

## **WELCOME TO THE R.O.C.K. CLUB**

Dear Parents-

Thank you for choosing the R.O.C.K. Club – *Reaching Our Community's Kids*, for your child care needs. We extend the warmest welcome to you and your children. We are excited about getting to know you and your family; and it is our hope that this ministry is a blessing to you as we care for your children.

The R.O.C.K. Club offers an exciting alternative to filling your child's hours here at the center as well as outside of school. Our program is centered in a loving Christian environment. Our pre-school program encourages your child's progress by offering Kindergarten readiness activities. We also support your school aged child's progress by offering tutoring time and help with homework. Every child at the R.O.C.K. Club is given assistance in their spiritual development as we share basic Biblical principles.

### **OUR VISION**

Our vision is to serve the community of Radford by providing exceptional child care ages 3 – 12. This is accomplished a balanced program that meets the needs of the whole child.

Our ministry will help equip children as they develop spiritually, intellectually, physically, socially, and emotionally. Proverbs 22:6 says *train up a child in the way he should go, and when he is old he will not depart from it.*

### **OUR MISSION**

Our mission is to provide child care that supports the family structure for children ages 3 – 12, Monday through Friday, from 6:30 A.M. to 6:00 P.M. at the R.O.C.K. Club facilities.

### **DESCRIPTION OF PROGRAMS**

In order to serve the families enrolled in the R.O.C.K. Club we have implemented the following programs:

### Pre-School Programs:

- Full Time: This program is from 6:30 A.M. to 6:00 P.M. We provide breakfast, circle time, Bible lesson, organized recreation, kindergarten readiness activities, center time, a drink for lunch, rest time, art, snack, and free play.
- Part Time: This program is from 8:15 A.M. and 12:15 P.M. and will include circle time, Bible lesson, organized recreation, and kindergarten readiness activities. Part time spaces do not necessarily have to be during this time period. If another time suits you and it is not over 20 hours per week please talk to the director.

### School Age Programs:

- After School Care: This program is for children in grades K through 6 and is from 3:00 P.M. to 6:00 P.M. We provide a snack, Bible lesson, organized recreation, free play, and tutoring.
- Before School Care: This program, opening each morning at 6:30 A.M., is for families with children in grades K through 6. We will provide a light breakfast and last minute help with homework.
- Before and After School Care: This program, for children in grades K through 6, combines the 2 programs listed above.

## **STAFF and VOLUNTEER QUALIFICATIONS**

People who work with children are special people! Because of our commitment to young children, it is our goal to hire and secure staff whom possess the following criteria:

- Who love and want to work with young children
- Who have previous experience in child care
- Who are specially trained and educated in the field of child development
- Who have a minimum of a high school diploma (full time employees), or are pursuing a high school diploma (part time employees)
- Who love the Lord Jesus and have a deep dedication to Him
- Who are dedicated to the mission of our program
- Who are physically and mentally capable of working with young children
- There is always at least one staff member present in each classroom and on every trip who is certified by the American Red Cross in first Aid and CPR

## **PHYSICAL FACILITIES**

Our facility is located at 1820 Second Street in the West End of Radford. The Radford Worship Center has freely given the program access to the fellowship hall, gymnasium, play ground and youth sanctuary for children's activities.

## **ENROLLMENT**

Enrollment is open to children between the ages of 3 & 12 regardless of race, creed, religion or national origin; and is available on a full-time, part-time and drop-in basis. Part-time and drop in enrollments are limited in availability. All enrolled families must complete an application, meet with the director, and tour the facility.

Children with special needs are a special enrollment consideration – the needs of the child come first and are paramount in the decision to enroll. If it is determined that the child's needs are outside the capabilities of our facility or staff, parents will be assisted by a referral to an alternative choice in care.

## **TRANSPORTATION**

For school age children in Radford, transportation is by school bus. The school will let you know what bus number the children will ride to the center and to the school. Simply send a note to school with your child saying that you want them to ride the bus to the R.O.C.K. Club. Pre-school students must be dropped off and picked up.

## **FOOD SERVICE/MEALS**

We will provide breakfast each morning from 7:00 A.M. to 7:25 A.M. If your child is at the center for lunch they must bring a packed lunch. We will furnish a drink. If there is a time delay that ends up becoming a closing please send a lunch. Each afternoon, the children receive a fun and healthy snack soon after they arrive.

