director will be warned to correct their behavior and a telephone call will be made to their parent or guardian. There are no refunds for suspension or termination.

### UNACCEPTABLE BEHAVIOR INCLUDES, BUT IS NOT LIMITED TO:

- Foul language
- Disrespect for another child or counselor
- Fighting
- Refusing to take part in activities
- Ignoring or disobeying rules of safety
- Public or inappropriate displays of affection
- Defacing property or vandalism
- Stealing

### DISCIPLINARY PROCEDURE:

#### 1st Incident

Parent will be notified verbally and or in writing.

#### 2nd Incident

Child will receive a written warning and one day suspension.

#### 3rd Incident

This will result in five days of suspension or termination of care.

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After School Ministry and Summer Explorers

# Parent Handbook

1<sup>ST</sup> EXPLORERS

## PROGRAM OVERVIEW

1st Explorers (1E) children participate in a balanced program of open play and structured activities. Every activity is Christ-centered, carefully designed to spark your child's imagination and encourage lifelong positive values. Program components may include but are not limited to recreation, health enhancement, arts, humanities, nutritional snacks, service learning, character development, homework assistance and learning centers.

## HOURS, DAYS AND MONTHS OF OPERATION

After School will follow the Jackson County Schools Smokey Mountain District Calendar. Summer Explorers Camp will follow a designated calendar given by summer staff.

## EMERGENCY PREPAREDNESS PLAN

In cases of inclement weather, 1E's program will follow specific school district recommendation. If the school is closed or all after school extracurricular activities are canceled due to weather, 1E's After School Ministry is also closed. If the weather begins to worsen during the day, we will ask you to pick up your child as soon as possible.

## POLICY ON HOMEWORK

We will provide assistance, remind and encourage, but not force children to do homework. We will provide approximately 30-45 minutes Monday through Thursday for homework to be completed. If children do not complete their work in that time period, we must move on to the scheduled activities. Remaining homework will need to be worked on during free time or at home. At request from the child, staff will assist with homework by explaining directions, giving examples and checking completed work. If your child needs more help with homework or needs one-on-one tutoring, we suggest you work directly with your child's school.

## CHILD'S BELONGINGS

Children should be dressed for active indoor and outdoor play. A change of clothes is recommended. Items brought to the program by your child must be labeled and we expect children to be responsible for their personal belongings. Please leave personal toys, money, video games and players, CDs, CD players, iPods or other MP3 players, cell phones and anything not allowed by your child's school district at home. 1E cannot credit or compensate for lost, damaged or stolen items.

## ARRIVAL PROCEDURES

1st Explorers' responsibility for your child begins when:

- Your child enters the After School Ministry / Summer Explorers Camp space and is checked in by a staff member.
- Your child is brought into the After School Ministry / Summer Explorers Camp space and checked in by the parent/guardian.
- Your child boards a 1st Explorers vehicle.

## **SNACKS (FOOD SERVICE PRACTICES)**

### **After School**

An afternoon snack and water is provided each day. If you send an additional snack with your child, please ensure that it does not contain any form of peanut products.

### **Summer Explorers Camp**

Breakfast, snack, and lunch will be provided.

### **Wee Explorers**

Snack is provided and parents must provide lunch.

## **DEPARTURE AND RELEASE PROCEDURES**

Parents must enter the building and sign their children out of our program. This ensures child safety. Photo ID may be required for the release of your child. The child will only be released to his/her parent and/or those adults that the parent(s) specifically designate on the enrollment form. Amendments to the release section of the enrollment form must be submitted in writing by the parent or guardian who completed the form. If a parent is not allowed to pick up a child, 1E must have a copy of the court order signed by a judge. Without this documentation, we are obligated to release a child to either parent. 1E will only follow what the court order states.

## **MEDICATION POLICY**

All medications must be accompanied by prescription or written permission from the child's parent and must be in the original container with your child's name and all labels intact.

## **MEDICAL EMERGENCY**

In the case of a medical emergency, we will call 911 and contact the child's parents/ guardians. Responding emergency medical personnel will make any determinations as to if the child should be transported to a hospital. We will provide them with the information from your child's records as to your choice of hospital and physician. In the event that this information is not specified, the child will be transported to the nearest available hospital.

## **BUS RULES AND REGULATIONS**

While children are on a bus, they are under the direct supervision of the driver and staff, and must obey the driver at all times. The bus driver has the authority to assign seats to students for safety or disciplinary reasons. Failure to follow the driver's rules will be considered an act of disobedience and will result in disciplinary action. For the child's own protection, hands, head and arms must be kept inside the bus at all times. Feet and bags must be kept clear of the aisle. Conversations containing offensive language are not allowed and children should avoid any unnecessary, loud or boisterous talking.

## **PAYMENT OPTIONS**

### **After School Ministry**

Payments are due by the 5th of every month.

\$85 for one child, \$65 for multiple children and \$35 registration fee.

Scholarships are available for those who apply for one.

### **Wee Explorers**

\$35 registration fee and \$250 a month due on the 5th

### **Summer Explorers Camp**

Full-day: One Child: \$600 for the whole summer. Multiple Children: \$450 / child same fam.

Half-day: One Child: \$300 for the whole summer. Multiple Children: \$250 / child same fam.

\$35 non-refundable registration fee per child to include t-shirt and administrative costs

### **Late Pick-Up**

Parents will be charged \$15 dollars for being later than 15 minutes.

### **Late Fee**

On the 6th, a \$15 per child late fee will be applied to the account.

## **DISCIPLINE AND GUIDANCE PROCEDURES**

Self-management skills and positive social interactions among children and adults are encouraged and maximize everyone's enjoyment of the program. Program staff use positive guidance methods including reminders, distraction, logical consequences and redirection. Self-management skills are taught according to the following guidelines:

- Consistent rules are clearly stated. Children are expected to work and play within known limits.
- Behavior expected of children is age appropriate and according to development level.
- An atmosphere of trust is established in order for children to know that they will not be hurt nor allowed to hurt others.
- Staff members strive to help children become acquainted with themselves and their feelings. This will help them learn to cope with their feelings and control them responsibly.

Child safety is the most important concern of the program; therefore, children whose behavior is dangerous or repeatedly disruptive must be immediately picked up from the program by someone designated through the departure and release procedures. Repeatedly disruptive or dangerous behavior will be discussed with the child's parent and will result in loss of privileges or activities, suspension or termination from the program.

## **1ST EXPLORERS INCLEMENT WEATHER POLICY**

### **Wee Explorers**

If there is snow or ice on the roads we will notify parents/guardians about Wee Explorers closures via phone call and social media no later than 6:30 AM.

### **After School**

We will be closed when Jackson County Schools are closed due to inclement weather.

We will not provide After School on days Jackson County Schools have early release for inclement weather. We will notify parents/guardians via phone call and social media.

## **SNOW DAY CARE**

1st Explorers will give its best effort to provide care for school-age children when Jackson County Schools are closed due to snow. However, this care is not guaranteed for every snow day and is unlikely when there is actual snow. The director will make the decision based on weather conditions and staff availability. Parents/guardians will be notified via phone call and social media.