



FBC Fee Based Children's Ministries

Parent's Day Out

Kaleidoscope After-School Program

K Jr. After School Program

SummerScope

DHS Licensed

FBC Norman Child Care Programs K830021469

FBC Kaleidoscope K830024562

Dear Parents and Guardians,

FBC Norman Child Care Programs thank you for being part of our Children's Ministry. FBC Norman Child Care Programs currently consist of 4 different programs to serve your family. We service children 6 months through completing 5th grade. We have school year and summer programming. We hope to provide you with a peace of mind while you are working.

The following information will briefly acquaint you with our programs, policies and procedures. If you are enrolling in our program for the first time we ask that you review this information carefully. If you are a returning FBC family, please take the time to review this handbook for changes to our previous policies.

We value your feedback. Should you have any questions, comments or suggestions regarding this handbook or our program in general, please feel free to contact the Fee Based Office.

Sincerely,

Brenda Gass

Crystal Byrd – Minister to Children

Brenda Gass-Fee Based Ministries Assistant, brendag@fbcnorman.org

Program Directors

Natalie Elliot – Kaleidoscope After School Program Director, kscope@fbcnorman.org

Amanda Rhea – KJr. After School Program Director

Ada Sewell – Parents Day Out Program Director, adasewell@cox.net

Staci Rhea – SummerScope Program Director, summerscope@fbcnorman.org

Lise Simpson – SummerScope Assistant Program Director, summerscope@fbcnorman.org

PROGRAM OPERATION INFORMATION

Days of Operation:

Kaleidoscope: All days that NPS are in operation

K Jr.: All days that NPS are in operation

Parent's Day Out: Monday & Wednesday's while NPS is in Session

SummerScope: 10 weeks during the summer

Program Hours of Operation:

Kaleidoscope: 3:00pm - 6:00pm

K Jr.: 3:10pm – 6:00pm

Parent's Day Out: 9:00am - 2:00pm

SummerScope: 7:00am - 6:00pm

Program Directors Office Hours:

Natalie Elliot: M-F 2:00 pm - 6:00 pm

Amanda Rhea: M-F 2:00pm – 6:00 pm

Ada Sewell: M & W 8:30 am - 2:15 pm

Staci Rhea: M-F 7:00 am – 4:00 pm

When you cannot reach any of the above please contact Brenda Gass, Executive Director M-F 8am - 5pm

FBC Family Life Center; location for Kaleidoscope: 360-5300

FBC Office: 321-1753

Brenda Gass- cell phone: 642-8949

Administrative Office Hours:

Monday – Friday 8:00am - 12:00pm & 1:00 pm - 4:30 pm

Administrative Office Information:

First Baptist Church
211 W. Comanche
Norman, Oklahoma 73069
Phone 321-1753 Fax – 321-2087
Federal ID # 73-0626505

GENERAL PROGRAM INFORMATION

PROGRAM OBJECTIVES

FBC Norman child care programs offer a faith-based child care environment for all children in our care. Planned activities are age appropriate for each program and encourage developmental and spiritual growth. Each program has established routines that include snacks, self-selected activities, structured activities and lunch in certain programs.

Our programs offer positive social and recreational experiences as well as opportunities for constructive interactions with peers and adults.

Include the children in decision making regarding rules of conduct and selection of activities.

Include the children in the responsibility for the setting-up of activities and cleaning-up at the end of each day.

PROGRAM DESCRIPTION

FBC Norman child care programs are part of the First Baptist Children’s Ministry designed to assist working parents who require a quality child care experience for their children. FBC Norman has many community partnerships with agencies such as Norman Public Schools, the United Way of Norman and is licensed by the Department of Human Services.

Each program offers planned and self-directed activities that allow children the opportunity to socialize with peers, explore their creativity, gain independence, and acquire self-assurance in a relaxed and comfortable Christian atmosphere. The daily routine consists of various learning centers and activities including art projects, board games, outdoor play, creative play, homework help and group time. Parents are able to carry out their work day confident their children are safe, engaged and well supervised. Professional development and training provided throughout the year ensure FBC staff meet DHS training requirements and are skilled and competent to perform their duties.

