



Kids 4 Christ

2017
2018

Parent's Handbook

INTRODUCTION

KIDS 4 CHRIST is a mid-week after school program for elementary school students, kindergarten thru 5th grade. Each week we will have snacks, games, and a variety of activities that will help us connect with God in new and creative ways.

CONTACT INFORMATION

Church Office: (573) 581-5689 [until 4pm] Director **Michael's Cell: (573) 473-1741**

Sign up Text Alerts: Text @**mexfpcK4C** to **81010**

2017-2018 K4C IMPORTANT DATES

2017

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| Wed, September 6 | K4C Starts |
| Wed, October TBD | NO K4C <i>if there is a church Rummage Sale</i> |
| Wed, November 22 | NO K4C <i>Thanksgiving</i> |
| Wed, December 20 | NO K4C <i>Winter Break</i> |
| Wed, December 27 | NO K4C <i>Winter Break</i> |

2018

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| Wed, January 3 | NO K4C <i>Winter Break</i> |
| Wed, February 13 | NO K4C <i>Extended 5 day Weekend/ President's Day</i> |
| Wed, April 28 | NO K4C <i>Easter Break</i> |
| Wed, May 2 | K4C Ends |

ATTENDANCE PROCEDURES

The safety of each child is paramount to the staff and volunteers of KIDS 4 CHRIST. If a child will not be attending KIDS 4 CHRIST as scheduled, it is **essential** that the child's parents and/or guardian call the church office (573) 581-5689 to report the child's absence no later than 3:00 pm. KIDS 4 CHRIST relies solely on parental notification for absence information.

PICK-UP PROCEDURES

Pick-up at end of day will be the responsibility of the parent, at or before 5:00 pm at First Presbyterian Church. KIDS 4 CHRIST wishes to ensure that each child is dismissed to the proper person at the end of the day. Children are not allowed to leave the KIDS 4 CHRIST unattended. Parents must walk into the building for their child to be dismissed and sign them out.

Children will not be released to anyone other than a parent, guardian, or person listed on the child's permission form unless the child's parent notifies KIDS 4 CHRIST prior to pickup time. If a staff member or volunteer is unfamiliar with any person picking up a child, the staff member or volunteer might ask to see a picture identification before the child is released.

INCLEMENT WINTER POLICIES

KIDS 4 CHRIST follows Mexico Public School academic schedule. Therefore KIDS 4 CHRIST will be closed whenever Mexico Public schools are closed or dismissed early due to inclement weather.

When the opening of school has been delayed due to weather, KIDS 4 CHRIST will operate as scheduled. If you have any questions about our operating schedule on a day when school has been cancelled or delayed, please call the church office at (573) 581-5689 for more information.

For weather-related announcements about the Mexico Public schools, parents should listen to the local radio stations, KXEO (1340 AM) or KWWR (95.7 FM), for instructions. Television stations in Columbia and Jefferson City will be contacted to publicize early dismissal/cancellation of school.

TRANSPORTATION

KIDS 4 CHRIST will be responsible for transporting the children to the First Presbyterian Church at afternoon dismissal times. Children from the Eugene Field, Hawthorne, McMillan, and St. Brendan will be transported to the First Presbyterian Church by church volunteers. Children must have the written permission of their parents to be transported to KIDS 4 CHRIST. A permission form is included in the LIMITED LIABILITY RELEASE FORM. If a child is attending a fieldtrip and returns to school after dismissal, it is the responsibility of the child's parents to arrange transportation to the KIDS 4 CHRIST.

SNACKS

All Children will receive a drink and a snack when they arrive at the KIDS 4 CHRIST in the afternoon. If your child has any food allergies, dietary restrictions, or prefers different or additional food, please indicate so on the LIMITED LIABILITY RELEASE FORM.

PHYSICAL ACTIVITY AND OUTDOOR PLAY

KIDS 4 CHRIST and First Presbyterian Church are sensitive to the fact that children are in need of physical activity after school. Therefore, each week there will be time set aside for recreation. The focus of the physical activities will be on having fun and being active.

Children who attend KIDS 4 CHRIST will also on occasion spend time outside. Outdoor play will be cancelled due to precipitation, icy ground conditions, low temperatures, or excessive wind or heat. Warm clothing, hats, and gloves are necessary for the winter months.

FIELD TRIPS

KIDS 4 CHRIST occasionally will schedule's field trips. Parents will be informed of these field trips in advance and arrangements for the transportation to and from the field trip location will be made on an individual-child basis. Permission slips for individual field trips are not used since parents sign a blanket permission upon enrolling their child in KIDS 4 CHRIST.

PHOTOGRAPHY

To promote First Presbyterian Church and its programs, we on occasion will photograph the children while they are participating in KIDS 4 CHRIST. As a parent, you must give consent in writing to have your child photographed and relinquish all rights, title and interest in the finished photographs, tape and negatives. Your consent form is on your LIMITED LIABILITY RELEASE FORM.





ILLNESS, INJURY, AND EMERGENCY PROCEDURES

Contagious Condition

Children who attend KIDS 4 CHRIST should be well enough to follow the normal routine of the program. Children, who have a contagious condition, eye ailment, head lice, rash, fever, vomiting, or diarrhea, may not attend the KIDS 4 CHRIST and must be fully recovered before returning. If your child is absent due to a contagious condition, the church must be notified, so that other parents can be informed that their child has been exposed to a contagious condition.

