



**Central Baptist Church**

**Kid Care**

1105 South Pearl St.  
Crestview, FL. 32564  
(850)-682-5525 Ext. 221



*With God all things are possible*

## **Parent Hand Book for Kid Care and Camp R.O.C**

**Where the fun never ends ...**



Endorsed by FLOCS: Florida league of Christian Schools.

Certificate # 23809

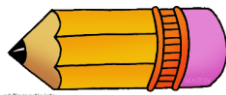


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### DAILY SHEDULE FOR THE WEEK AT KID CARE



#### BEFORE SCHOOL AT KID CARE

6:00 AM – 7:30 AM Arrival, Board Games and/or Gym

7:30 AM – 8:00 AM Breakfast or Morning Snack Time

8:00 AM – 9:00 AM Departure from Kid Care and Arrival at School



#### AFTER SCHOOL AT KID CARE

2:00 PM – 3:00 PM Departure from School Arrival at Kid Care

3:00 PM – 3:30 PM Snack bar Open

3:30 PM – 4:00 PM Homework and/or Reading Time

**Tutoring will be Available to the Children that Request it**

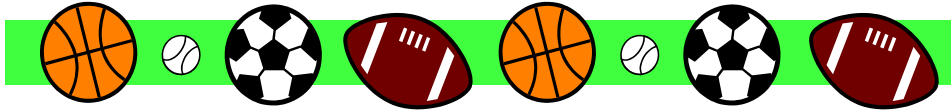
4:00 PM – 6:00 PM Board games, and/or Gym until Departure



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### DAILY SCHEDULE FOR THE WEEK AT THE ROC

6:00 AM – 8:00 AM Arrival, Access to the Gym

8:00 AM – 9:00 AM VBS or Life's Lesson Story

9:00 AM – 9:30 AM Morning Snack bar open

9:30 AM – 11:30 AM Gym and /or Swim on Pool Days

11:30 AM – 12:30 PM Lunch Provided by Parents

12:30 PM – 1:30 PM Reading or Puzzles, Quite Time

1:30 PM – 2:00 PM Worship and Daily VBS video or Similar Activity

2:00 PM – 3:00 PM Arts and/or Crafts

3:00 PM – 3:30 PM Afternoon Snack bar open

3:30 PM – 6:00 PM Access to the Gym until Departure



Field Trips will be scheduled and announced as availability arises. Your child will need a Field Trip release form signed in advance to go. Some Field Trips will come to us in the form of guest speakers. Due to unforeseen weather conditions this schedule will be adjusted. Additional cost may be incurred.



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#### **Dear Kid Care Families,**

We want to welcome you to Central Baptist Church Kid Care. We know how important the decision of childcare is and we are honored to be your choice. Working together with home and church we want to create an environment that will spiritually, physically, and academically equip, challenge and inspire your child to ignite their world for Christ. We will also have daily recreational activities, tutoring and mentoring. Communication is the key between Parent, Kid Care Staff, and Children.

#### **Meet the Facility Executive Director**

My name is Dana Young: I am the Facility Executive Director. I am a member of our Central Baptist Church. I have been married for 17 yrs. have two sons one is 6 and one is 13. I have many years of experience working with children in different area of church and also at the YMCA as their Kid Zone Coordinator. I am pleased to continue to serve the Lord here at Kid Care and Camp ROC. We feel blessed to provide a safe, fun, and learning environment for your children. We have an open door policy and please feel free to bring any of your concerns to us at anytime.

#### **Meet the Director:**

My name is Kristy Larkins: I am the Kid Care and Camp ROC Director. I am an Air Force wife and a mother of 2. My husband and I have been married for 14 years. Our daughter is 7 years old and our son is 12 years old. I held an accredited licensed with Langley Air Force base Family Child Care for 4.5 years. I have been working with children of all ages. I started with Kid Care in February and I really enjoy getting to know all the children and their families. Always feel you can talk to me. I encourage open communication regarding the health and well being of the children and I welcome your suggestions.



