



Dear Parents:

Welcome to the Old Fort Baptist Church family. We are excited that you have chosen to enroll your child in the Kid's Fort program. Kid's Fort is an extension of our Children's Ministry at Old Fort Baptist Church.

We pray that this will be an enriching and special year for your child.

In Christ,

Jana Motes
Director

Summer 2010
School Year 2010/2011

Kid's Fort After School Program & Summer Camp

(843) 875 – 1931

Welcome to Kid's Fort where children are treasured gifts from God. We are a Christian Child Care organization providing a safe and stimulating learning environment for elementary school age children. We strive to enrich our childcare experience by including daily lessons and Biblical devotions highlighting Godly values and morals, including the plan of salvation. We speak openly and honestly about our Lord and Savior, Jesus Christ and share the plan of salvation with the children. We use the Bible as our guide for Christian behavior. "What Would Jesus Do?"

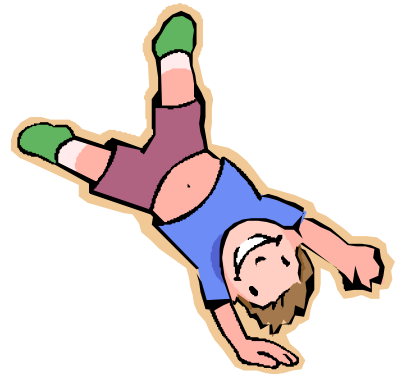
Kid's Fort offers an After School program available to K5 – 5th grade during the Dorchester School District #2 school year and a Summer Camp for rising K5 – completed 5th grade.

Kid's Fort After School Program:

The Kid's Fort After School Program offers a safe environment for those children whose parents are unable to be home to meet or care for their children after school. Children are grouped by age (K-1, 2 -3, 4 - 5) with supervision at a ratio of no more than 15 children to 1 teacher. Our teachers have been through CPR and basic first aid training. The afternoon is divided into times for playing (outside, in the gym, or inside games), quiet time for homework, bible story/devotion lessons, and snack time. On Dorchester School District #2 schoolteacher workdays, the children may go on a field trips and participate in special activities (crafts, etc). The Director will post notices for any special activities prior to the event.

Kid's Fort Summer Camp:

The Kid's Fort Summer Camp is an exciting way to spend the summer months! Similar to the Kid's Fort Afterschool Program, the children are grouped by age and do similar activities and more. Additional activities provided for all children during the summer include field trips and Vacation Bible School (VBS). The Director will provide a monthly schedule of activities and post notices for any special activities prior to the event.



Kid's Fort Directorship:

The Kid's Fort Child Care Programs are under the guidance of the Old Fort Baptist Church Children's Ministry and the Kid's Fort Committee. The Director and Assistant Director are responsible for the Program's leadership and the Kid's Fort staff. Please feel free to discuss any matters with either the Director or the Assistant Director.

Operating Hours:

After School: 2:30pm until 6:00 pm.

School holidays and teacher workdays: 7:00am until 6:00pm

Summer Camp: 7:00am until 6:00pm

Kid's Fort will be closed for the following holidays. If other closings are planned, they will be published on the monthly Kid's Fort Calendar and notices will be emailed. There are no fees assessed when Kid's Fort is closed.

- New Year's Day
- Independence Day (During 2010, we will observe Independence Day on Monday, July 5th.)
- Memorial Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas week
- Possible closures New Year's week

Kid's Fort will be open for all other holidays. Kid's Fort, however, reserves the right to shut down for the day if attendance is low on any of these other holidays (10 children or less). We will make every effort to give you ample notice of low attendance by getting a count the week before the holiday. If possible, at least 48 hours notice will be given for a closure.

Admissions:

Program registration for the After School Program and/or Summer Camp is held in March of each year, although registrations are accepted year-round as vacancies permit. Registration is open to the current registered families first, then waiting list and church families, and lastly to the public. Registration will be limited to ensure appropriate staff-to-child ratios are maintained.

