



Dear Parents-

Thank you for choosing the R.O.C.K. Club – *Reaching Our Community's Kids*, for your child-care needs this summer. We extend to you the warmest welcome, and are excited about getting to know you and your family. It is our prayer 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 time this summer. Our program is centered in a loving Christian environment. We support your child's progress at school by offering tutoring time, along with assisting in their spiritual development through sharing basic Biblical principles.

This summer will be different than what we have done in the past. We are focusing on more structured activities in a family group setting. For a healthy amount of time each day the kids will be split up into family groups based on their age. Much of our spiritual emphasis will be done in these groups. Our goal is to build stronger relationships with the children through the smaller groups.

### **OUR VISION**

Our vision is to serve the community by providing exceptional child-care through 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.

### **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 that has the following criteria:

- ! Who love and want to work with young children
- ! Who have previous experience in group 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

### **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, playground, and youth sanctuary for children's activities.

### **ENROLLMENT**

Enrollment is open to school age children regardless of race, creed, religion, or national origin. Enrollment 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.

### **FOOD SERVICE/MEALS**

We will provide breakfast each morning from approximately 8:00 A.M. to 9:00 A.M. You must pack a lunch each day. Each afternoon, we will provide the children receive a fun and healthy snack.

### **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 to achieving that mission and therefore will center our ratios from approximately 15 school age children to every one staff member (the legal limit is 1:25). Our preschool ratio is 10 children to every one staff member. Our goal is to give children lots of love and support during the R.O.C.K. 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.

For many activities we will divide the children into the following 2 groups:

**Group A:** Children in grades K through 2 (based on grade just completed)

**Group B:** Children in grades 3 through 6 (based on grade just completed)

The number of children enrolled will determine how the groups will break down. You will be notified if the group your child is in changes. Occasionally we will need to have children switch groups in order to preserve integrity in our ratios.

**Morning & Evening: (each morning & evening will be the same Monday through Friday)**

6:30 A.M. - Center opens, children's choice of activity

8:00 A.M. - Breakfast served, children's choice of activity

9:30 A.M. - Large Group: We will gather in the Youth Sanctuary for an exciting time of music and Bible games & activities centered on a weekly theme.

10:00 A.M. – Small Groups: Kids will split up into small groups for an age appropriate Bible lesson that corresponds to the theme. The groups will rotate between arts & crafts, group building games, and other activities that reinforce the theme for the week.

11:20 A.M. - Clean up and get ready for lunch

11:30 A.M. - Lunch (the group going to the pool will eat lunch first)

12:00 P.M. - Clean up from lunch

4:00 P.M. - Snack Time

4:30 P.M. – Afternoon Large Group (music, games, review of the day's lesson)

6:00 P.M. - Go Home

**Monday**

12:00 P.M. - Group A get ready to go to the pool; Group B will play in the gym or on the playground.

12:30 P.M. - Group A leaves for the pool; Group B in upstairs game room

3:30 P.M. - Group A returns from pool; clean up and get ready for snack

**Tuesday**

12:00 P.M. - Group B get ready to go to the pool; Group A will play in the gym or on the playground.

12:30 P.M. - Group B leaves for the pool; Group A in upstairs game room

3:30 P.M. - Group B returns from pool; clean up and get ready for snack

**Wednesday**

- 12:00 P.M. - Group A get ready to go to the pool; Group B will play in the gym or on the playground.  
12:30 P.M. - Group A leaves for the pool; Group B movie day  
3:30 P.M. - Group A returns from pool; clean up and get ready for snack

### **Thursday**

- 12:00 P.M. - Group B get ready to go to the pool; Group A will play in the gym or on the playground.  
12:30 P.M. - Group B leaves for the pool; Group A movie day  
3:30 P.M. - Group A returns from pool; clean up and get ready for snack

### **Friday**

- ! We will be having an outing or special activity each Friday for either Group A or B. We will provide more information on these trips soon.