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**Motto:** Sharing's God's love through the eyes of a child. "Train a child in the way he should go, and when he is old he will not turn far from it." Proverbs 22:6

**Mission Statement:** Central Baptist Church Kid Care has a commitment to prepare each child for life to:

- Provide a rich and comprehensive education
- Develop each child's ability to accept responsibilities and challenges
- Set realistic goals and adapt to change
- Become believers in self worth and understanding God's role in their life

**Policy Statement:** Central Baptist Church Kid Care is dedicated to providing children with a fun and safe environment. The program includes children from Pre-K through 5<sup>th</sup> grade. During the summer months, we will provide a variety of activities such as crafts, games indoor and outdoor, story time and/or rest time, bible study, devotion time, and swimming. \_\_\_\_\_ **Int. †**

**Hours of Operation:** Monday –Friday 6:00 a.m. to 6:00 p.m. If you child remains at Kid Care after 6:00 p.m. there will be a \$10.00 per child fee every 5 minutes after 6:00 p.m. If you are more than 15 minutes late we will contact the next person on your contact list. \_\_\_\_\_ **Int. †**

**Weather:** If severe weather causes the Okaloosa public schools to close, we will also close as well. This information will be advised on your local TV and radio channels. \_\_\_\_\_ **Int. †**

**Holidays:** The center will be closed on the following holidays:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day

(Thanksgiving and Christmas we will be closed for three days. We will post these dates.)

\_\_\_\_\_ **Int. †**



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**Fees:** Fees are due the Friday prior to the week of attendance. Any late payments will result in a \$10.00 per week late charge. If you are one week behind in your payments, Your childcare services will be suspended until all balances are paid in full. Payments will be accepted up to one month in advance, unless other arrangements have been made. Unfortunately we cannot offer credits or refunds for absences, including those due to illness. \_\_\_\_\_ **Int. †**

**Returned Check Fee:** A \$30.00 charge will be assessed on all returned checks. (Rates subject to change according to bank charges.) \_\_\_\_\_ **Int. †**

**Drop In Care:** Parents must pay on or before the day their child attends Kid care. If your child is enrolled as a drop in student, you will be required to pay the drop in rate even if they are for a week. Rates are less expensive by the week, than by the day therefore we encourage full time enrollment. When your child enrolls there will be an initial \$25.00 enrollment fee. \_\_\_\_\_ **Int. †**

**Sign In/Out Procedures:** Parents or authorized person must sign in and out each child every day. We know this procedure is an inconvenience but it is for the safety for your child. We stress safety and security over convenience. Parents or authorized persons are the only ones allowed to pick up your child. We must be notified in writing if someone other than those listed on your enrollment forms wish to pick up your child. We will require picture identification from anyone we have not seen before.

If there is ever a custody dispute involving your child that restricts one parent's right please provide us with a copy of the court order. Without this proper documentation, we cannot prohibit a parent from removing his/her child from Kid Care. \_\_\_\_\_ **Int. †**

**Illnesses and Emergencies:** Children who are ill may not attend Kid care. If a child has a fever of 100.1 or higher, vomiting, very loose stools, and rash attend Kid Care for 24 hours. A list of communicable disease is attached in this handbook. We try to make every attempt to give every child a healthy environment. If your child becomes ill while in care we will isolate him/her and you will be required to pick the child up within 30 minutes. In case of emergency As determined by Kid Care staff, the paramedics will be called and the parents will be notified immediately. Parents will be responsible for all cost incurred in such emergencies. Parents will be responsible for updating any pertinent changes in address, phone numbers, or health information concerning their child as soon as changes occur.



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**Termination:** If Central Baptist Church had to close for any reason all children currently enrolled will be given a two weeks notice. This would allow each parent to find alternate care for their child.

A two week written notice from the parents is required when withdrawing your child from Kid Care. Moving a child out of town or just to another center causes feelings of loss for your child, other children in care, and staff members. We need a two week notice to make this transition as smooth as possible. We may ask that you participate in a brief exit interview so that you can help us continue to improve our future services. \_\_\_\_\_ **Int. †**

**Discipline:** We believe that given the proper environment and guidance children will behave acceptably. We believe that communication is the key to successful discipline.