Registration Fees:

\$40.00/child for the After School Program or Summer Camp only, or

\$65.00/child for both After School Program and Summer Camp

** Half price for the second child **

A non-refundable registration fee is due each year. A Parent Fee Contract must be signed and returned with registration packet. Drop-in's are allowed on a space available basis with payment of registration and tuition.

Upon registration in Kid's Fort, you will receive a number of forms. The registration packet will include the following items:

1. Information Sheets
2. Application Form
3. Pick-up/Release form
4. Emergency Information Cards
5. Medical Emergency Release Cards
6. Parent Handbook & Handbook Receipt Form

Additionally, a current South Carolina immunization certificate is required and can be acquired from your doctor. It is essential that we have a current certificate for each child.

The above forms must be completed by the first day of attendance. The Medical Emergency Release and Emergency Information cards authorize emergency care and transfer to the hospital, if necessary.

Kid's Fort has no legal authority to refuse either parent the right to pick up their child unless a court order has issued and a copy of the order bearing the court's signature has been furnished to the Director. Kid's Fort cannot be placed in a position of arbitrating the release of a child, visitation rights of a parent/guardian or other family member.

It is imperative that parents keep the Director informed of any changes that may occur in your address, emergency information or any changes in family situations immediately. The children's records are confidential and only open to the child's teacher, the Director, Assistant Director, and the child's parents/guardian.

Tuition:

After School Care

\$65.00 per week per child

\$15.00 per day for *drop-in/part-time* after school care, per child

\$8.00 per holiday or teacher workday **added** to fee *per drop-in/part-time child*

\$5.00 per early dismissal day **added** to fee *per drop-in/part-time child*

The fee for your child will be due weekly even if your child is absent. This applies to full time and drop-in/part-time students.

Summer Camp

\$100.00 per week per child

\$100.00 per 4 days per child

\$25.00 per day for drop-in/part-time summer care with a \$75.00 minimum fee (3 day minimum – has to be the same three days each week) per registered child

The fee for your child will be due weekly even if your child is absent, including any early release day and holiday/teacher workday fees that pertain. This applies to full time and drop-in/part-time students.

A certain number of part-time positions are available at registration for the after school/summer program. **The Director will approve any request for part-time positions.** Parents are not to assume that because this service is offered, it is up to them to determine if they would like a part-time slot.

Tuition will operate as follows:

- On Monday, you will be billed for the following week's tuition. If there is an outstanding balance of one week, you will be given written notice for your benefit.
- If, on the following Monday the account becomes two weeks past due, you will receive a notice that your account is delinquent and you have one week to bring your balance to zero dollars.
- On the following Monday, if your account is two weeks or more past due you will receive a mailed letter informing you that your child will not be picked up from school/ cannot be dropped off at Kid's Fort the following Monday if your account is not settled.

Family Vacation – If you register for summer only, you may take one free week of vacation and receive a second week at 50% off. If you register for summer *and* school year, you earn one free week during the summer, one week at 50% off in the summer, one free week during the school year (which consists of September 1 – June 1), and one week at 50% off during the school year (which consists of September 1 – June 1). In order to qualify for the discounted tuition parents **MUST submit a vacation request form at least two weeks in advance.** If we are closed on any particular day during your week of vacation, it still counts towards your vacation week.

- Vacation weeks are defined as five consecutive days. Also, vacation weeks do not carry over from year to year, and cannot be taken in lieu of a two weeks notice if leaving the program. If your full time child is only enrolled at Kid's Fort during the beginning of one year and not the end of the same year, you are only permitted one vacation week during that term.
- Part-time families will pay regular tuition rates with or without a vacation week taken.

- A vacation request form will be available on the Kid's Fort bulletin board year round for you to fill out. These forms must be filled out and submitted two weeks in advance of the week that you take for vacation in order for us to make appropriate staff and invoice preparations.
- Portions of weeks for vacation weeks are not available. For example, if your child is out for three days one week, that is not considered a vacation week, and you will be charged the regular tuition price for that week.