## RATIOS

The R.O.C.K. Club is devoted to providing individualized Christ-centered care for each child that attends. We believe that flexibility is a key in achieving that mission and therefore will fluctuate between 10 and 15 children to every one staff member. The pre-school program maintains a ration of 10 children to every one staff member. Our goal is to give children lots of love and support during the Club's hours.

## DAILY SCHEDULE

As our program is based on meeting the needs of the whole child – intellectually, socially, emotionally, physically, and spiritually, we have set the following daily schedule.

Parents, please note that flexibility is a value that we cherish. Our schedule is designed to meet the children's needs and may change from time to time.

### Pre-School Schedule:

6:30 A.M.....Center opens

7:00 A.M.....Breakfast served

7:25 A.M.....Breakfast clean up

7:35 A.M.....Children's choice of activity

8:15 A.M.....Circle Time – Each day we will have a time where the entire group will come together and go over the calendar, weather, Pledge of Allegiance, and have a Bible lesson that will include Scripture, music, and an object lesson.

9:00 A.M.....Organized recreation in the gym or on the playground. On Fridays we will have Show & Tell during this time

9:45 A.M.....At this time we will divide the class into two groups. One group will be the three year olds and any other child not starting kindergarten the following year and the other group will be those starting kindergarten in the fall. We will focus on letters, numbers, colors, animals, and kindergarten readiness skills.

10:30 A.M.....Center time—Each day the teacher will set up different centers in the classroom and the children will be able to rotate between them.

11:15 A.M.....Clean up and prepare for lunch

11:30 A.M.....Lunch time

12:15 P.M.....Clean up from lunch and use the bathroom

- 12:30 P.M.....Rest time – Each child will have a mat to lie on and rest. Sleeping is encouraged by not required. Let us know if you do not want your child to sleep. We will provide an alternate quiet activity for them during this time.
- 2:00 P.M.....Art – During this time children will be able to color, paint, work with play dough, or we will have a craft for the entire group. Thursdays will be our movie day.
- 3:00 P.M.....Snack Time
- 3:45 P.M.....Recreation Time – Indoor and/or outdoor play. Each Thursday we will have an age appropriate movie to watch during this time.
- 5:00 P.M.....Center time—Each day the teacher will set up different centers in the classroom and the children will be able to rotate between them.
- 5:50 P.M.....Clean up
- 6:00 P.M.....Go home

School Age Schedule:

- 6:30 A.M.....Center opens
- 7:00 A.M.....Breakfast served
- 7:25 A.M.....Breakfast clean up
- 8:15 A.M.....School Bus takes children to school
- 3:25 P.M.....Students begin to arrive: Snack and a time to unwind
- 4:00 P.M.....Group Time – Music, Scripture (object lesson)
- 4:30 P.M.....Recreation Time – Indoor and outdoor games
- 5:00 P.M.....Tutoring Time – homework, table, and quiet activities
- 5:50 P.M.....Clean up
- 6:00 P.M.....Go home

**PROGRAM CLOSINGS**

We are aware that parents need and depend on consistent child-care for their child. We find that parents who are informed early about program closings have the ability to arrange for alternate care and their stress is reduced. The following is a list of program closings:

Holidays – the program closes for Labor Day, Memorial Day, July 4<sup>th</sup>, Good Friday, Thanksgiving Day and the day after. Closings for Christmas and New Years will depend on what day of the week those holidays fall. We will let you know well in advance.

## **PAYMENT INFORMATION**

- Fees are due each Friday for the week we have just completed, unless you have already established a different payment plan with the director (i.e. every other week, once a month...).
- You will receive a one week grace period after the due date to make up your fees. If after that time you have not made a payment, your children will not be able to return. They may come back as soon as a payment is made.
- Fees are due regardless of attendance. Each family will receive one week of vacation during the school year in which you will not be required to pay your fee. Please let us know of your vacation in advance so we may appropriately schedule our staff members.
- If a check is bounced, you will be charged \$20.00. If a second check is bounced, you will pay an additional \$20.00 and, from that point forward, will only be allowed to pay in cash.

Please refer to the "Fee Scale and Payment Information" forms enclosed in your enrollment packet for specific amounts and other information.

## **LATE POLICY**

Since our program is housed in a space that is shared with the other ministries of the Radford Worship Center, we, unfortunately, do not have the latitude to operate past 6:00 p.m. To make sure we respect the other ministries using this facility we will charge one dollar for every minute past 6:00 p.m. your child is here.

We understand that sometimes things happen that are out of our control; therefore, each family will be given two opportunities before the charges will apply.