Communication between the home and FBC is vital for the optimum progress and safety of the children. Parents of children with special needs are asked to be very specific regarding any special care required. FBC strives to meet the needs of each child, fully and completely.

FBC strives to employ people who will provide positive role models for the children we serve. FBC encourages positive relationships with children and their families. Policies and procedures are written to protect both the children and employees from dangerous or possibly misunderstood situations.

ENROLLMENT

First Baptist Church Norman Child Care Programs (FBC) accepts children for enrollment regardless of race, creed, color, sex, religion, national origin or disability. In most cases, enrollment is accepted on a first-come, first-served basis for openings within a child’s specific age group, and children may be placed on a waiting list if enrollment is full. Special needs students: depending on the program and the need we will determine if we can provide the care that your child needs. We may ask for a trial period to determine if we are able to meet the needs of your child.

FBC is not a medical treatment facility, does not provide medical care, and its employees are not medically trained. FBC does not provide one-to-one care.

Enrollment forms are available in the FBC Fee Based Office, 211 W. Comanche, Norman, Oklahoma 73069 or at the Family Life Center at 300 W. Comanche, Norman, OK 73069. Due to the need for original signatures, forms are not available online or by email.

To complete enrollment, FBC must receive ALL the following:

- Completed and signed Registration Form
- Copy of the child's current immunization record
- Tuition Contract
- Program enrollment fee
- Summer Only: Swimming Permission Form

All programs have a \$50 non-refundable registration fee for one child and \$75 for 2 or more children.

All programs tuition fees are monthly rates and are paid regardless of your child's attendance.

KALEIDOSCOPE

Our afterschool program is offered to all NPS students that are afternoon PreK – 5th grade and follows the NPS schedule. Transportation is provided from limited schools in the district but you are welcome to provide your own transportation to our Family Life Center for this program. Children are offered a variety of activities that are age appropriate. These include but are not limited to gym sports, skating, ping pong, pool, computers, homework, creative play, science experiments, playground, and much more. Tuition is monthly and is non-refundable. We offer both full time and part time rates.

K Jr.

Our afterschool program is offered to the NPS students that are in the Full Day Pre-K located here at First Baptist Church and follows the NPS schedule. Children are offered a variety of activities that are age appropriate. These include but are not limited to gym sports, skating creative play, science experiments, playground, and much more. Tuition is monthly and is non-refundable. We offer both full time and part time rates.

PARENTS DAY OUT

PDO is offered twice a week during the school months of August – May. Summer theme days are scheduled as well, based on the need. PDO is offered on Monday's and Wednesday's. WEE curriculum is used with our PDO children aged 6 months – 4 years of age. Each class is based on age and has limited spaces with 2 teachers per class. Tuition is paid monthly and is non-refundable. Options are one day or two days a week.

SUMMERSCOPE

FBC offers all-day summer programming in the Main Church Building. Enrollment for current participants starts in early August. Members of other FBC Programs may register in February. Remaining openings are offered to the public beginning March 1st, filled on a first come first serve basis. SummerScope is for children exiting Kindergarten to exiting 5th grade. Tuition is billed for the full summer and paid in 3 installments, May 1st, June 1st, July 1st – all payments are non-refundable. There is a full time and part time option along with single month at a time. Parents provide lunch for SummerScope. All parents provide water bottles for their own child. We provide two snacks daily for all children.

TUITION PAYMENTS

Tuition is due on or before the first day of each month. Tuition paid between the 2nd and 5th of the month will accrue a \$10 late fee per day. If payment isn't received by the 5th your child will be subjected to a suspension until your tuition is paid to date. Habitual late payments may terminate your child from FBC child care programming. (i.e. 1st tuition due, 2nd tuition due plus \$10 late fee, 3rd tuition due plus \$20 late fee, 4th tuition due plus \$30 late fee, 5th tuition due plus \$40 late fee, 6th start of business \$50 late fee due plus tuition or child is suspended.)

Checks or money orders made payable to FBC may be dropped in the payment drop boxes.