Arrival and Departure:

When arriving, please escort your child into the facility and sign them in. Like wise, when picking up your child, please sign them out on the Sign Out Form located on the right when you walk into the Kid's Fort building. If you have special concerns or instructions for your child, please talk to a staff member, preferably the Director or Assistant Director. Do not depend on your child to relay information.

If your child is participating at a special event or function at the church (i.e. basketball, etc) and direct release from Kid's Fort is desired, please send a note informing the Director of the program and providing a name to whom the child is to be released.

If your child is picked up past our closing time, a late fee will be added to your next bill for arriving late. Please note that the amount added to your bill will be based on the following per child: \$5.00 for the first five minutes, and an additional \$2.00 will be added to this amount for every five minutes, or any portion thereof, you are late additionally. The time of your arrival is based on the clock in the Kid's Fort lobby.

Withdrawal:

If a child must be withdrawn from the Kid's Fort program, two weeks notice is required. If two weeks notice is not given, two weeks of tuition will still be added to your bill. Vacation weeks do not count towards these two weeks. Should more notice be possible, it would be appreciated.

School Pick-Ups and Drop-offs:

Kid's Fort offers local school pick-ups via the church bus, van, and/or personal vehicles. Parents will be required to sign a release and inform the school. School pick-up locations will vary according to registration, please inquire with the Director.

Dorchester District #2 School Buses from Beech Hill and Flowertown drop off at the church. Please arrange with the school and Kid's Fort if you anticipate a church drop-off.

Medication:

We discourage the administration of any medications, prescriptions, or over-the-counter drugs during Kid's Fort hours. If absolutely necessary, please obtain and fully complete an Authorization of Medication Form from the Director.

Medication or special medical procedures will be administered only when there is a written, signed, and dated request from the parent(s)/guardian(s). Prescription drugs and other medications must be in the original containers with the child's name, dosage amount, and schedule in the parent's handwriting including any possible side effects, and/or possible reactions. All medication will be kept in a locked cabinet. Any child prescribed any type of medication by a physician must notify the Director and/or staff of the prescription and a reason for the prescription.

Snacks & Meals:

An afternoon snack will be served for the After School program children and two snacks, morning and afternoon, will be served during the Summer Camp. The snack menu is posted at the beginning of the month on the bulletin board outside the Director's office. It will also be emailed to all parents. Unless there is a medical reason, please do not send a separate snack for your child. Kid's Fort will provide all snacks.

For full days, children should have eaten breakfast before they arrive in the morning. A.M. and P.M snacks are provided. Each child needs to bring a sack or box lunch daily. Lunch items may be put in the refrigerator or freezer. We encourage you to pack nutritionally balanced lunches that your child can easily handle. **No soda or carbonated beverages, candy or gum are allowed.**

Lunch Meals are not provided for Summer Camp, school holidays, or teacher workdays unless advised by the Director. Please keep this in mind and pack your child's lunch if your child attends during a holiday or teacher workday. Please do not send meals that need to be microwaved.

If you wish to celebrate your child's birthday at Kid's Fort, please notify the Director in advance.

Field Trips:

Field trips include all snacks and activity entry fees. The Director will provide information on the need for lunches. **Please do not send spending money with your child.**

Children are encouraged to wear play clothes and tennis shoes. We ask that the children do not wear flip-flops, jelly shoes, or heeled shoes at any time for their personal safety. Daily activities include active and potentially "messy" play (i.e. painting, play dough, etc) and the children should be comfortable. Please dress your children appropriately for the weather.

To ensure protection from the sun at all times, we advise parents to apply sunscreen before all outdoor field trips.

Weather:

If a weather emergency causes a schedule change for school, Kid's Fort will follow the Dorchester School District #2 schedule. **If school is closed due to a weather emergency, Kid's Fort will be closed.** If school has a delayed opening, Kid's Fort will operate as normal for after school care. If early dismissal is called, you will be responsible for picking your child up from school. Fees will be adjusted as necessary. Please ensure that your child and the school know what to do in case of an early dismissal!