If a child hurts another child or staff member, leaves church property, vandalize property, or shows unacceptable behavior Kid Care staff will give written notice to the parents and a copy will be kept in the child records. After three write ups your child will have a suspension time of no more than 2 days, unless the infraction warrants suspension before the three write ups. Any further violation will result in his/her immediate dismissal. Kid Care wants to provide a safe environment for all children and staff that attend. We believe that communicating with the child will solve any potential difficulties with behavior. \_\_\_\_\_ **Int. †**

When children misbehave, we:

1. Redirect your child to a more appropriate activity.
2. Provide an opportunity for children to sit away from the activities for 1 minute per the child's age.
3. Written notice to parent and on file of the violation.
4. Suspension after three written violations.
5. Termination

\*\*In the event that a child leaves the premises and cannot be found or will not return, the parents will be notified immediately in addition to the police. \_\_\_\_\_ **Int. †**

Minimum standards for child discipline practices shall insure that age appropriate, constructive discipline practices are used for children in care. Such standards shall include at least the following requirements:

1. Children shall not be subject to discipline, which is severe, humiliating, or frightening.
2. Discipline shall not be associated with food, rest or toileting.
3. Spanking or any other physical punishment prohibited. \_\_\_\_\_ **Int. †**



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### Supervision Policy:

1. Children will continuously supervised by Central Baptist Church Kid Care employees.
  - A. Except in the restroom, children will be within sight of Kid Care staff.
  - B. Children will under no circumstances be allowed in the kitchen area. Doors to kitchen will remain locked at all times.
  - C. All volunteer help, including church members and students tutors will operate only in full view of Kid Care staff.
2. All materials videos, DVDs, electronic games and music must be pre-approved by the Kid Care director. G-rated materials are pre-approved. \_\_\_\_\_ **Int. †**

**Absences:** You will be charged according to how you are registered. If your schedule changes and you need to adjust your childcare needs please let a Kid Care staff member know in writing. Please let us know, if your child is going to be absent for any reason. WE cannot give credit or refunds for days missed. However it will help us with scheduling to know when your child is going to be absent. If you cannot reach us during regular business hours, please leave a voice message and we will get back with you. \_\_\_\_\_ **Int. †**

**Vacation:** We encourage family togetherness and we will be offering one week of vacation time per family. You will not be charged for those days. Prior to being gone you must notify the Kid Care staff, in writing, of the dates you are planning to be gone. Failure to do this will result in you being charged for the week. \_\_\_\_\_ **Int. †**

**Financial Policies/Enrollment:** There is a one time \$25.00 enrollment fee per family. According to Florida Child Care Licensing standards, the following is required for each child enrolled in a child care facility:

1. A current, complete enrollment Form
2. Signed handbook (this packet)
3. Private vehicle form
4. Two Medical Authorization form (both needs to be notarized)
5. Swimming Form
6. Subsidy Paperwork (if needed)

You must have all of the above forms completed and returned by the first day your child is in care. Please make sure all information in the enrollment packet is current and up to date. For the safety of your child is important that we have all the correct information on your child.

All children upon enrolling in Kid Care have a two week trial period. This period is for your child as well as all children in care. For any reason while in the trail period you, your child or Kid care staff may terminate care immediately. \_\_\_\_\_ **Int. †**



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**Medication:** Kid Care staff will not be giving any medication at Kid Care. So please make sure that all medication is given before arriving or after leaving Kid Care. \_\_\_\_\_ **Int. †**

**Personal Items:** Your child is allowed to bring items here to play with, at your own risk. Kid care will not be responsible for any damaged, lost, or stolen items. So if it is of great value or cannot be replaced easily please do not bring them to Kid Care. \_\_\_\_\_ **Int. †**

**Non-discrimination Policy:** Children will be admitted to Central Baptist Church Kid Care regardless of race, gender, religion, or national origin and in compliance with the Americans with Disabilities Act.

To best ensure that their needs are met, when children with special needs are enrolled, there will be consultation with the parents, the staff who will be involved, and any other appropriate individuals. Additional consultations may be made on a periodic basis after a child with special needs is enrolled to ensure that the child is continuing to have his/her needs adequately met.

\_\_\_\_\_ **Int. †**

**Photography:** By initialing the line below you are granting Central Baptist Church Kid Care staff to take photos of your child. These photos may be shared with others. We like to share some of the activities that your child may do while in care. \_\_\_\_\_ **Int. †** If you wish for your child's picture not to be taken please initial here \_\_\_\_\_ **Int. †**

*\*\*\*By signing this handbook agreement, the parent has read and understands all policies. This handbook will be terminated immediately by Central Baptist Church Kid Care for failure to observe any of the agreements listed in the handbook policy.*

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Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Kid Care Staff Signature \_\_\_\_\_ Date \_\_\_\_\_