1) Located in the Preschool Hall in the main church building, 2) Located in the SummerScope hallway on the 2nd floor of the main church building, 3) Located at the Family Life Center under the Kaleidoscope window.

Please include your child(ren)'s name(s) in the "memo" of the check or use the payment envelope located with the drop boxes.

You may also pay online 7 days a week at www.fbcnorman.org, once on the website, go to **GIVE, Make a payment for...TUITION, Children's** and use the drop down box for your child(ren)'s program and follow the instructions. You can do a one-time payment, or set up monthly drafts. We ask that you try to pay via checking account.

Statements or receipts can be requested by emailing marleneh@fbcnorman.org Please provide your child's name and program when making the request. All forms from employers that require signature for child care reimbursements must be submitted to Marlene either by email or by stopping by the church office.

RETURNED CHECKS

A returned check fee or decline of credit card fee (for website payments) of \$10 will be charged for all returned checks. Repayment of check and check fee must be made by cash or money order and received within five business days after you are notified. Uncollected returned checks will be sent to the Cleveland County District Attorney's Office for collection after five business days and the child's enrollment dropped. Accounts with a returned check may require cash or money order for future tuition payments. Any late fees that may result in a returned check shall be added to your account.

PAST DUE ACCOUNTS

Accounts not paid by the 5th of each month may be suspended until the past due balance is paid in full unless special arrangements have been made with the Executive Director. Non-Payment of an account will terminate your child from the program and you will not be able to enroll in any of the programs at FBC until your account is in good standing.

FINANCIAL AID

FBC Children's Ministry offers financial aid for short term assistance based on financial need. Applications are available by contacting the Executive Director. Applications are accepted throughout the school-year or until all available funding is allocated. It is a requirement to meet with the Children's Minister for final approval. You may be asked to provide financial documentation or proof of crisis. Financial aid can only be granted once in a 12 month period per family. Financial aid awards do not cover past due accounts, penalties or fees.

WITHDRAWAL FROM PROGRAM

A parent should contact the Director of the program they are participating in to withdraw his/her child(ren) from the program. **A two week written notice of contract termination is required** or the family is still obligated for their annual tuition contract. Partial tuition during a child's final month of enrollment is at the discretion of the FBC Child Care administration but will *not* be considered if a two week notification of withdrawal is not received. If payments are not current in one program, enrollment in other programs will not be allowed until account is current.

INCLEMENT WEATHER

FBC Child Care Programs during August thru May will be closed if the Norman Public Schools are closed due to inclement weather. During the summer, closure will only occur if there is no power in the building without us knowing when the power will return.

Parents should tune to local television and radio stations for the list of school closings including Norman Public Schools.

On a day school has been in session, FBC may close if unsafe weather conditions are forecasted *during after school program hours* and could pose a threat to the children and/or staff. Parents will be notified via phone, email or

Remind service as soon as reasonably possible in order to allow parents to make arrangements to pick up their child(ren) from school.

NOTE: Closure due to inclement weather is not eligible for refund.

CHILD HEALTH & EMERGENCY PROCEDURES

PRESCRIPTION & “OVER THE COUNTER” MEDICATIONS

FBC Directors may only administer physician-prescribed medications to children if a *Medication Release Form* is completed in advance. The *Medication Release Form* is available from the director. Only medications in the original prescription container with the child’s name listed on it including a specific dosing schedule maybe administered.

We do not administer “over the counter” medications to child(ren) that are not provided by the parent without a form. Should your child require one of these medications during program hours it must be prescribed by a physician and labeled by the pharmacy with child’s name and *specific* dosing information. A *Medication Release Form* must be completed in advance as indicated above.

SHORT-TERM ILLNESS

If a child becomes ill, parents will be contacted when the child exhibits the following symptoms:

- Oral temperature of 101 degrees or higher
- Vomiting once
- Diarrhea
- Uncontrollable or persistent cough
- Appearance of acute illness or complaint of severe pain
- Severe lethargy

Parents are expected to arrange to pick up a child immediately, within 15 minutes, if he/she appears to be too ill to remain at the program. The child will rest in quiet time, supervised yet secluded from the main program area until the parent arrives.