- 12:00 P.M. - Organized play in gym or playground  
12:30 P.M. - After lunch each Friday we are going to be doing a special activity. We will let you know in advance if this activity requires anything special on your part.  
3:30 P.M. - Clean up and get ready for snack

### **TOYS/ITEMS FROM HOME**

Children may bring a toy or item from home on Fridays. **We ask that cell phones and all electronics not be brought here.** If you need your child to have a cell phone while here, please check it in with a staff member to be kept in the office. We are also not responsible for any damaged or lost items. It would be wise to leave valuable items at home.

**Anything that is brought from home is brought at your own risk and must be able to fit in a grocery sized bag and hang from your child's hook.**

### **POOL INFORMATION**

As you can see in our schedule, each group will be going swimming at Randolph Park, weather permitting, two times each week. Depending on the number of children going we will send the appropriate number of staff members to the pool with each group. The children are carefully supervised during this activity by our staff and the pool lifeguards. Each child must pass a swim test before they will be allowed to leave the shallow end of the pool.

On the days that your child will be swimming, we ask that they come wearing their swim suit as shorts or under their clothes. Please remember to send a towel with them. You must also send a bottle of sunscreen with your child at the beginning of the summer that can stay here. Each child is covered in sunscreen before we leave. If you do not want your child to go to the pool, please let the staff know.

## **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.

Closing for holidays often depend on which day of the week they fall. We are planning to be closed July 4<sup>th</sup>. If any changes need to be made we will let you know well in advance.

## **COST & PAYMENT INFORMATION**

The cost of the program is \$90.00 per child per week. If you have more than one child that attends, each additional child is \$80.00 per week. A part-time rate of \$45.00 is also available. Part-time is defined as a maximum of 20 hours per week. These fees include everything we do in a normal week. Occasionally we will have a special activity that will require a small additional fee. You will be notified when that is necessary.

Fees are due each Friday for the week we have just completed. Your fee is due regardless of attendance. **Each family receives a maximum of one week of vacation during the summer 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 staff members.**

## **LATE POLICY**

Since our program is housed in a space that is shared with the other ministries of the church, 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**

Administering medications is a serious matter and consideration. Prescription and over-the-counter medication can be given. These medicines must be in their original containers and parents must complete the medical form upon arrival. Please allow enough time to complete this form before you leave. Virginia state law says that we cannot dispense any medication without a completed form.

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

**We now have to have a Medical Release Form for each child to apply sunscreen.**

## **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 contact you if your child has:

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

If your child becomes sick at the program, we will make every effort to comfort them until you arrive. Your child should be fever-free for 24 hours before returning them to the R.O.C.K. Club. Please make sure your child is no longer contagious before sending them back to the center.

### **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.

### **Hand washing:**

As the old saying goes, *cleanliness is next to Godliness!* 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

### **SIGN OUT & PICK UP POLICY**

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

Every child must be signed out of the program every day. If someone other than a parent is to pick up your child, the person must be listed on your child's registration form and **we must be notified before we will allow him or her to leave the program.** 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 by force, or to assume an uncomfortable position, unless physical restraint is necessary to prevent a child from running away or causing harm to him/herself or 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 occurs, the staff will help parents find alternative care within two weeks.

### **LIABILITY INSURANCE**

The Radford Worship Center, as a responsible institution, possesses 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 – SUMMER 2014**

***PLEASE TEAR OUT THIS PAGE AND RETURN IT WITH YOUR OTHER ENROLLMENT MATERIALS.  
THANK YOU.***

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

\_\_\_\_\_  
Child's Name(s)

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

\_\_\_\_\_  
Date

\_\_\_\_\_ Check here if you **do not** want your child's picture, name or likeness used in any promotional materials for the R.O.C.K. Club.

***If you are new to the program please turn in the following forms:***

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

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

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

\_\_\_\_\_ Liability Release Form **(fill out the back of this page)**

\_\_\_\_\_ Parent Release Form **(tear out this page of the handbook and return it)**

\_\_\_\_\_ Medical Release Form to apply Sunscreen

***If you are already enrolled please turn in the following forms:***

\_\_\_\_\_ Liability Release Form

\_\_\_\_\_ Parent Release Form (tear out this page and return it)

\_\_\_\_\_ Medical Release Form to apply Sunscreen