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### Camp ROC Rules

*“Therefore, whatever you want men to do to you, do also to them ...”*

1. Honor God with our thoughts, words, and actions.
2. No Profanity
3. No Gum
4. No Weapons (i.e. knives, lighters, or any sharp objects.)
5. Respect personal space, rights, and property of others.
6. No bullying or intimidating behavior will be tolerated.
7. Follow the directions of the Kid Care staff.
8. No Student may leave the building unless accompanied with parent, guardian, or Kid Care staff member.
9. Only one child in the restrooms at a time.
10. Children must stay in areas designated for Kid Care only.
11. No student will be allowed at the pool without Kid Care supervision.
12. To insure the safety of your child athletic shoes and socks are required for all gym floor activities.

\_\_\_\_\_ **Int. †**

### **Communicable Disease Policy**

Fever 100.1 or higher: May return after fever has subsided at least 24 hours without the aid of medication.

Vomiting (2 within 8 hours): May return 24 hours after last episode.

Diarrhea (3 within 8 hours): May return 24 hours after last episode.

Skin irritations or rashes: May return with Doctors note identifying not contagious.

Ring Worm: May return 24 hours after initial treatment; Must be covered.

Chicken Pox: May return 6 days after onset of pox/sores have dried and crusted.

Hand, Foot, & Mouth: May return 24 hours without fever.

Impetigo: May return 24 hours after initial treatment.

Measles: May return 6 days after rash appears.

Scabies: May return 24 hours after initial treatment.

Lice: May return louse and nit FREE.

Mumps: May return 9 days after onset or once swelling subsides.

Strep Throat: May return 24 hours after initial treatment and fever free (without the aid of medication) for 24 hours.

Uncontrolled Cough, Difficulty Breathing: May return when child can participate comfortably in center activities.

Pink Eye: May return 24 hours after initial treatment.

Fifth Disease: My return 24 hours after initial treatment and fever free (without the aid of medication) for 24 hours.

\_\_\_\_\_ **Int. †**



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### Kid Care Rates

\*\*\*\*\* **SUMMER CAMP ROC RATES** \*\*\*\*\*

FULL TIME:

|   |              |
|---|--------------|
| Weekly Rate One Child                               | \$ 85.00     |
| Weekly Rate 2 <sup>nd</sup> sibling or more         | \$65.00 each |
| Three Day Part Time (M, W, F)                       | \$50.00      |
| Three Day Part Time 2 <sup>nd</sup> sibling or more | \$35.00 each |

DROP IN RATE:

|  |         |
|--|---------|
| Daily per Child                            | \$20.00 |
| Daily Rate 2 <sup>nd</sup> sibling or more | \$17.00 |

\*\*\*\*\* **BEFORE AND AFTER SCHOOL RATES** \*\*\*\*\*

FULL TIME:

|   |              |
|---|--------------|
| Weekly Rate One Child                       | \$50.00      |
| Weekly Rate 2 <sup>nd</sup> sibling or more | \$45.00 each |
| Drop In                                     | \$20.00      |

\*\*\*\*\* **BEFORE SCHOOL & AFTERSCHOOL RATES** \*\*\*\*\*

FULL TIME: (Morning hours only)

|   |              |
|---|--------------|
| Weekly Rate one Child                       | \$25.00      |
| Weekly Rate 2 <sup>nd</sup> sibling or more | \$20.00 each |

FULL TIME: (Afternoon hours only)

|   |              |
|---|--------------|
| Weekly Rate one Child                       | \$40.00      |
| Weekly Rate 2 <sup>nd</sup> sibling or more | \$35.00 each |
| Drop In                                     | \$10.00      |

\*\*\*\*\* **SCHOOL HOLIDAY & EARLY RELEASE DAYS** \*\*\*\*\*

|                    |                                  |
|--------------------|----------------------------------|
| School Holiday     | Camp ROC Rates Apply             |
| Early Release days | \$5.00 per Child to Weekly Rate  |
| Full Days          | \$10.00 per Child to Weekly Rate |

\*\*\*\*\* **TRANSPORATION FEE** \*\*\*\*\*

|                       |                                 |
|-----------------------|---------------------------------|
| Transporting Children | \$5.00 per Child to Weekly Rate |
|-----------------------|---------------------------------|

\*\*\* **Subsidized Day Care Available for those who qualify** \*\*\*

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### Kid Care Fee per Week

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Parent's Signature

Date

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Kid Care Staff Signature

Date



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## SEVERE WEATHER PLAN!