CHRONIC ILLNESS, DIETARY RESTRICTIONS, SPECIAL NEEDS, & TOILET TRAINING

Parents are encouraged to inform FBC of all relevant information so that we may work together to meet the children’s needs to the best of our ability.

Children with chronic illnesses such as Diabetes, Asthma, Allergies, etc. need to have a “medical plan” on file with FBC. Children requiring a specialized menu for dietary restrictions may be required to provide their own daily snack or meal.

Parents whose children are diagnosed with a special need such as Autism, Asperger’s Syndrome, Down syndrome, Attention Deficit Disorder (ADD), or Attention Deficit Hyperactivity Disorder (ADHD) are encouraged to share home and school-day procedures with FBC so that we can attempt to mirror successful strategies when possible during program time. FBC will evaluate each situation individually and work with the parents to attempt to meet the child’s needs within the limitations of our program. A 2 week trial period may be needed with some special needs students.

FBC cares for various ages of children. If your child is in our PDO program, please provide diapers and spare clothes for your child who is not toilet trained. PDO teachers will follow up with any toilet learning you have started at home with your child. Our school-age programs require children to be toilet trained upon enrollment in its programs. FBC understands that occasional accidents can occur. In cases where children with special needs require toileting assistance, FBC will work with parents to meet the child’s needs on an individual basis. Ongoing soiling and/or wetting can present a health concern for not only the child but also staff and other children at the program. FBC will evaluate each situation individually and work with the parents to attempt to meet the child’s needs within the limitations of our program.

PLEASE NOTE: FBC is not a medical treatment facility does not provide medical care, and its employees are not medically trained. FBC does not provide one-to-one care.

EMERGENCY & ACCIDENT PROCEDURES

An emergency constitutes any injury of child or staff requiring a doctor's care or any situation requiring emergency vehicles (ambulance, fire, police, etc.) on the premises. Parents are responsible for any cost associated with medical treatment for their child.

In the event of a medical emergency or severe injury involving a child, FBC staff will:

- Stay with the child.
- Send someone to call 911.
- Call the parent or guardian.
- Notify the FBC Administrative office.
- Accompany the child to the hospital if a parent is unavailable, provided there is more than one staff member on site.
- Remain with the child until parents arrive and are fully informed about the emergency.
- Complete an Accident Report Form immediately and turn it in to the FBC Administrative office at the start of the next working day.

In the event of a minor injury involving a child the staff will:

- Administer first aid.
- Have the child rest until he/she is ready to resume participation in the program.
- Notify the FBC Administrative office.
- Inform the parent at the end of the day about the injury so that additional attention may be given at home.
- Complete an accident report form and turn it in to the FBC office at the start of the next working day.

BEHAVIOR POLICIES

FBC staff recognizes and encourage acceptable behavior. Consistent rules, clear directions and age-appropriate guidance are all part of our behavior policy. Children are encouraged to verbalize their feelings, thus learning to positively work through strong emotions. Conflict will be resolved in a positive manner without verbal or physical abuse. FBC will NOT allow other children or parents to use verbal or physical abuse within our program, we are required to report any suspected abuse to authorities.

PROGRAM EXPECTATIONS

These expectations are posted and discussed with the children:

- We treat each other with kindness and respect.
- We respect the rights and property of others.
- We act in a safe manner.
- We stay within the boundaries set by adults.

PROGRAM CONSEQUENCES

When expectations are not met, the following consequences will be used:

- Conference between child and staff member to explore options and appropriate behavior.
- Parents will be asked for ideas on solving the conflict.
- Time-out for a number of minutes not to exceed the child's age in years. (Time-out is defined as a length of time in a disciplinary measure used to promote socially acceptable behavior. When a warning to change behavior is ignored and unacceptable behavior continues, time-out is chosen. The child is removed from the situation allowing anger to subside, feelings to be controlled and positive resolution to begin. The consequence is removal from the group, not necessarily restriction of play.)
- Loss of privileges for a set period of time may be chosen or used in conjunction with time-out.
- A Behavior Report is shown to the parents and filed with the office.
- Suspension, up to permanent expulsion, from the program may be utilized depending on the circumstances. If a child is permanently expelled from a FBC program he/she is not eligible for re-enrollment to any of our child care programming.