Illness:

We can only accept well children. We are depending on parent(s)/guardian(s) to assist with this policy. If your child has symptoms of constant cough, earache, red or running eyes, skin eruptions, swollen glands, sore throat, rash, fever, diarrhea, vomiting, signs of listlessness, weakness or unusual drowsiness, or generally are not themselves; we will contact the parent for pick-up. The child will be taken to the Director's office and made as comfortable as possible until the arrival of the parent/legal guardian.

A child cannot attend Kid's Fort with any of the following conditions until after a physician determines the child is non-infectious or 24 hours after initial treatment: diarrhea, vomiting, mouth sores, rash, pink eye, scabies, TB, impetigo, strep throat, pin worms, ringworm, chicken pox, mumps, hepatitis A virus, whooping cough, or any other communicable disease.

Kid's Fort follows the school guidelines regarding cases of Head Lice. If lice/nits are present on your child, your child is not allowed at Kid's Fort until such matters are treated and resolved and proper proof of treatment is provided. It is imperative that any such cases of Head Lice, or any similar problem, be reported to Kid's Fort so that all necessary sanitizing precautions can be made and that we may address the matter for the convenience and the safety of others.

In the event that a child contracts a communicable disease and possibly exposes other children, the Director will notify the parents in writing. The ill child will not be allowed to return to Kid's Fort until they are beyond the contagious stage.

In the case of a medical emergency, the staff will administer first aid. Our teachers have all been through CPR and basic first aid training. First aid will consist of cleansing the wound with soap and water and applying ice unless otherwise advised by the parent. In the case where more than simple first aid is necessary, the parent/guardian will be notified as quickly as possible. If we cannot reach the parent, we will contact the listed physician. If serious medical attention is required, the staff will call 911, who will transport the child to the nearest local hospital unless otherwise stated in the Emergency information.

Discipline Guidelines:

Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's good feelings about his/her behavior and serves as an example to the other children to act in such a way as to

receive praise. Asking a child to stop and think about his/her unpleasant behavior enables that child to work at self-control.

Removal from the group for a period of "time-out" and/or writing sentences is the approaches used for a child who continually demonstrates unacceptable behavior. This time-out is not a punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide when he/she is ready to rejoin the group with appropriate behavior. "Time-out" and sentences are not used excessively either by length of time or by number of times.

Kid's Fort rules: Behavior is expected to be pleasing to God at all times.

1. RESPECT OTHERS AND THEIR BELONGINGS.
2. NO FOUL LANGUAGE.
3. NO TALKING DURING HOMEWORK TIME WITHOUT PERMISSION.
4. NO RUNNING INDOORS EXCEPT WHILE IN THE GYM.
5. PICK UP AFTER YOURSELF AND TAKE PROPER CARE OF MATERIALS.
6. KEEP PLAY SAFE AND ENJOYABLE FOR ALL.

FIRST OFFENSE =	WARNING
SECOND OFFENSE=	5 MINUTES TIME OUT AND/OR WRITING SENTENCES
THIRD OFFENSE=	SENT TO THE OFFICE
FOURTH OFFENSE=	PHONE CALL TO PARENTS

***ANY CHILD THAT CALLS PARENT (S)/GUARDIAN (S) 3 TIMES IN ONE WEEK WILL BE SUSPENDED FROM ATTENDING THE CENTER ON THE FOLLOWING MONDAY (WITHOUT FEE ADJUSTED), ALTHOUGH IT IS ULTIMATELY UP TO THE DISCRETION OF THE DIRECTOR IF SUSPENSION IS NECESSARY WHETHER OR NOT PARENTS ARE CALLED THREE TIMES IN ONE WEEK.**

AFTER A CHILD IS SUSPENDED TWICE FROM THE CENTER, ON THE THIRD SUSPENSION, A CHILD WILL BE EXPELLED FROM THE CENTER, UPON REVIEW BY THE KID'S FORT COMMITTEE AND DIRECTOR. ALL INCIDENTS LEADING TO A SUSPENSION MUST BE RECORDED BY ANY STAFF INVOLVED AND KEPT ON FILE IN THE CHILD'S FOLDER. REVIEW OF ANY BEHAVIOR RECORDS BY THE KID'S FORT COMMITTEE AND DIRECTOR MUST BE COMPLETE PRIOR TO A THIRD SUSPENSION EXPULSION.

