



Grace Place Afterschool and Summer Day Camp

A ministry of Grace Baptist Church

PARENT HANDBOOK

STATEMENT OF PURPOSE

Grace Place is a licensed and certified afterschool program through DOE (The Department of Education). This license is administered after the Knox County Health Department, the Fire Marshall, and the DOE licensing make annual inspections of the program.

Grace Place also includes a summer day camp Program.

Grace Place, as a ministry of Grace Baptist Church, adheres to this mission statement:

Reaching East Tennessee, America and the World for Jesus Christ.

We also acknowledge the mission of:

We, the people of Grace Baptist Church, are a fellowship of believers called by God into unity and empowered by the Holy Spirit. With the Bible as our guide we strive faithfully and obediently to honor, proclaim, and serve Jesus Christ in worship, witness, and ministry.

The church's statement of faith is:

We believe Jesus Christ, the risen Son of God, is the only source of eternal life. We believe the Holy Bible is the inspired and infallible Word of God. We subscribe to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in Orlando, Florida in 2003.

With an emphasis on spiritual growth and character development, daily devotional time is a part of the daily routine. This is achieved by singing Christian songs, reading Bible stories, and by the use of prayer, not only before meals, but also throughout the day's activities with the children.

REGISTRATION

- A. **Enrollment** – Children must be between the ages of 5-14 and in grades Kindergarten-8th grade in order to enroll in any Grace Place programs. Students are enrolled on a first come basis. If classes are full, your child will be placed on a waiting list until a placement becomes available. The registration fee must be paid to enable your child to be placed on the waiting list or to be registered for any of the Grace Place programs.
- B. **Registration Fees** – A registration fee must be paid in full at the time of enrollment to secure a spot for your child. The registration fee is non-refundable and non-transferable. *A child is not considered enrolled until the registration fee is paid.*
- C. **Children's Records** – We are required to maintain specific records on each child as mandated by DOE. A child may not attend the program until all registration paperwork is complete. The child's immunization records are required to be on file at the school which the child attends.
- D. **Withdrawal** – On the occasion that a child is withdrawn from the program, a two-week notice in writing is required prior to the departure of the child. If this is not received, full tuition is due for the following week.

SCHOOL HOURS

- A. Afterschool Session – On a regular school day, Grace Place will be open from 2:00 p.m. until 6:00 p.m.
Since the program closes at a specific time, all children must be picked up promptly. Our staffing schedule is prepared with our working hours in mind, along with the number of children present at each hour. When pick up is later than 10 minutes after program ends, late fees will be accrued at \$1.00 per minute. Late fees will be billed to your tuition account.
- B. Summer Day Camp Session – Grace Place is open from 7:00 a.m. to 6:00 p.m. Field trips will be taken weekly and detailed in the summer calendar. Departure times vary. It is important to arrive at Grace Place at least ½ hour prior to boarding the bus.
- C. In-service Days/ Open Holidays – Grace Place is open from 7:00 a.m. to 6:00 p.m.
- D. Closed Holidays – Grace Place observes the following holidays and will not be open: New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve and Christmas Day. An additional break during the Christmas holiday week will be scheduled and announced. These days are set by the Executive Team of Grace Baptist Church and observed by the entire Grace campus.
- E. Inclement Weather – Grace Place follows the inclement weather policy of Knox County. If Knox County is closed, Grace Place will also be closed. If Knox County dismisses early due to inclement weather, Grace Place will also be closed and Grace Place buses will not run.

STAFF

The staff assigned to the Grace Place program maintains professional quality in all they do. The teachers are required to obtain intensive training in safety, CPR, First Aid, Behavior Management, and age- appropriate activities. All staff members maintain individual integrity inside and outside of the program.

It is our policy that all teachers treat each and every child and parent with respect and courtesy. We also ask that parents treat the staff with the same respect and courtesy in order to create a positive environment for your child. All aspects of the children’s behavior, parental situations, addresses and phone numbers, etc. will be held with the utmost confidentiality.

FEES

- A. Registration Fee – A registration fee per child is both non-refundable and non-transferable. This fee is due upon the child’s registration. This is an annual fee. All children enrolled are required to pay the annual registration fee at the time of registration. Without payment of this fee, the child will not be assigned to a class.

- B. Fees/Absences – Fees are not discounted on the basis of absences; full monthly fees will be assessed regardless of the number of days attended in any one month. No refunds will be given. Each student will receive one week of vacation time to use during the current enrollment session.
- C. Tuition Fees – The tuition for Grace Place afterschool and summer day camp is paid through FACTS Management Company.
- D. Payment Policy – The payment policy requires that all fees be paid through FACTS, our tuition management system. No child will be allowed to remain in the program if monthly fees or late charges are more than one month behind.
- E. Late Fee – Any parent or guardian picking up a child 10 minutes after the program ends will be assessed a late fee of \$1 per minute. Extreme emergencies will be taken into consideration and approved by the Director. Habitual lateness will result in a request for immediate withdrawal from the program.
- F. Account Information – It is the responsibility of the parent to confirm that all tuition and fees are current. If an account is two weeks behind, a notice will be sent from the Accounting Office or FACTS Tuition Management asking for arrangements. No child will be allowed to remain in the program if account becomes delinquent.
- G. Returned Checks – There will be a \$25 fee for each returned check received. If two returned checks are received on an account, this account may be placed on a cash-only basis. Post-dated checks will not be accepted.
- H. Type of Payment – Tuition should be paid through FACTS Tuition Management.
- I. In-service Days/Open Holiday Fee – If a parent signs up for attendance on a designated school holiday or school in-service day and does not attend and no prior notification has been made to Grace Place, a \$15 fee will be assessed to Facts. Grace Place welcomes all enrolled students to attend on any school holiday or in-service day without additional charges to tuition. We request that parents notify Grace Place regarding attendance for those days for staffing and meal planning purposes.