- Behavior information will be kept confidential.

The Executive Director and/or designee will contact parent and determine a plan of action in cases of chronic behavior issues.

BULLYING BEHAVIORS & AGGRESSION

Bullying behaviors and aggression are not acceptable. Bullying typically occurs when someone with more power unfairly hurts someone with less power and is often repetitive in nature. Staff will treat bullying behaviors and aggression as seriously as any other unacceptable behavior. FBC encourages positive interactions among children.

Power can be defined as:

- Physical strength
- Social skill
- Verbal ability

Bullying is any action that harms another or places another in reasonable fear of harm. Bullying tends to be repetitive in nature and often escalates when adults fail to support with consistent standards, consequences and behavioral accountability. FBC staff will intervene with consequences for bullying behaviors and aggression.

Examples of bullying and aggression can include:

- Harassment, including name-calling, intimidation, and hurtful teasing
- Verbal abuse, including any gesture, written or verbal expression
- Use of profanity, vulgar language or expressions, or obscene gestures
- Threats, including physical, verbal or written, which, if carried out, could be harmful to another
- Rejection or exclusion from groups or activities
- Physical aggression
- Intentional damage to another's property

TERMINATION OF ENROLLMENT- BY FBC

FBC may immediately terminate the enrollment of a child:

- Whose behavior endangers himself/herself or the safety and well-being of other children and/or staff.
- Whose actions result in the damage or destruction of FBC property.
- Whose behavior is determined to be a serious disciplinary problem. *A serious disciplinary problem is defined as one in which a child's behavior hampers the smooth flow of the program by either requiring constant one-on-one attention; inflicting physical or emotional harm on other children; physically abusing staff; leaving program boundaries, and/or otherwise being unable to conform to the rules and guidelines of the program.*
- Whose behavior is deemed inappropriate in content.
- Whose parent's physical or verbal actions are threatening or intimidating toward children and/or staff
- Whose parents prevent FBC from operating a safe program by failing to comply with our policies regarding:
 - a) Notification of absences
 - b) Keeping enrollment information current including names and phone numbers of emergency contacts available for pick-up within 15 minutes
 - c) Program opening and closing times
 - d) Timely tuition payment
 - e) The safety and well-being of other children and/or the staff

The Children's Minister has the authority to terminate once behavior reports have been received from the Program Directors and the Executive Director. The Children's Minister or the Executive Director will meet with parents/guardians if termination is required.

PARENT/GUARDIAN BEHAVIOR INFORMATION

FBC is committed to fostering a positive and enriching environment for both children and our staff members and will address inappropriate or unacceptable behaviors by parents/guardians on a case by case basis up. Our concern for both the children and our staff extends beyond program hours. If a staff member suspects a parent or guardian of questionable behavior that threatens the safety of the child(ren) or staff members, they will contact the FBC administrative office, Executive Director or Director of Child Services immediately. Behaviors may include but are not be limited to:

- Appearing intoxicated or smelling of alcohol
- Appearing impaired due to drug use or other issues
- Actions that are threatening or intimidating toward children and/or staff
- Words that are threatening or intimidating toward children and/or staff
- Any words or actions that could be interpreted as a sexual advancement toward another person including staff, children or other adults

NOTE: Inappropriate parent/guardian behaviors may result in immediate termination of enrollment.

Due to DHS Licensing Guidelines, unapproved adults are not permitted to stay with the children while in our care.

PROGRAMMING INFORMATION

PROGRAM INFORMATION

Children enrolled in the Kaleidoscope After School program are located at FBC Norman Family Life Center. All other FBC Norman Child Care programs are located in the Main Church Building. Please note: Weapons are not allowed inside any FBC Campus Facility. (FLC, Main Building or Common Ground)

FBC Main Church building is a secure facility. FBC Norman uses an electronic door locking system. If your child is enrolled in PDO, K Jr. or SummerScope programs you will be issued **ONE** access card per family and additional cards can be requested at \$5 each. Non-returned cards at the end of the program will be billed \$10 per card. Your Access card will grant you access to the Breezeway doors only for the time frame of the program in which you are enrolled. Each Access Card has a unique number associated with that card and can be traced to the grantee.

