



Parent Handbook

Oakdale After sKool
1872 Hwy 471
Brandon MS 39047
(601) 829-1277 – phone
601-829-9482 – fax
oakafterskool@aol.com
01/21/2008

Director – Beth Downey
Owner – Oakdale Baptist Church
Church Staff Contact for After School – Rev. Mike Hudson



Parent's Information

This information is offered to parents in accordance with the Mississippi State Department of Health's Regulations Governing Licensure of Child Care Facilities, section 4-1, "Facility Policy and Procedures."

WHO WE ARE

Name:

Oakdale After SKool
1872 Hwy 471
Brandon, MS 39047
(601) 829-1360
(601) 829-9482 FAX
oakafterskool@aol.com

Governing Body:

Oakdale Baptist Church
(at the same address)

Director:

Beth Downey
(601) 829-1277
(601) 992-7703 home

Church Staff Representative:

Rev. Mike Hudson
Minister of Music & Education
(601) 829-1360 church
(601) 672-4065 cell

Mission Statement: To be the recognized provider of Christian based after school care for children in the Reservoir area by offering a clean, safe, and versatile facility, Bible-based teaching with safe and family oriented field trips, and God-led workers.

How we intend to accomplish our mission: We will strive to keep the student-worker ratio low (lower than state guidelines). We will strive to hire workers of the best moral and spiritual character. We will strive to offer students help in school by having a designated homework time and tutoring available. And we will provide for our children's care in a safe, Christian environment.

About Oakdale Baptist Church... Oakdale Baptist Church is affiliated with the Rankin County Baptist Association, the Mississippi Baptist Convention Board, and the Southern Baptist Convention. However, these are partnership affiliations, not bodies that govern the church. As an organization, Oakdale Baptist Church is autonomous, with Dr. Rick Henson as senior pastor. For more information about the church, visit www.oakdalebaptist.com.

DETAILS ABOUT OUR OPERATION

Hours of Operation: Monday-Friday, 2 pm – 6 pm for school days
6:30 am – 6:00 pm for school holidays (except those listed below) and summer.
Closed Saturday and Sunday.

We will be closed New Year’s Day, Memorial Day, the 4th of July or its legal holiday, Labor Day, Thanksgiving Day and the day before and after, the week of Christmas . Oakdale After SKool and Summer Kamp will also be closed up to 4 days a year for staff development. Attached to this handbook is a calendar for the after school year or summer kamp. When a holiday occurs, the weekly or monthly fee is not adjusted. We will give advance notice of closing.

Cost:

Enrollment fee:	\$50	due February 1 st of every year
Summer activity fee	\$100	due May 1st of each year
After Skool Monthly cost:	\$165	due August 1 st through May 1st
2 Children in Family:	\$290	
3 Children in Family:	\$400	
Summer Weekly fee	\$85	First Child Due on Monday of each week
	\$80	Second Child
	\$75	Third Child
Late Fee:	\$10 extra	assessed when payment not made by 6 pm on the 5 th of every month (during After SKool) and on Monday during summer kamp
Late Pick-up Fee:	\$1 per min.	beginning at 6:00 pm (director will approve exceptions, if any, in writing) due upon pick-up
No Call Fee	\$10.00	Parents are responsible for calling to let us know their child is going to be absent from After SKool. If the parent fails to call by 1:30p.m. this fee will apply.

All fees are non-refundable.

We do not pro-rate fees. The monthly or weekly fee is for having a place on the enrollment. There will be no adjustment of fees for absences, vacations, etc. even if the entire week is missed.

Enrollment Procedures:

- Secure enrollment form and related documents from the office or website of Oakdale Baptist Church or the after school director
- Pay the enrollment fee
- Agree to the parent's handbook
- Our director will notify you when the child is accepted and when they may begin.

