

After School & Summer Camp Program

POWERHOUSE

“...empowering kidz for life”

Mission

Gonzalez United Methodist Church is dedicated to empowering the lives of elementary age children through development of the spirit, mind and body.

Funding

Powerhouse is an outreach ministry of Gonzalez United Methodist Church, and therefore we are a not-for-profit center. We are funded through tuition and registration fees, private donations, fundraising efforts, and the ministry of Gonzalez United Methodist Church.

Licensing

The After School and Summer Camp programs are dually licensed. We are licensed through the Association of Christian Schools International (ACSI) and the Florida Department of Children and Families. We meet or exceed all standards set forth by both of these licensing agencies to ensure the safety of all children in our care. (ACSI Approval # 186886; DCF License #C01ES0238)

CEC Board of Directors

The elementary age programs are an extension of the GUMC Child Enrichment Center and are administered by a director. In an effort to maintain the highest quality program possible, a Board of Directors is appointed by the church. This board meets monthly and reports directly to the GUMC Administrative Board. The Board of Directors controls all matters of policy and budget. The purpose of the board is to work cooperatively for the benefit of both the church and the center to ensure that each child receives the best care and education while attending the after school program.

Staff

We are committed to ensuring that Christian teachers that love and enjoy interacting with children surround your child. All staff is prayerfully selected and must comply with the educational, as well as biblical standards, mandated by ACSI. All staff members have completed at least 40-hours of training in “Introductory Child Care Training” as required by the Florida Department of Children and Families. Staff members are certified in first aid and CPR. Staff members are required to take an additional 10 hours of in-service training each year. All staff members have had a

complete Level 2 background screening which includes an abuse registry check, fingerprint, and local criminal check.

Hours of Operation & School Calendar

The hours of operation extend from time of dismissal at the school until 6:00 p.m. The after school program will be in session throughout the school year, beginning on the first day of school for students and concluding on the last day of school for students, as set by the Escambia County School District.

Powerhouse will be open on teacher planning days (6:30 a.m. – 6:00 p.m.), but will not provide transportation on these days. The center will be closed on Good Friday.

Powerhouse will be closed for holidays as set by the district and/or Gonzalez UMC CEC.

Please be sure to see the Powerhouse calendar included in this manual.

Enrollment Policies & Fees

Parents must complete an enrollment packet at time of registration. This packet is to include the following:

- CEC Enrollment Agreement
- DCF Child Care Application (Form CF-FSP 5219)
- Signed Statement that the CEC has provided the custodial parents or legal guardian with the brochure “Know Your Childcare Facility” (CF/PI 175-24) & a copy of the school-age program’s disciplinary procedures.
- Influenza Virus, Guide to parents (CF/PI 175-70), signed annually
- GUMC Media Release
- GUMC Medical Authorization Form
- GUMC CEC Permission to Transport Form
- Food Permission Form

A registration fee of \$35.00 is required at the time of enrollment, and is non-refundable.

The monthly tuition rate is \$250.00. Monthly tuition is due the first of the month, and is considered delinquent if not received by the tenth of that month. Your child may be denied attendance from the program until full payment along with a \$25.00 late

fee is received. Tuition is due in full regardless of holidays, emergency closures or absences. Payments should be made to GUMC CEC and placed in the drop box or office. Please do not leave payments in the classroom.

Sibling discounts do not apply to children enrolled in the after school program.

Transportation & Pick-Up Procedures

All children must have a signed "permission to transport" on file. The Powerhouse After School Program will provide transportation from Lipscomb, Pine Meadow, and McArthur Elementary Schools to the Gonzalez UMC site. Upon pick-up at the school, each child will be signed in by the bus driver. Once at the center, each child will be signed off the bus (by two staff persons) & signed into the center.

Children are to be picked up by 6:00 p.m. Parents are required to sign their student(s) out each evening. Only those designated as authorized contacts on DCF Child Care Application (Form CF FSP5219) will be allowed to remove a child from the center. If a person on this list arrives and is not known to the staff, they will be required to show proper identification. If a person arrives for your child who is not on the list, we CANNOT and WILL NOT release the child until we have received proper confirmation from the parents/guardian. Please be aware that no one under the age of 16 will be allowed to remove your child from school; this includes siblings.

A late fee of \$1.00 per minute will be assessed for any child picked-up after 6:00 p.m.

Absences

If your child will not be in attendance on any day, please notify the center as soon as possible. This will safeguard any confusion on site when picking up children from the elementary schools.