Each program is staffed with a Program Director who coordinates the daily activities and their staff. Additional teachers are added as enrollment dictates to meet DHS and FBC staff to child ratios.

ATTENDANCE & PARTICIPATION

Parents are required to notify Kaleidoscope if their child will not be attending on any given day by NOON by calling the FLC at 360-5300.

Children are encouraged to participate when present, unless sick or injured, in which case, parents will be notified and child will be sent home.

We do ask parents to follow these basic guidelines:

If your child needs to go home during the day or leave early, parents must follow sign-out procedures. If you need to pick your child up early, please make sure that you personally tell the Program Director or staff.

For all other programs parents only notify us of late arrivals or if your child is ill with something we should watch other children for symptoms. Please notify your Program Director.

SIGN-IN

Kaleidoscope children will be checked in by a staff member as they walk into the building, PDO families will check in as they drop off their child. Summer Programs: Parents are to escort their children into and out of SummerScope daily and sign the attendance sheets. SummerScope starts their day just inside the west elevator door on the 2nd floor.

EXPECTED BUT NOT PRESENT

If a child is expected for Kaleidoscope, the driver will contact the school office and parents prior to leaving the school to determine the whereabouts of the child. Please remember to call if your child is absent from school.

SIGN-OUT

Only a parent, guardian or authorized representative will be allowed to sign-out a child.

The parent, guardian or authorized representative is required to sign the child out of the program each day and notate the time of departure on the sign-out sheet. A photo ID is required upon sign out.

Written notice from parents or approval from the FBC office is required for unauthorized adults to pick up a child. Any adult not recognized by staff will be asked to present photo identification before the child will be released. Summer programs pick up will be located in the FLC after 5pm.

NOTE: DHS & FBC policies require an authorized adult to properly sign their child(ren) out of the program each attendance day. Failure to properly sign-out your child(ren) from the program may result in dismissal from the programs.

LATE PICK-UP PROCEDURE

If a parent is unable to pick up their child for any reason, they are required to make other arrangements for their child's timely pick up. Once arrangements are made, parents are required to contact the program associate director with information about who will be picking up. **NOTE: Substitute pickup person is required to show a photo ID.**

In the event a child is not picked up by closing time, FBC policy is as follows:

- Parents, guardians, or emergency contacts will be notified.
- If after 15 minutes the staff is unable to reach parents or other emergency contact(s), the Executive Director will be notified.
- Assistance from the Norman Police Department may be requested if parent or guardian cannot be located.

A late fee is \$2 per minute per child will be charged and reflected on the monthly invoice.

FBC will not continue the enrollment of a child whose parents fail to comply with our policies regarding closing and pick-up times. Fee is used to pay the time of the staff member that has to stay late.

OUTDOOR PLAY

FBC encourages activities that allow children access to fresh air, sunshine and moderate exercise. Please ensure that your child(ren) are appropriately dressed for weather conditions. FBC will have outdoor play each day when temperatures are above 32° F and when the heat index is below 105° F. Consideration will also be taken when UV ratings are 11+ during the summer programming. Alternative plans for physical activity will be made when these times occur. Closed toe shoes are recommended at all times.

Chronic or short-term health conditions requiring special care or restriction from outdoor play may require a doctor's statement.

Parents must remain with children on the playground.

MOVIE VIEWING

All movies purchased or rented by FBC are rated G. Children can bring movies to share but we will only play rated G movies. Days for movie viewing are scheduled and limited. Children are not required to watch movies and may

play quietly while others are watching the movie. Space and materials will be provided for children who are not interested in watching the movie.

VIDEO GAME

FBC child care programs have a Wii for the enjoyment of the school age children. Use is limited and all games are rated E. Children may bring games to share but staff will not use the game unless it is rated E. Kaleidoscope and SummerScope are the only programs that use the Wii.

CHILDREN & PHONES

Staff permission is required for children to make phone calls during program hours. Use of personal cell phones is prohibited. Cell phones must be turned off and secured in bags or backpacks.