Removal Procedures:

- Parents may cancel enrollment **by informing the director in writing at least two weeks in advance. If no advance notice is given, two week's fee is owed.**
- Parents will owe fees until withdrawal of child. If, at the time of withdrawal, the parents are delinquent with previous fees, those fees are still owed, and will be owed until they are paid. Previous account debt is not wiped clean at withdrawal of the child.
- We do not pro-rate fees. If the student is removed mid-week or month, the full cost is still owed.
- We may, at our option, also remove children from enrollment, for reasons of disciplinary action, unpaid fees, failure to comply with the obligations set forth in this handbook, failure to obtain needed documents on file, or other reasons specified by Oakdale After sKool or Oakdale Baptist Church.

Insurance Coverage:

Oakdale Baptist Church does not carry an accident policy. Parents are responsible for any and all medical or dental fees associated with accidents or injury their children may receive while under the care of Oakdale After Skool and Summer Kamp, Oakdale Baptist Church, and/or their staff and members. Oakdale After Skool, Oakdale Baptist Church, and the staff and members of both are not liable for any accidents or injuries that may occur while participating in any programs or activities.

ARRIVAL AND DEPARTURE PROCEDURES

The entrance to Oakdale After sKool is on the north side of the building, on the gravel drive. This is the door where children need to enter. Coming into the entrance of the church by the mail box on Hwy 471, continue straight. When the road turns to gravel, look for the door on the right. ***Kids must exit from a car even with the door. Do not release children and have them walk down the road.*** Parents may pick up children at the next door, which comes from the gymnasium. The gravel drive continues all the way around the facilities and rejoins the parking lot on the other side. Parents then drive straight to exit.

Carpool will be 6:30a.m. – 8:30a.m. and 4:00p.m. – 6:00p.m.

A child may be at the child care facility from school's dismissal to 6:00 pm each weekday. Parents must arrange for the pick-up of their child by 6:00 pm. Unless satisfactory pre-arrangements are made with the director, the parent will incur late pick-up fees beginning at 6:00 pm at the rate of one dollar per minute per child, according to the director's watch. At 7:00 pm we will contact the Rankin County Sheriff's Department, and the child will be

released to them when they arrive. We may, at our option, remove children from our after school program due to excessive tardiness.

Children will be picked up by the after school program at most local schools by van or bus. Children arriving by other means must be signed in by the responsible adult with them. Any person who signs children in or out must be authorized to do so. To arrange a different pick up person other than someone listed on the authorized list on application, we must have WRITTEN verification from parents (this cannot be delivered by the child). If the parent wishes to fax or email permission, the email or fax must be accompanied by a copy of picture identification of the person authorizing the pick up.

Oakdale After sKool will **NOT** release children to any adult, regardless of relation, who is not duly authorized in writing to pick up the children. It is especially important for custodial parents to leave written instructions regarding non-custodial parents. We may, at our option, request picture ID of adults attempting to sign children out.

DISCIPLINE POLICY

Each child is expected to cooperate obediently with after school workers. Parents are *urged* to discuss with their children the need to cooperate obediently with workers at after school program. It is our belief that children are best prepared for life when they are previously taught to respect those in authority over them. Workers have authority over children and responsibility over their well being while parents are away. It is our policy that our after school workers **MUST** be obeyed.

Our director will administer any necessary discipline in love, working for the best interest of the development of the child and working to cause change in the inappropriate behavior. We will use time-out and redirection as techniques. It is also possible that we may remove the offending child from a particular group activity during which he refuses to cease offending behavior.

If there are extreme problems, a discipline report will be filled out, and the following steps enforced:

- 1st Report – Caregiver, director, and parent will discuss the problem, and agree upon a plan of action to correct the inappropriate behavior
- 2nd Report – Parent will be called to remove the child from the center within one hour. Parent and director will have a meeting to discuss why plan of action is not working. No refund on payment will be given for time missed.
- 3rd Report – Parents will remove the child from the center within one hour. Parent will be required to keep the child out of the center for 48 hours. Director and parent will discuss a new plan of action. No refunds will be given for time missed.
- 4th Report – Parent will remove the child from the center within one hour. The child will not be able to return to the after school program (removal from enrollment). No refund will be given for fees. Any delinquent fees will still remain owed until they are paid.