PLEASE UNDERSTAND THERE IS A ZERO TOLERANCE POLICY FOR OFFENSIVE BEHAVIORS AND IS IN PLACE FOR THE SAFETY AND WELL-BEING OF ALL CHILDREN, STAFF, VOLUNTEERS, AND PARENTS. ZERO-TOLERANCE OFFENSES WILL RESULT IN GROUNDS FOR IMMEDIATE SUSPENSION FROM THE PROGRAM FOR THE REMAINDER OF THE DAY.

EXAMPLES OF ZERO TOLERANCE OFFENSES: DISRESPECTFUL OR DISOBEYING STAFF, PHYSICAL FIGHTING, NOT TREATING CHURCH PROPERTY WITH RESPECT AND/OR DAMAGING PROPERTY WHILE ON A FIELD TRIP (THIS INCLUDES ALL VEHICLES AT ALL TIMES).

Kid's Fort has toys, games and play equipment available. **The children are not allowed to bring toys (this includes cell phones, make-up, gel pens, balls, etc.) to Kid's Fort.** If they have items in their book bags from school events (such as show & tell) they must leave those items in their book bags. Personal items found will be confiscated and become property of the Director until they can be given to the child's parent.

Kid's Fort is not responsible for the loss or breakage of any personal items brought to Kid's Fort.

Parents are responsible for any intentional damage made by their children to Kid's Fort property or church property.

All policies and information contained within the parent handbook are subject to change at the discretion of the Director and/or Kid's Fort Committee. While Kid's Fort is a ministry and policies need to be in place to address different issues, Kid's Fort is always concerned foremost with your family situation and how we can best assist you. Please speak with the Director if your particular situation needs special consideration.

Old Fort Baptist

Dr. D. Eric Lethco
Rev. Randy Sorrow
David and Sonya Moore
Rev. Chip Fuller
Rev. Erik Shamblin
Mrs. Ann Quinn
Mrs. Heather Hansen
Mrs. Jana Motes
Mrs. Patti Lethco
Mrs. Donna Priester

Church Staff

Pastor
Associate Pastor
Interim Student Directors
Minister of Education
Minister of Worship/Music
Director of Children's Ministries
Director of Preschool Ministries
Director, Kid's Fort
Director, Child's Day Out
Assistant Director, Child's Day Out

Church Schedule

SERVICE SCHEDULE

Sunday

9:30 AM: Sunday School
9:30 AM: Worship
11:00 AM: Sunday School
11:00 AM: Worship
5:30 PM: Adult Bible Study/Prayer
5:30 PM: APEX Student Ministry
5:30 PM: AWANA Clubs

Monday

6:00 PM: Community Impact for Christ

Wednesday

6:30 PM: Prayer/Ministry/Worship Preparation

**Childcare provided for all children ages birth to 3rd grade during worship services.*



SIGNATURE PAGE OF PARENT MANUAL

THIS FORM MUST BE SIGNED AND TURNED IN WITH THE CHILD INFORMATION PACKET, REGISTRATION CARD, AND NON-REFUNDABLE REGISTRATION FEE. PLEASE KEEP THE REMAINDER OF THIS DOCUMENT FOR YOUR RECORDS.

I, the parent/guardian of _____, have read fully the handbook and child information packet and agree to follow the guidelines and policies established by Kid's Fort. I am aware of all of the health requirements, discipline policies and medical emergency procedures. I agree to maintain up-to-date immunizations for my child and will provide any change of information immediately to the Director. I agree to pay my tuition weekly and on time and will notify the Director immediately if there is an inability to pay my tuition.

I have read and understand the Kid's Fort Policy Handbook and child information packet. I agree to the terms presented.

Parent/Guardian Signature: _____

Date _____