PERSONAL PROPERTY - CHILDREN

FBC is not responsible for the loss or destruction of personal property belonging to the children. FBC does not encourage children to bring personal items from home. Any personal items brought to the program must be kept in the child's bags or backpacks.

SCHOOL YEAR FIELD TRIPS

Staff may include field trips in their weekly lesson plans as long as the location is within suitable walking distance for the children. The following guidelines are followed:

- Parents will be informed of the field trip at least two weeks prior to the date scheduled in order to make the necessary arrangements (change pick-up time, alternate days of attendance, etc.).
- All children who participate must have signed parental permission.
- Parents are encouraged to volunteer.

The following information is only for SummerScope

CLOTHING

Send your child in comfortable clothes, appropriate for the weather. Shorts, T-shirts and sneakers are acceptable. Closed toes shoes are highly encouraged. Please send swim suits, towels and flip flops for swim times. The registration fee includes one (1) T-shirt per child for the summer. SummerScope hands them out prior to our first trip. **Campers are required to wear camp t-shirts on all field trips. Please label all clothing with your child's name.**

LOST AND FOUND

We will maintain a lost and found area near the sign in tables. Please follow the following guidelines: Please label **everything** your child brings to camp, with their full name. Do not send expensive equipment to camp. (No I-Pods, video games, electronics, etc.) Have your child leave all toys, games, cards, etc. at home unless otherwise notified. We are not responsible for the loss or damage of any items that your child may bring to camp. At the end of camp all lost and found that is not claimed will go to a charity. *it has been noticed that the children bring card games, this is acceptable, however we are not responsible for the loss of cards or if the children trade the cards and become unhappy that they did so. Please let your child know this if they wish to bring their cards to play and trade with others. There are opportunities during the morning and late afternoon for their card games.

LUNCHES

SummerScope: please send your child to camp with a sack lunch each day. Send a lunch that will not spoil, in a bag or small lunch box. The campers will have NOT have access microwave. Please put the child's first and last

names on the inside of the bag/lunch box. Avoid Red and Purple Drinks as they stain our floors. Water will be provided for lunch.

MONEY

Money should only be provided as requested. We discourage them from purchasing snacks while we are out as it takes away from our field trip. All money is to be placed in a Ziploc bag with your child's name and given to their family leader when requested. We are not responsible for missing or lost money. *Water bottles should be provided by parents so children can keep water with them at all times.

SWIMMING

Children will have the opportunity to swim at the OU Pool and Westwood Pool. All will be required to take a swim test at their first visit to the pool. Please help us give your child the best aquatic experience by making sure he or she has a towel, bathing suit, water shoes or flip flops and sun block. If you feel your child requires a life jacket for swimming please be sure to bring it on days that we will be going swimming or let us know so we can check one out at the pools.

SWIM TESTS

A water safety swim test will be required of all campers. The basic pool safety swim test includes:

*Surface swim approx. 25 yards non-stop and unassisted, using any stroke except the back.

*Be able to tread water for approx. 30 seconds.

Those that do not pass the swim test will be restricted to the shallow pools. Campers, who do not bring a suit on a swim day, will be asked to sit in a designated area on the pool deck.

This test is simple and given only by the directors of the program. Test can be taken at any time during the summer.

SUNSCREEN

We will assist application of sunscreen on your child. We require you to provide all sunscreen. It is seen as a medication and is treated as such. If your child has an allergy to sunscreen please notify the director. We request that you purchase sunscreen to stay here for us to use and we will let you know when it needs replacement. We appreciate any donations of sunscreen to help when someone has forgotten or ran out. **Please note spray sunscreen may be easier to apply but tends to run out quickly, need to be reapplied often, and stings the eyes. Preference is to lotion types of sunscreen.**

TRANSPORTATION

Children will be transported to and from all activities by authorized drivers of FBC Church Vans and/or NPS school busses. You will be notified of any field trips or times we will be leaving the facility.

(Return this page with enrollment packet)

I have received and understand the policies in the FBC Child Care Programs handbook.

Child's Name

Date

Program

Parent's Name (Printed)

Parent's Signature