The following procedures will not be allowed at Oakdale After sKool by staff or parents:

- Corporal punishment, including hitting, spanking, shaking, beating, pinching, biting, and other measures designed to produce physical pain
- Withdrawal or threat of withdrawal of food, rest, or bathroom opportunities
- Abusive or profane language
- Any form of public humiliation, including threats of physical punishment
- Any form of emotional abuse, including rejecting, terrorizing, ignoring, isolating out of view of the caregiver, or corrupting the child
- Use of food product or medication in any manner for any purpose other than that for which it is intended
- Inappropriate disciplinary behavior includes, but is not limited to, putting soap or pepper in a child's mouth
- Any acceptable disciplinary action that is not age-appropriate for the child or is excessive in time or duration.
- No child will be physically restrained except as necessary to ensure their own safety

Any parent or responsible adult of a child who violates the above disciplinary procedures on our campus and causes us to be fined by the Health Department will pay our fine for us before returning the child to our care.

Fighting, profanity, and obscenity are prohibited at Oakdale After sKool. There are no justifiable situations for these behaviors. Parents will be immediately consulted, and the problem(s) must be successfully addressed.

Apparel advertising beer, other alcoholic beverages, any tobacco products, drug use, or places where these products are used, as well as apparel advertising lewd behavior or places where it is practiced, is strictly prohibited at Oakdale Baptist Church. Even if the clothing is acceptable at school, children wearing it will be asked to immediately change. Parents will be called to bring clothes if necessary.

PROGRAM AND ACTIVITIES INFORMATION

Personal Property: Each child will be designated a locker in which to hang book bags and coats. **PLEASE LABEL ALL YOUR CHILDRENS BELONGINGS.**

Transportation Safety: Children riding the van or bus will be asked to fasten seat belts (if available) and remain seated flat during transportation (NOT sitting on the knees). Sudden loud noises, such as screaming, are prohibited inside our van or bus. All drivers of our vans or buses will have the proper state license to drive the vehicle, the inspection sticker will be current, and the driver will be covered by insurance.
(Please note most buses do not have seat belts)

Photographing: Children will not be photographed without a signed consent of parents allowing the photographs. Such a form is on file with the enrollment application. The question is asked as part of the enrollment process, and the answer is kept on file.

Staying at Oakdale

By written parental consent, it will be possible for a child to go from the after school program directly to Wednesday night church at Oakdale. To authorize this, the parent must grant permission in writing for a designated adult of the parent's choosing to sign the child out of the after school program. ***This cannot be done over the phone.*** That adult must sign the logbook each week at the moment he/she picks up the child. At that point, Oakdale After sKool is no longer responsible for the child.

In such a case of children going directly to church, all consent must be made in writing. No consent may be called in. We must have written documentation on file.

Sponsored trips to water activities: Should the child go on a field trip to a swimming pool, children must have written authorization to participate. Again, someone will be present from our after school program who is certified in CPR. At the swimming site, there will also be at least one lifeguard per 25 children. The lifeguard is not counted in the staff to child ratio.

Appropriate sunscreen will be kept on the premises for outdoor activities. From April 15 to September 30, outside time between 10 am and 2 pm will be limited. We will apply sunscreen to your child if we deem it necessary. If the parent does not wish sunscreen to be applied, they must provide notice in writing. ***If the child is allergic to chocolate or cocoa butter the parent should inform the director.*** Many of the most popular sunscreens contain cocoa butter.

Oakdale After SKool keeps sunscreen on premises and will apply as we feel it is needed.

LUNCHES

Parents are responsible for providing a lunch for their child when their child (ren) attend all day. Lunches should be of nutritional value – consisting of a meat or substitute, vegetable, bread, and a fruit. **NO soft drinks** should be in lunches, only juices, water, or milk. No microwave popcorn is allowed. We will have water and milk available during lunch.

HEALTH ISSUES

Medications: We do not give medication. Any exceptions to this must involve consultation in advance with the director, written consent of parents, written instruction as to dosage, written release of liability, and proper supply of the medicine itself.

Child Abuse: We are obligated by law to report signs of child abuse to the proper authorities. Oakdale takes child abuse very seriously.

