



AFTER SCHOOL KIDS CLUB
POLICIES AND PROCEDURES
PARENT HANDBOOK

6659 Bells Ferry Road
Woodstock, GA 30189
770-926-8448

New Victoria Baptist Church
HERO ACADEMY
After School Program
Policies and Procedures

New Victoria Baptist Church, as a ministry to its members and the community, has established an after school club to provide a safe and nurturing environment in a Christian atmosphere for school age children.

Enrollment is for children K thru 5th grade.

The club will run during the Cherokee County school calendar year (August through May). The club will be closed whenever Cherokee County Schools are closed.

Admission requirements include submitting a completed enrollment form and all other forms given by Hero Academy After School Club. There is no registration fee or tuition fee.

Days of operation will be Monday through Friday and hours of operation will be from 2:15 pm until 6:00 pm Monday, Tuesday, Thursday, and Friday. On Wednesdays, the children have an opportunity to participate in the New Victoria Baptist Church's Children's Missions from 6:30 until 7:45 pm. Dinner will be provided to those children who stay. If a child cannot participate in this missions program, your child must be picked up by 6:00 pm.

If you fail to pick up your child by 6:00 pm three times, you will need to meet with the Director to discuss pick up arrangements. A Child/children still here after 6:30 pm will be considered an emergency situation and the appropriate law enforcement agency will be

contacted by the Director. You are encouraged to have a backup person who is authorized to pick up your child/children.

NVBC Hero Academy will provide transportation from Boston Elementary School to the NVBC. Pick-up from any other school is the parent's responsibility.

Children who arrive by our bus will be escorted into the facility by the director or authorized person. Children arriving to the facility by vehicle must be escorted into the building and sign in.

A child shall not be accepted or allowed to remain at the center if the child has the equivalent of a 100.4 degrees Fahrenheit fever and/or another contagious symptom such as a rash, diarrhea, and/or a sore throat. When a child shows symptoms of illness during his/her stay, the child shall be moved to a quiet area away from other children. A parent will be notified to pick up the child.

NVBC Hero Academy will exercise reasonable care and judgment in all matters related to the welfare and safety of the child. In case of an accident or illness to the child, the Director will promptly take such reasonable measures as is in her/his best judgment and in the best interest of the child and will notify the parents as soon as possible. This may include removing the child from the room under the supervision of the Director or authorized person.

In case of illness or accident **when a parent cannot** be contacted by the center and if, in the judgment of the Director, the illness or accident requires a physician, the doctor in the child's file may be called at the expense of the parent. In all emergencies, the Club has the permission to take such reasonable measures as are, in the judgment of the Director, necessary for the welfare and safety of the child. If emergency medical attention is required, and the parent and/or

guardian cannot be contacted, the child will be taken to the Cherokee-Northside Hospital emergency room.

NVBC and/or Hero Academy After School Club are not liable for any accidents, or illnesses occurring to the child while he/she is in the Club's care unless proof is presented that the accident or illness was the direct result of a worker's negligence.

NVBC Hero Academy will provide a daily pre-packaged nutritional snack while following the USDA guidelines. A monthly snack menu is posted on our website. Special dietary needs, if submitted in writing, will be considered when preparing the menu.

In addition to physical care, the club will provide emotional, social, mental and spiritual/moral development opportunities in a group situation. The club will provide resources to allow for a variety of appropriate activities during the day.

Children must adhere to the rules and be cooperative and respectful of the staff and other children. Discipline measures will be handled by using time-out method. Parents will be notified of behavioral problems. The Director may request a special conference if problems persist without resolution. Liability for a child's action under the care of the club is the parent's responsibility. The weekday club reserves the privilege of dismissing any child if he/she seems unable to participate in group activities.

Children will not be allowed to leave the facility without being signed out and escorted by the parent or guardian or authorized person. The club will not release the child to anyone other than the parent or guardian unless written permission is received from the parent or guardian. Anyone picking up a child will be asked to show ID. Parents must notify the center in writing or by phone if the child is to be picked

up by someone other than the authorized persons listed on the registration form. A picture ID will be required.

It is the parent's responsibility to keep the child's record current to reflect any significant changes as they occur such as telephone numbers, work location, emergency contacts, child's physicians, child's health status, etc.

NVBC Hero Academy will obtain written authorization before any child participates in routine transportation, field trips, special activities away from the center or water related activities occurring in water that is more than two feet deep.

Emergency plans have been developed and are posted in our facility for parents to view. In the event of an emergency such as a fire, we will move the children to _____. In case of severe weather, we will move to the _____ of the building. A diagram is enclosed. If school closes because of inclement weather or any other reason, NVBC Hero Academy will also close. In case of inclement weather that occurs during NVBC Hero Academy hours, the Director will be responsible for decisions regarding early closing. NVBC Hero Academy personnel will be responsible for contacting all parents or legal guardians to arrange pick-up for their child. Designated personnel must remain at the facility during inclement weather until all students have departed.

This is to acknowledge that _____, parent or guardian of _____ received a copy of Hero Academy After School Club's Policies and Procedures Parent Handbook and has been informed that this club is not licensed by the State of Georgia or by the County of Cherokee but does carry liability insurance.

_____ (Parent/Guardian)

_____ (date)