DISCIPLINE

- A. Discipline – It is our desire for the students to understand the correlation between the choices they make and the resulting consequences of those actions. We actively look for opportunities to praise positive choices and provide improvement oriented consequences.
- B. Consequences – Consequences are administered in order and in consideration of the number of times a rule is broken. If a behavior is harmful to that child or to other children, the teacher may find it necessary to begin with the second or third consequence. Physical violence (hitting, biting, spitting, etc.) WILL NOT BE TOLERATED to another child or staff members. Children, who exhibit violent behavior as described above, will be asked to withdrawal immediately from the program. NO EXCEPTIONS.

The consequences are as follows:

- 1st Verbal warning and redirection. Appropriate behavior and expectations are explained to the student.
- 2nd Removal from situation and time out.
- 3rd Parent notified by teacher or director. A parent notification form is placed in the student's file.
- 4th Student dismissed from the program for the current school day.

The director has the authority to enforce a suspension from the Grace Place program if necessary based on the behavior in question. If behavior does not improve, parents may be given a one-week notice of dismissal.

ILLNESS

- A. If a student exhibits any signs of illness during his/her time at Grace Place, a parent will be notified immediately. We ask that the child be picked up promptly to minimize the risk of infecting others.
1. Fever (100.4) within the last 24 hours: Tylenol, Advil, Motrin, etc. will only be administered with a doctor's written consent.
 2. Vomiting or diarrhea within the last 24 hours.
 3. Any symptom of the usual childhood diseases – Scarlet Fever, Chicken Pox, etc. (A child with Chicken Pox generally should remain out of school until all eruptions have completely healed).
 4. Croup
 5. Any unexplained rash
 6. Any skin infection – boils, ringworm, impetigo
 7. Pink eye or other eye infections – child needs to stay at home if eye is tearing or draining even if on medication
- All parents will be notified of outbreaks of infectious and/or contagious diseases within our program. Some of these include diseases/infections such as Chicken Pox, Scarlet Fever, Lice, Ringworm, etc. The Director has final authority over the admittance of a child. If a parent continually violates our illness policy, the Director has the right to ask for a withdrawal of the student from our program immediately.
- B. Picking up a sick child – You will be called if your child has any symptoms listed above. A child should be picked up within 45 minutes of parental notification.
- C. Administration of Medication – Medication should be clearly marked with child's name, name of medication, and in the original bottle. An authorization of medication form must be filled out before any staff can administer any medication.
- D. Soiled Clothing – Program personnel will send all soiled (body fluids) clothes home in a plastic bag without being washed out per recommendations of the Knox County Health Department. This is for

the protection of all. IF the item is determined destroyed, the item will be thrown away and a note sent home to the parents.

MISCELLANEOUS

- A. Field Trips – Students enrolled in the Grace Place summer day camp program will participate in field trips.
- B. Transportation Plan – Parents will be asked to designate individuals that are authorized to pick up their child. In cases of emergency, where someone not listed on the application will be picking up the child, the Director must be notified in writing or by phone and the individual must be prepared to show proof of identity prior to obtaining the child. (Driver’s license is preferred) If staff believes that the person to whom the child is to be released is unable to drive safely, the next person on the list will be called to transport the child. All names and phone numbers must be kept current with the Grace Place staff.
- C. Divorce or Separation – In these cases, this program cannot legally refuse either parent access to their child unless we have legal documentation from the courts. These court documents should be provided to the Director as soon as possible and a copy kept on file.
- D. Abuse Reporting – All staff are instructed to report any suspected cases of abuse or neglect to the Director. This information would be provided to the Department of Child Services (DCS). On identifying abuse or neglect, DCS’s investigate procedures will be followed.
- E. DCS Investigations – In the event Grace Place is contacted by the Department of Children’s Services or a comparable agency of the State of Tennessee for the purpose of arranging for a DCS social worker to interview a student, our policy requires presentation of a court order by the social worker or representative before making the student available for an interview.
- F. Critical Incident Plan (CIP) – In the event that Grace Place has an emergency situation such as fire, tornado, lock down, etc., we will follow our CIP plan. Each teacher is well prepared for these emergencies and a plan of action is located in each classroom. We conduct regular drills to keep the teachers refreshed and the children prepared without being afraid. IF you come to get your child while a drill is being conducted, you will not be able to take your child until the child is safely back in his/her classroom or other designated area.
- G. Biohazard Spills – A Biohazard Spill is when a child has vomited, had diarrhea, or when a child has bled from a cut, nosebleed, loose tooth, etc. Our procedure is to care for the child with safety in mind first. The first priority will be to address the needs of the child, disinfect the area, dispose of the trash in the proper container. If the child has soiled his/her clothes, we will change the child into their extra clothes and send their soiled clothes home per recommendations from the Knox County Health Department.
- H. Withdrawal from program – Although we never want to dismiss a student from our program, if the need arises, the Director would make this determination. A request for withdrawal from the program will only result as a last resort. The following would constitute dismissal from the program:
 - Continuous behavior problems
 - Violent behavior
 - Refusal to seek outside help when recommended

- Delinquent tuition payments
- Continuous bathroom accidents

PARENT INFORMATION

It is our policy not to reveal the addresses or phone numbers of the parents who have their children enrolled in this program. We will not disclose or knowingly permit the use of any information concerning a child or family except as required by law or regulation.

Email is a vital communication tool within our program and we highly encourage parents to keep this up- to - date with any changes. No email will ever be sold or provided to anyone for solicitation purposes.