## **MEDICATION**

Prescription and over-the-counter medication and can be given. These medicines must be in their original containers. The R.O.C.K. Club has a form you must fill out detailing the dates and times to administer medication and any other special instructions. This form also gives staff the authority to dispense medicine to your child.

All medication will be kept in a locked box, and refrigerated if necessary. Only designated staff will dispense medication.

## **HEALTH**

Healthy children are happy and productive. If your child arrives at the Club sick, the director will call and ask you to come pick up your child.

We will call you if your child has:

- A temperature of 100.1 or higher
- Diarrhea, Vomiting
- Unknown skin rash
- Sore throat
- Parasite infection (lice)
- Pink eye
- Difficult or rapid breathing
- Untreated infected skin patches
- Yellow skin or eyes
- Stiff neck
- Open wound

If your child becomes sick at the program, we will make every effort to comfort them until you arrive.

## **Hand washing**

Hand washing is a critical part to maintaining good health. Children and staff will be encouraged to use good hygiene habits.

We will wash our hands:

- Before and after eating food of any kind
- After using the rest room
- Before and after administering first aid of any kind
- After any messy art project
- Any other time just to be safe

## ACCIDENT POLICY

From time to time, children have small bumps and scrapes. Unfortunately this is a part of growing up. If your child has an accident at the R.O.C.K. Club, we will take the following steps:

1. Standard first aid will be administered immediately.
2. An accident report will be completed— a copy will be given to parents.
3. If the injury is to the head or face, a courtesy call is given to you.
4. If a severe accident occurs (i.e. broken bones, cuts that require multiple stitches, concussion, allergic reaction, etc.), the director will call **911** immediately, and then contact the parents.
5. If the child is transported to receive emergency care, the director will accompany the child.
6. An accident report will be filled out.

## SIGN OUT & PICK UP POLICY

**\*\*VERY IMPORTANT\*\***

Every child must be signed out of the program each day. If someone other than a parent is to pick up your child, the person must be listed on your child's registration form **before we will allow him or her to leave the program.**

It is a good idea to inform the R.O.C.K. Club staff if anyone other than the enrolling guardian will pick up your child. We will need to know their **name and relationship to your child.**

To ensure the safety and well being of your child, we will verify identification before releasing any child to anyone. Please inform anyone who picks up your child that they **must show proper ID before we can release the child.**

Remember that we CANNOT RELEASE any child to anyone without proper identification and notification.

## REPORTING ABUSE/NEGLECT

Abuse is never an easy subject to approach, and we trust that this terrible subject has no place in our ministry; however, we must disclose that if a staff member suspects child abuse in a home, he or she is morally obligated to report it to the local authorities.

## **DISCIPLINE PROCEDURES**

Guiding young children's behavior can be challenging. We believe that correction and guidance are Biblical and appropriate for training young children to become responsible adults. We believe that discipline should be fair, consistently applied, timely, and age appropriate.

Be assured that no form of physical punishment will ever be administered. Children will never be isolated in a confined space. Staff will never restrain a child or force a child to assume an uncomfortable position (unless physical restraint is necessary to prevent a child from running away or causing harm to him/herself and others). Our goal is to share and show the love of Christ in our discipline model.

## **TERMINATION**

Separating a child's care from the Club will not be an easy task. Our goal is to work with children who need help and guidance, but we are realistic and know that we may not be able to care for children who are self-destructive or endanger other children in the group. If either of these two situations occur, the staff will help parents find alternative care within two weeks.

## **LIABILITY INSURANCE**

The Radford Worship Center, as a responsible institution, does possess public liability insurance.

## **RELIGIOUS EXEMPT STATUS**

The R.O.C.K. Club has chosen to exercise the option to be exempt from licensing standards. Our program has filed the appropriate documentation with the Virginia Department of Social Services. Our program has met health, fire, and local sanitary inspections.

## **PARENT RELEASE FORM**

I have read the R.O.C.K. Club policies and agree to abide by them as long as my child is enrolled.

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

### **To Enroll Please Turn In The Following Forms:**

\_\_\_\_\_ Registration Form

\_\_\_\_\_ Immunization Record

\_\_\_\_\_ Payment Form

\_\_\_\_\_ Parent Release Form (tear this page out)

\_\_\_\_\_ \$25.00 registration fee (this fee is per family and is non-refundable)

\_\_\_\_\_ Pre-school students only: Proof of your child's identity – birth certificate, birth registration card, notification of birth (hospital, physician, or midwife record)... – must be provided. This form is not kept but must be seen and documented by the director. If proof of identity is not provided, state law requires that we contact local law enforcement.