

Dear Family,

We welcome you and your child to Oak Grove Baptist Church Before and After School Care Program. It is our commitment to keep your child in a Godly and safe learning environment while in our care. It is our goal to help your child reach his/her potential through spiritual, mental and physical training. This faith-based facility will have a biblical curriculum of prayer, praise and worship in the morning before bus arrivals, and a leadership curriculum in the afternoons.

The Before and After School Care Program is held in the sanctuary of Oak Grove Baptist Church utilizing four (4) classroom spaces (25x25 sq feet) and one (1) computer lab. The physical location is 2635 East Washington Street, Suffolk, Virginia 23434. Computers are available to teach computer gaming, research, assist with homework, and other fun monitored activities.

Thank you for choosing Oak Grove Baptist Church Before and After School Care Program. We look forward to a lasting and rewarding relationship with you and your child. We anticipate open communication between the parents, children and staff, which we believe is important to fully meet the needs of your child. The purpose of this handbook is to share information with families, to promote an understanding of our program and to build a bridge that connects families and our OGBC staff.

The policies and procedures stated in this handbook are guides and do not cover every possible situation. OGBC Before and After School Care Program reserve the right to exercise discretion as needed. We reserve the right to modify or change policies, procedures, and/or programs with little or no notice as deemed necessary.

If you have any questions or concerns, please feel free to contact us at (757)539-8012.

Oak Grove Baptist Church
Before/After School Care Program

Revised September 2017

STATEMENT OF FAITH

Oak Grove Baptist Church Before and After School Care Program is faith-based and we believe the Holy Bible to be the inspired Word of God. We believe that there is one God, eternally existent in the Trinity (Father, Son and the Holy Spirit).

MISSION STATEMENT

Oak Grove Baptist Church Before and After School Care Program's mission is to provide quality and affordable care to the community as an outreach program. It is our goal to help each child reach his/her full potential in church, school and the community while being nurtured in a safe Christian environment.

MOTTO

"Train up a child in the way he should go: and when he is old, he will not depart from it." Proverbs 22:6

HISTORY

The Oak Grove Baptist Church Before and After School Care Program was established in September 2017 as an outreach ministry to provide a safe learning environment. OGBC oversees the operations of the program and it remains subject to the governing of said church.

In compliance with the Code of Virginia, Section 63.2-1716, Oak Grove Baptist Church Before and After School Care Program is religiously exempt from licensure and classifies as an "Exempt" child care center. The program and church share tax exempt status and the church accepts the financial and administrative responsibility for related activities with reference to serving and meeting the needs of the children. This service is extended to all children, regardless of race, sex and national origin without discrimination.

HOURS OF OPERATION

PROGRAM HOURS: Monday through Friday
(Before - 6am until 9am)
(After - 2pm until 6pm)

All children must be picked up by 6:00pm. Please be prompt in picking up your child/children at the end of each day. Your cooperation is greatly appreciated. ***There will be a \$5.00 late fee charged for every five minutes you are late, including emergency closings.***

In the event of inclement weather, we will follow the schedule of Suffolk Public Schools.

ARRIVAL & DEPARTURE

Please limit your speed to no more than 10 mph when dropping off and picking up your child to ensure the safety of all children. Upon arrival, parents must sign in/out daily. An adult must accompany the child into the center and leave him/her in the care of a staff member. Please do not allow your child to leave you and wander the building on his/her own. Only adults authorized by parent(s) or guardian will be allowed to pick up the child. If you desire another person to pick up your child, you must notify the center in advance.

TUTORIAL CLASSES

Tutorial Classes will be offered to children attending OGBC Before and After Program **“FREE”** of charge. Classes are conducted every Thursday from 5:30pm until 7:30pm by certified teachers and professionals, according to the Suffolk Public School Calendar. This is a contribution offered by SCM Vision, Inc to children enrolled in OGBC Before and After School Care Program. Concentration for tutorial classes includes Math, (i.e. Algebra, Geometry, Physics), Chemistry, English and Reading.

REGISTRATION & TUITION

OGBC Before and After School Care Program is open to children ages 4-12. If interested, a registration form is located in the rear of this handbook. Please complete, sign date and return to Oak Grove Baptist Church with your **non-refundable \$10.00 registration fee**. Payment must be made by cash or money order. *No personal checks will be accepted.* The cost of the program will be as follows:

Before only - \$35.00 per week

After only - \$35.00 per week

Before & After - \$60.00 per week

If you have more than 1 child enrolled, you will receive a \$5.00 discount for each child per week.

Early Dismissal Charge - \$7.00

Drop-in(s) for registered children - \$12.00

If your child is already enrolled in before/after care program, early dismissal days will be an additional \$7.00 per day, and drop in days will be an additional \$12.00 per day.

If your child is not enrolled in OGBC Before and After School Care Program, early dismissal will be \$12.00 per day and drop in days will be \$20.00 per day.

****PAYMENT MUST BE MADE THE FRIDAY PRIOR TO THE WEEK SERVICE WILL BE RENDERED. (NO PERSONAL CHECKS WILL BE ACCEPTED). Please pay in the form of cash or money order.*** All money orders should be made payable to Oak Grove Baptist Church. If payment has not been received by the close of business on Wednesday, it will be considered late and a late fee of \$10.00 will be added to the account. If payment is not received by the close of business on Friday, the child may not attend until payment is brought up to date. If payment has not been received by the close of business on Wednesday of the following week, we reserve the right to permanently dis-enroll your child unless prior arrangements have been made with Oak Grove Baptist Church Before & After School Care Director. If your financial account is habitually in arrears, the OGBC Before & After Program Director reserves the right to permanently dis-enroll your child.