Illness and Injury during KIDS 4 CHRIST

If a child becomes ill during KIDS 4 CHRIST, one of the KIDS 4 CHRIST volunteers will contact the parent/guardian or their designated representative as directed by the LIMITED LIABILITY RELEASE FORM.

Several KIDS 4 CHRIST staff and volunteers are certified in CPR. Staff will report any accident that requires first aid or leaves a mark. If a child incurs a minor injury during KIDS 4 CHRIST, one of the KIDS 4 CHRIST volunteers will administer first aid as necessary. The child's parent or guardian will be notified at pick up time of the extent of the injury and of the treatment given. Minor accidents such as cuts and scrapes will be cleaned with soap and water and covered with a bandage. Bruises and bumps will be treated with ice packs.

If a child incurs a serious injury during the KIDS 4 CHRIST, one of the KIDS 4 CHRIST volunteers will remain with the child and administer first aid as necessary while another member of the KIDS 4 CHRIST team contacts the local emergency services and child's parent/guardian. In some situations, the local emergency services may need to be contacted before the parent/guardian. Parents will be notified immediately of accidents which may require a doctor's attention. If an accident occurs that requires immediate medical care, the child will be taken to the requested hospital or to the closest hospital. Every effort will be made to contact a parent or guardian in such emergencies. In the case when a parent or guardian cannot be contacted, the staff will contact people on the child's emergency contact list.

In the event of an accident or acute illness, every effort will be made to notify the child's parents and physician prior to treatment. If a situation requires immediate attention, 911 will be called and the child will be transported to the hospital by ambulance.

CODE OF CONDUCT

Students, Volunteers, and Parents are expected too:

- ⇒ Behave appropriately - with respect, politeness, and friendliness towards leaders, peers and other community members.
- ⇒ Children must ask the leader before leaving the room, for reasons of safety.
- ⇒ Everyone cleans up their own messes.
- ⇒ Everyone waits their turn to speak.
- ⇒ Follow all KIDS 4 CHRIST and Church policies.
- ⇒ Follow the leader's instructions and show a positive attitude.
- ⇒ Participate enthusiastically in all activities without being disruptive.
- ⇒ Respect Church property as my own and will care for it and keep it clean
- ⇒ Supplies and property must be respected and not wasted or destroyed.

BEHAVIOR MANAGEMENT POLICY

The children, staff, and volunteers of the KIDS 4 CHRIST are asked to treat each other with respect, tolerance, kindness, and consideration. The rules and behavior expectations utilized by the KIDS 4 CHRIST will be explained to the children clearly and reinforced in a consistent manner.

Children will be given reminders and redirection in order to encourage positive behavior. A child who is unkind verbally will be asked to apologize. A child who uses supplies or equipment inappropriately will be restricted from using the supplies or equipment for a period of time. Any activities where participants purposely exclude another child will not be allowed.

When a child is disruptive or needs time to regain self-control, he or she will be removed from the group. Time out periods will last approximately three to five minutes and will not exceed fifteen minutes. After a time out, the teacher and child will discuss behavior options before the child returns to the group.

Under no circumstances will a child be subjected to neglect, physical punishment, verbal abuse, or denial of restroom facilities. Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the wellbeing of the child or others in KIDS 4 CHRIST. If a child's behavior indicates that KIDS 4 CHRIST is not able to meet his or her needs, the Program Director will contact the child's parents to arrange a meeting. A parent or staff member may also request a meeting.

OUR CHILD PROTECTION POLICY

First Presbyterian Church of Mexico, Missouri believes we are called to create a loving community of faith that seeks the welfare of its members and visitors. Therefore, we are committed to the protection of all children and other persons participating in the activities and programs of First Presbyterian. Abuse, exploitation or harassment in any form, physical, emotional or sexual, will not be tolerated. As part of our congregation's baptismal vows, we covenant with each other to take responsibility for the nurture of faith. As such, the members of this church have pledged to uphold one another. In the spirit of Christ we teach, strengthen and support the individual's relationship within the church family.

As our baptismal vows imply, we also undertake to preserve the integrity of each person within our church family. First Presbyterian Church is committed to the sanctity of all children. A well-implemented child protection policy not only protects children, but also adults who minister to children.

This Child Protection Policy covers any person employed by or volunteering at First Presbyterian Church in any capacity involving children and all outside organizations using First Presbyterian facilities.

Reporting and Responding To Reports of Suspicious or Inappropriate Activity

As the Church, we believe that God loves all of us as we are all children of God. Periodically, we encounter those who have done more to tear down the community than to build it up. Some of these would be deemed dangerous to children, but even these are worthy of God's love and grace and forgiveness. At the same time, there are those who are accused of these wrongdoings and are innocent. In any case, we as the Church cannot act irresponsibly. To protect all parties involved, and to take the responsibility to be discriminating, we have these policies and procedures. This means these issues of reporting and responding must be handled expediently with graciousness and confidentiality.

If suspicious or inappropriate activity brought to the attention of an employee or volunteer shall be reported immediately to the appropriate staff person or volunteer in charge of the event. An appropriate person(s) to whom to make this report would be: (1) Pastor/Head of Staff; (2) Associate Pastor; (3) Director of Student Ministries. The person receiving the report of the alleged abuse or suspicious activity shall then document the date, time and circumstances of the alleged incident on the attached Incident Report Form.