Contact Information: (850)968-6245; tammy@gumc.gccoxmail.com

Emergency Closings

The CEC will observe the Escambia County School Calendar while in session. We will follow the guidelines and recommendations of the school board in regards to emergency closures. In the event an emergency arises which makes it necessary to close the school, parents will be notified as quickly as possible. We will reopen once the facility and circumstances are deemed safe. No adjustment in tuition will be made for such an occurrence.

Safety

We consider it an honor that you have chosen our center to care for your children each day. Therefore, we take very seriously the responsibility of providing a safe environment for each child. All children will be under a watchful eye of a certified staff member at all times throughout the day. Fire drills are conducted on a monthly basis in accordance with the Florida Administrative Code, Chapter 65C-22.002(7). Outside access doors will be selectively locked to provide emergency exit only.

For added security, the center has an electronic keypad entry system. Each family will utilize a 4-digit code of your choice to gain entry into the CEC gymnasium area. This system does place a portion of the CEC's security in your hands. Please safeguard your entry code by giving it only to those individuals who are authorized to pick-up your child.

We would also like to make sure that the children arrive and depart the center safely each day. Please be sure to drive slowly in the parking lot at all times.

Illness Policies

In order to provide for the well being of the ill child, as well as to protect all children in the center, a strict illness policy will be enforced. The staff will contact the parent to pick up any child who has a fever of 101 degrees or higher, or who has an incident of vomiting or diarrhea. Parents will also be asked to remove the child from the center if they have a continuous cough or thick nasal discharge. The child will be isolated and made as comfortable as possible. The child is to be removed from the center within one hour of notification.

We ask that your child remain home if they have had a fever, diarrhea, vomiting, undiagnosed sore or rash, severe cough, or a yellow or green nasal discharge or conjunctivitis within the previous 24 hours.

A child with any of the following communicable diseases will not be permitted to return to the center until a licensed physician states in writing that he/she has been diagnosed, treated, and presents no risk to himself/herself or to others. Parents should report to the center if your child has been diagnosed with any of the following diseases: Chicken Pox, German Measles, Hemophilus Influenza, Measles, Meningococcus, Mumps, Strep Throat, Tuberculosis, Whooping Cough, Giardia Lamblia, Hepatitis, Salmonella, Shigella, Impetigo, Respiratory Syncytial Virus (RSV), Rotovirus, Fifth disease, Hand-Foot-Mouth Disease.

Medications

Proper procedure must be followed in order for us to administer medication to your child:

1. An Authorization of Medication form must be completed for the days/week that your child is to receive medication.
2. This form, along with the medication, is to be given to the director for proper storage.
3. Prescription medication must be dated, pharmacy labeled, and prescribed for that child.
4. All medications must be in the original container from the pharmacy or doctor's office.

*This policy applies to topical treatments also such as sunscreen, and insect repellents.

Accidents

All accidents will be reported immediately to the director to ensure proper handling of each incident. Parents will be immediately notified of any accident, which requires professional care. Accidents not requiring professional care will be reported to the parent by the end of the day. The staff member present will complete an accident form at time of incident detailing the incident and injury. If the incident should involve more than one child, the names of those children involved will not be reported to the parents. Accident forms are to be signed by the parent, and will be kept on file at the center. A staff member certified in first aid and CPR will be on the premises at all times.

Discipline Procedures

We believe that "you should train a child in the way he should go, and when he is old he will not turn from it."(Proverbs 22:6) It is our desire to create an environment in which children feel safe, secure, and loved. We believe that children need boundaries and consequences when those boundaries are crossed. Any form of lewd behavior, bullying, aggression, violence, disrespect or foul language will not be tolerated. These boundaries will be maintained through talking with the child, placing the child in timeout, or by revoking privileges. If a child's behavior becomes unmanageable, the parents will be notified. If behavior problems persist, the center does reserve the right to dismiss any child that presents a threat to the safety and well being of the other children or staff.

At no time will negative disciplinary actions such as corporal punishment, abusive or demeaning language, or frightening a child with threats be used by our teachers.

Personal Items

Our center prefers that children do not bring toys or electronic devices from home.

Please label jackets, backpacks, etc.

Children will not be allowed to use cell phones.

Snacks & Meals

An afternoon snack and beverage will be provided each day. On teacher planning days children may bring lunch from home or purchase a lunch here at the CEC for \$3.50.

Contact Information

Mailing Address: P.O. Box 38
Gonzalez FL 32560

Phone: (850)968-6245

E-mail: tammy@gumc.gccoxmail.com

We believe that our partnership with you, the parent, is essential to helping your child grow and learn. We desire to enrich your family's life through the ministry of our program. Please feel free to contact the director with any concerns or questions – we are here to serve you!

This manual is subject to change. Effective date is 6/1/14.