In the case of severe weather such as but not limited to tornados, the following procedures will be adhered to:

1. All staff and children will be gathered in the corridors outside the restrooms main entrances.
2. Children will remain in place until told to exit the area by a staff member or emergency personnel.
3. If the building suffers structural failure and evacuation must take place, the children will be escorted across the street to the Central Baptist Church Sanctuary.
4. All children will be picked up by an appropriate guardian.
5. We will up-date the pick-up list and roster monthly and carry it with us.

\_\_\_\_\_ **Int. †**

## LOCK DOWN PROCEDURE

In the event of an intruder on the campus, or incident in the immediate area, Central Baptist Kid Care or Camp ROC will go into immediate lock down. All doors will be locked and no one will leave or enter the building. If possible the children and staff will be moved to the office areas with doors securely locked. A staff member will make contact with Police by telephone, land line, or cell phone.

1. The door will not be opened until instructed by staff members or law enforcement to do so.
2. Parents of children involved in lock down will be gathered at the Central Baptist Church Office located across the street at 951 South Ferdon Blvd. (850) 682-5525.
3. Drills will be performed at least once a quarter.
4. If the office area is not feasible due to the situation, the men's restroom near the pool will be the area of lock down.
5. Staff must be aware that restrooms can only be locked with a key and have no land line to connect to the Police.

In case of an evacuation students will be moved to the Central Baptist Church Sanctuary across the street where they will be picked up by an appropriate guardian.

\_\_\_\_\_ **Int. †**

Written by Kid Care Staff 04/13/2011

To be reviewed annually



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### CENTRAL BAPTIST KIDCARE ENROLLMENT APPLICATION FORM

#### Child's Information:

Name: \_\_\_\_\_  
Last First Middle Nickname

Date of Birth: \_\_\_\_\_ Age \_\_\_\_\_ Gender: Male or Female  
Month/Day/Year

Physical Address: \_\_\_\_\_  
Street City State Zip

Mailing Address: \_\_\_\_\_  
Street City State Zip

#### School and Care Information:

School: \_\_\_\_\_

School Phone Number: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Normal school days start at \_\_\_\_\_ A.M. and dismiss at \_\_\_\_\_ P.M.

Early release days are \_\_\_\_\_

Early release school days start at \_\_\_\_\_ A.M. and dismiss at \_\_\_\_\_ P.M.

#### Family Information:

Child lives with: \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Both Parents, \_\_\_\_\_ Legal Guardian(s)

Other (please explain) \_\_\_\_\_

#### Mother's or Female Guardian's Information:

Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
Street City State Zip

Mailing Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_  
Street City State Zip



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### Father's or Male Guardian's Information:

Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Street City State Zip

Mailing Address: \_\_\_\_\_

Street City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_

Street City State Zip

### Medical Information:

I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Please list allergies, special medical or dietary needs, or other areas of concern: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other helpful information about your child:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, you verify that you have received the above items and that all information on this enrollment form is complete and accurate and that you have received and reviewed the Central Baptist Church Kid Care Policies and Procedures.

\_\_\_\_\_  
**Signature of Parent/Guardian** **Date**



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### Permission Slip for Private Vehicle Use

I, \_\_\_\_\_ hereby grant permission for Central Baptist Church Kid Care to use a personal own vehicle (POV) when transporting my child/ren when necessary. I do understand that if a personal own vehicle must be used, a Kid Care staff member will drive the vehicle. By signing this permission slip, you are also agreeing to the release of a liability from Central Baptist Church Kid Care/Camp ROC and Central Baptist Church Kid Care/ Camp ROC staff.

Name of child/ren I grant permission to pick up in a POV are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature Date

### Pool Use Permission Slip

I, \_\_\_\_\_ grant my child \_\_\_\_\_ permission to use the pool at Central Baptist Church Kid Care/Camp ROC. Your child must bring a modest swim suit, sunscreen, a towel and any other items your child may need (such as a life vest with adjustable strap between the legs). By signing this permission slip, you are also agreeing to the release of a liability from Central Baptist Church Kid Care/Camp ROC. Please check no and do not sign below, if you do not feel comfortable with your child using the pool.  
\_\_\_\_\_ **No, I do not grant permission for my child to use the pool.**

\_\_\_\_\_  
Parent/Guardian Signature Date