Medical Crises: We value your child's health. Should an emergency arise, we will consult the Langford Volunteer Fire Department for emergency medical treatment and transportation to the nearest hospital appropriate for the injury or sickness. The parent will be immediately notified. If we fail to reach the parent, after school personnel will give necessary authorizations for treatment as empowered by you, the parent, in the documents we have on

file. There will always be workers present on site at the after school program who are current in CPR training and in First Aid.

Sickness: If children exhibit the following symptoms, we will call a parent to pick them up. If the child exhibits these symptoms at home he/she should not come to after school care.

The symptoms are:

- Fever in excess of 101° F oral, 100° F underarm, or 102° F rectal
- Diarrhea (3 or more episodes of runny, watery, or bloody stools within 24 hrs.)
- Vomiting twice in 24 hrs
- Body rash with fever
- Sore throat with fever
- Severe coughing involving change of color in face or around lips
- Pinkeye or discharge from the eyes
- Jaundice

We must report certain diseases or suspicion of such diseases to the Mississippi Department of Health.

If a child visits a doctor due to sickness, the doctor's advice should be followed for re-entering school as well as after school.

If a child is found to have head lice, we will notify the parents immediately. The child must then stay home until after a treatment for lice such as Rid or Nix has been applied. We will ask to see the container of treatment AND receipts for treatment.

If the parent chooses to use a home treatment they must send a letter detailing process. The child will be check daily to insure the situation is not worsening.

EMERGENCY PROCEDURES

Evacuation maps are posted in each room of our building. We will evacuate children by the most effective means considering nearness of exit and distribution of children exiting (so that no traffic jam occurs). Parents will be informed as soon as possible of any emergency causing the building to be evacuated. They will be told where children are being kept and where is the best spot to pick them up.

Inclement Weather: If the schools close AND the roads close, Oakdale After SKool will also be closed. If the schools close but the roads are safe, we may be open. Contact our director for final word.

Tornadoes: When the alarm sounds indicating a tornado warning, children will be taken to the safest places throughout the entire church facility and directed to crouch down. We will

not release children during this time, nor will we pick them up during a tornado warning until the all clear is given.

Fire: All children will be immediately evacuated as outlined on the wall diagrams. The Langford Fire Department, less than a half mile down the road, will respond for any emergency.

Emergency Relocation Sites: In the event that our building must be evacuated, children will be taken to the main church building across the parking lot. In the event that the entire campus must be evacuated, children will either be taken to the parking lot of Mitchell Jones Restaurant or to Langford Volunteer Fire Department. Both businesses are located on Hwy 471 .

MISCELLANEOUS

A copy of *Regulations Governing Licensure of Child Care Facilities* shall be kept at the after school facility at all times as required by state law. A summary of the Child Care Regulations is as follows:

1. Purpose of child care license
2. Legal authority, legal actions and penalties
3. Types of license and their display
4. Inspections and sanitation
5. Food services and nutrition
6. Staffing ratio
7. Program of activities
8. Building and ground requirements
9. Infant and toddler care
10. Night care
11. School age care
12. Preschool half-day programs
13. Summer day camps
14. Hourly care facilities
15. Facility policy & procedures (administration, personnel, parental involvement and records)
16. Health & Safety (staff and child health, exclusion guidelines for sickness, medication records and documentation, and transportation policies).

A MSDH licensing official can be reached at 601-364-2827. You will most likely reach them by phone between 8 am and 9 am in the mornings and between 4 pm and 5 pm in the afternoons. If they are not in when you call, they will return your message promptly.

The Child Care Facility Complaint Toll-Free Hot Line is 1-866-489-8734.

Smoking, the use of tobacco products of any kind, alcohol, or illegal drugs are strictly prohibited in any of the buildings on the Oakdale Baptist Church campus or on the playgrounds OR in the presence of children at the after school. Parents can not smoke in parking lots or car pool line.

All parents are welcome to visit the after school program at any time.

We reserve the right to change items in this handbook at any time. Changes and amendments will be posted, and all parents will receive the changes in writing.