QUALIFICATIONS OF PERSONNEL

All staff of the Before and After School Care Program at Oak Grove Baptist Church are hired and evaluated by the Director, and have specific job descriptions. They are expected to be in agreement with the mission statement. OGBC Before and After School Care Program require its staff to exemplify the characteristics of a Christian. To ensure that we meet that goal, we require the following from each staff member:

- *State Police Criminal Background Report***
- *Sexual Offenders Registry Check***
- *Sworn Disclosure Statement***
- *Valid Driver's License/or I.D.***
- *Certified annually by a Licensed Physician***

STAFF/PUPIL RATIOS

In Compliance with Code of Virginia, Section 63.2-1716, the Oak Grove Baptist Church Before and After School Care Program is religiously exempt from licensure and classified as an "Exempt" child day center. We abide by the following ratio and standards for the Virginia Department of Social Services and employ supervisory personnel according to the following ratio of staff to children:

- *One staff member to ten children ages 24 months – 6 years***
- *One staff member to twenty-five children ages 6 years and older***
- *Staff is indicative of a Director & part-time instructors working 4 hr shifts***
- *Staff/Child Ratio Sheet will be submitted annually with B/A care enrollment and staff documented accurately.***
- *All staff persons who supervise the children enrolled in OGBC Before and After School Care Program are required to take a physical by a practicing physician or Physician Assistant indicating staff person is physically fit to perform duties annually.***

POLICIES & PROCEDURES

It is the goal of Oak Grove Baptist Church Before and After School Care Program to help our students learn self-control, develop good habits and maintain good hygiene. The following will be practiced on a daily basis:

*Appropriate adult supervision of all children in care, including daily intake and dismissal procedures;

* A staff person with CPR certification and First Aid will be present at the center whenever children are present;

*Hand washing/sanitizing by staff and children upon arrival, and after toileting;

*No immunization records needed from children in the Before & After School Care Center;

*Playground equipment is provided for children attending the center. The majority of activities are centered on computer gaming, life coaching, and leadership skills;

*All staff will be required to background checks as it relates to **Section 63.2-1724 of the Code of Virginia**;

*All staff/volunteer staff will be trained to recognize the signs of child abuse and neglect and report such cases as outlined in **Section 63.2-1509 of the Code of Va**;

*Transportation for participants of the Before and After School Care Program will not be provided by the Center, unless deemed necessary by the Director. All transportation will be provided by the Suffolk Public School Transportation with a stop zone at Oak Grove Baptist Church;

*All children are required to provide a Birth Certificate for proof of identity to meet the guidelines of **Section 63.2-1809 of the Code of Virginia** for possible missing children to law enforcement;

*OGBC Before & After School Care Program will not administer prescription medication to any child in the program.

MEALS

*No cooked, prepared or perishable items will be part of the OGBC Before & After School Care Program. All food will be non-refrigerated, non-perishable, and considered a snack;

*When Children have early dismissal days, parents are responsible for packing the child's non-refrigerated lunch for that day (s);

*Hand sanitizers will be made available to all students in the program for use before and after eating any snack.

HOLIDAYS

OGBC Before and After School Care Program will follow the Suffolk Public School Holiday Schedule. We will be closed in observation of the same holiday closures as the public school system.

PARENT INFORMATION

It is important that we always have the most current Parent/Guardian and Emergency information on file. This information includes address, phone numbers, and place of employment, employment phone number and emergency contacts. If you move, change phone numbers or place of employment, please notify us immediately. It is required by the State of Virginia Department of Social Services to have two verifiable names, addresses and phone numbers for emergency purposes.

WEAPONS BAN

Students, families, legal guardians and guest as well as staff are prohibited from possessing firearms or other weapons while on property of Oak Grove Baptist Church.

CHILD ABUSE LAW

Any OGBC Before and After School Care Program Staff Member who suspects a child is being abused is required to report it immediately to the OGBC Before and After School Care Program Director. The Director will then take action to report the suspected cases to the proper authorities.

SAFETY AND SECURITY

*For the safety of everyone attending the Before and After School Care Program at Oak Grove Baptist Church, the entrance doors will be locked during hours of operation. There is a buzzer located at the rear door to be used during drop-offs, pick-ups, and for guest.

***FIRE DRILLS** - Fire drills are a requirement of the State Licensing Board and will be conducted by Oak Grove Baptist Church Before and After School Care Program Director on a monthly basis.

***THREATENING WEATHER** – When notification is received of threatening weather affecting the safety of the students and staff, we will proceed to use guidelines of the emergency operations plan below:

- Proceed to pre-designated site inside first floor hallway
- Get on knees against wall in a low position with head down
- Place hands on top of head
- Avoid windows and doors

Emergency Operation Plan drills will be conducted periodically.

INCLEMENT WEATHER

In the event of inclement weather, OGBC Before and After School Care Program will follow the SPS closing schedule. We will notify the parents that we will be closing, and your child will need to be picked up early. Additionally, we will also advertise B/A Care early closing schedule on channels 3, 10 and/ or 13.

PROGRAM CLOSING

If Oak Grove Baptist Church Before and After School Care Program is delayed in opening, close early or not able to open at all due to inclement weather, you will still be responsible to pay for the entire week. However, if we are not able to open for 3 or more days, you will be charged a per diem rate. Please be aware if your child is enrolled full time and attends 3 or more days per week, full payment is due.

PUBLIC LIABILITY INSURANCE

Oak Grove Baptist Church Before and After School Care Program is a center that is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the center as a result of negligence.

OAK GROVE BAPTIST BEFORE & AFTER PROGRAM

PUBLIC NOTICE

This Center is Religiously Exempt from Licensure". The maximum number of enrolled children is 65 capacity.

This public notice is a code compliance disclosure to parents and/or guardians to children enrolled in the Oak Grove Baptist Church Before and After School Program

Effective 09/08/2017

