



FIRST BAPTIST CHURCH of Smithfield

202 S 4th St, Smithfield, NC 27577 • (919) 934-9771

**After School Care
Summer Adventures
Parent Handbook
2018-2019**

(updated August 27, 2018)

ASC/SA Phone Number: (919) 934-1829

ASC/SA e-mail: jvnhbgcjoco@gmail.com

FBC website: fbcsmithfield.org

Remind101: Text the message @fbcas1 to the number 81010

Introduction

Our aim at First Baptist After School Care/Summer Adventures (FBC ASC/SA) is to provide a safe, responsible, loving and Christian atmosphere for children through planned activities, supervised homework time, small group activities and outside play time. We provide opportunities for children to develop a sense of self-worth, to build self-confidence, and develop genuine friendships.

Program Description

FBC provides after school care for children in kindergarten through middle school. FBC provides ASC for Neuse Charter School and select Johnston County Public Schools. Our staff members are committed to providing a safe and relaxed atmosphere that fosters the development of positive social skills for children.

Classrooms are divided by age and grade level. Children are encouraged to play outside when the weather permits. FBC offers a safe and child-friendly playground. Children are also given opportunities to use the Ministry Center Gym. Some activities include, but are not limited too, basketball, volleyball, and four square. FBC welcomes and invites ASC children and their families to attend FBC activities. Families will be notified by one or more means of communication (e.g. FBC website, handouts, e-mail, Facebook, or Remind101.com).

Hours and Days of Operation:

Regular ASC hours begin when students are picked up from school and continue until 6:00 pm. Below are the 2018-2019 dates ASC will be closed. Please make note of these dates.

Labor Day September 3
Thanksgiving November 22, 23
Christmas December 24, 25
New Years January 1
Good Friday April 19
Memorial Day May 27
Independence Day July 4

On teacher workdays and school holidays, ASC provides all-day care from 7:30 am – 6:00 pm.

Inclement Weather Policy

Any time schools are released early for inclement weather, ASC buses will pick up children and bring them to the church as usual. Parents do not need to call for confirmation. The ASC voicemail, Facebook and Remind101.com will be updated as soon as possible to confirm children will be picked up. Parents should pick up their children from FBC as soon as possible.

ASC will close 2 hours after schools are released for inclement weather. If schools are closed for inclement weather, ASC will be closed. If schools are delayed for inclement weather, ASC will operate on a regular after-school pick up schedule.

Registration Information and Fees

Registration fees and weekly fees are determined each year by the FBC Children's Ministry Board (CMB). The registration fee is due at the time of registration with a completed registration form and is nonrefundable. Currently enrolled children and children who attended the FBC WEE program are given the first opportunity to enroll. Registration is then open to FBC members and the public respectively. Registration is not considered complete until the registration form and fee is received.

Each child may take 5 consecutive vacation days during Summer Adventures and 5 consecutive vacation days during the school year. Please notify the director if you will be using these vacation days. Other than these weeks of vacation, you are responsible for the weekly fee regardless of holidays, sickness or other absences.

Please notify ASC by phone (919) 934-1829 if your child will not be on the ASC bus. There will be a \$15.00 charge to your account if ASC is not notified of an absence. There will also be a fee charged to your account if your child is picked up after 6:00 pm. A \$10 fee is charged after 6:00 pm, then an additional \$10 is added every 10 minutes after that (i.e. if your child is picked up at 6:20 pm, you will be charged a \$30 late fee).

Policy for Past Due Accounts

Fees are to be paid to FBC by check made payable to FBC. If fees are not received in a timely manner, a past due notice will be sent home to the parents. Not paying fees could result in your child's dismissal from ASC program. Parents are encouraged to discuss any payment problems or financial difficulties with the ASC Director to arrange a payment plan.

Dress Code

ASC expects students to dress appropriately. No vulgar language or profanity on clothes. Nothing revealing or disrespectful will be allowed.

Personal Belongings

FBC is not responsible for lost or damaged items. Space will be provided for backpacks, coats, lunch boxes and other personal belongings. Parents should label everything their child brings with their child's name. All valuables and electronics brought to FBC are done so at your own risk. There is a lost and found box in the ASC office. Items not claimed within a year are donated to the FBC Clothes Closet.

Health and Safety Policies and Procedures

Your child's safety is very important to FBC. In order to enter the building, everyone is required to press a security button and be identified by ASC staff. Please make sure your child gets into the building safely. Please do not drop your child at FBC before 7:30 am or leave before you know your child has entered the building.

A Medical Authorization Form is required at the time of registration. This form allows FBC ASC to seek medical attention for children if necessary. Please let us know if there are any special medical considerations for your child. If medical emergencies or accidents occur, ASC staff members will handle them as needed.

ASC will not administer medication to children except common first aid items like bandaids and antiseptic. Over-the-counter analgesics such as acetaminophen or ibuprofen to be dosed based on child's weight or age according to label guidelines. Parental permission must be obtained through a phone call with each administration and documentation will be maintained on the medication log.

Children with fevers or contagious ailments will be sent home and should not return to FBC until they have been fever/symptom free for 24 hours without the aid of fever-reducing or anti nausea medication. If a child misses school for sickness, the child is not allowed to come to First Baptist until they return to school.

If a child is sent home from school with lice, FBC should be notified and the child is not allowed to return to FBC until they are nit free. Please notify FBC of any health issues that may affect other children and families: lice, scabies, bed bugs, etc. Please be considerate of other children and staff when deciding whether or not to send your child to FBC with regard to illnesses.

Transportation

FBC provides bus transportation from the following schools: South Smithfield Elementary, Smithfield Middle, Neuse Charter Elementary and Middle, Fours Oaks Elementary/Middle, and Princeton Elementary/Middle. If enough students enroll to warrant travel to a school not listed, the ASC/SA Director will inform the CMB and a decision made accordingly. All bus drivers are properly licensed and are at least 21 years old.

ASC/SA Pick-up Procedure

Pick up will begin in the breezeway at 4:45 pm. A staff member will greet you and call for your child. If you come to pick your child up before 4:45 pm, please park and come into the church. Children will not be allowed to leave the church by themselves. Only family members and

contacts listed on the registration form will be allowed to pick up children. To ensure maximum security and safety of your child, you may be required to show picture identification.

Snacks

An afternoon snack is provided every day. If a child does not like what is offered or has food allergies, please send a snack from home. It is important that children who want a snack understand that snack is only available during snack time. During all-day care, a morning snack will be provided as well as an afternoon snack, but lunch must be brought from home.

Homework

All children are encouraged to complete their homework assignments upon arrival. Adult supervision is provided in a quiet study room Monday through Thursday. Please understand homework time is not mandatory and that reinforcement of completing homework at ASC is a decision made between the parent and child.

Discipline

The majority of misbehavior is managed by verbal reprimand, redirecting behavior and teaching an alternate appropriate behavior. Unusual occurrences will be handled by the ASC Director or in some cases the CMB. If necessary, parent conferences may be scheduled. Behavior that cannot be appropriately managed by ASC staff may result in expulsion from the program. If your child is suspended from school for disciplinary reasons, he/she is not allowed to come to ASC during the suspension.

Summer Adventures

SA is an extension of the ASC program that provides all-day care for students during summer vacation. This program is available to students who have completed Kindergarten through middle school. All ASC rules apply during SA as well.