

NEW VICTORIA BAPTIST CHURCH
AFTER SCHOOL CLUB
HANDBOOK 2024-2025
770-771-6535
6669 BELLS FERRY RD WOODSTOCK, GA. 30189
www.newvickids.org

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Welcome Letter

Dear Parents & Guardians,

Hello! We are very happy and excited to have your children enrolled in our After School Club next year! New Victoria Baptist Church, as a ministry to its members and the community, has established an After School Club (HERO ACADEMY) to provide a safe and nurturing environment in a Christian atmosphere for school age children. Enrollment is for children Kindergarten thru 5th grade.

Our staff is committed to providing a fun, safe and secure environment for your children for After School. We offer participants homework time, arts and crafts, special events and a diversity of games for all ages. During the program, participants will be separated into specific groups based on their grade level. Each group will have a specific classroom or space for check-in, snack time, and homework time. Each of our groups will have a limited number of participants per group. Participants will stay with their specific group for the duration of the afternoon, and may or may not participate in activities with other groups.

Providing a safe atmosphere for your children to have fun and make new friends is our number one goal. We have hired an exceptional group of staff members to work with your children this school year. All staff are AED/CPR/ First Aid certified, have completed a Mandated Reporter training, have completed the Ministry Safe training, and are required to pass a drug screen and background check. All staff have been trained about safety protocols and enhanced sanitizing procedures to mitigate the spread of infection and viruses. We take pride in our staff and ensure that they are properly trained, in order to best serve your children.

Thank you again for enrolling your child in our HERO After School Club. Please do not hesitate to contact me if I can be of any assistance to you. We are looking forward to this school year, and the new friends and memories that will be made in our HERO Academy After School Club.

Sincerely,

Tim Tippins | Senior Pastor New Victoria Baptist Church
770.771.6120 | timtippins@newvicbaptist.org

Mission Statement

Our vision is our mission – REACH, DISCIPLE, AND SEND. We want to be intentional about reaching our community! We want to be a presence in our community and make a strong impact. Through our Community F.I.R.S.T. program, through which we will intentionally share the Gospel Of Jesus Christ.

Mathew 28:19 "Go, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you"

After School Goals

The After School Program is designed to provide positive after school activities for elementary school participants within a safe, secure and enriching environment. A trained and caring group of staff supervises the program. Educational and recreational activities geared to the interest of the participants are provided and will include: a Bible lesson period, arts and crafts, sports, games, special events, music days, and group activities.

Program Objectives

- Provide an enriching experience for all participants.
- Provide a variety of quality recreational and educational activities in a safe and fun atmosphere.
- Create positive staff/participant interaction, communication and guidance.
- Promote self-confidence and accomplishment through completion of program activities.
- Provide encouragement and help expand social skills.
- Provide an outlet for physical exertion.

Non-Discrimination Clause

- No otherwise qualified individual with a disability in the U.S. shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination.
- No person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

Registration Process

- Children must be registered and have all online paperwork completed before they can attend the program.
- Parents must download the BrightWheel App and create a profile for their children.
- A child is considered registered once the registration form and all other necessary paperwork and forms are complete and the registration fee is paid in full.

Fees

- Enrollment Fee is \$50, per child. This is a one time fee that is charged each year, per child.
- \$30 per week fee, due Sundays
- Late tuition payment fee is \$10
- Late pickup fee is \$1 per minute until 6:30pm
- No Call/No Show Fee is \$10

Payment Policy

- Enrollment fee is due upon receipt of the invoice for each participant.
- Fees must be received in order for a child to attend the program.
- If the balance on your account is not paid in full, including late fees, by first of the following month, your child will be withdrawn from the After School Program and your account will be flagged preventing you from registering until account balance is paid in full.

Forms of Payment

- All payments are to be made online through the parent/guardian BrightWheel account with either a credit card, debit card, or e-check.
- If you have any issues with billing or need any documents for tax purposes, please Vivian McKenzie 770-926-8448

Withdrawal Procedures

- Please contact the Hero Academy Office 770-771-6535
- Complete the Withdrawal Form in the BrightWheel App.

Sign-in/Sign-out Procedures

- A daily attendance record is kept on all participants who attend the After School Club .
- Participants will arrive on the Hero Bus beginning at 2:30.
- After School staff will take roll to ensure all participants are checked in upon arrival.
- Once participants have been checked in they will be separated to their specific group based on their grade level. They will spend the rest of the afternoon with their specific group.

- Below is the pick up instructions from the Hero After School Club.
- Participant checkout will begin at 2:45 pm.(No student shall be pick up prior to this time. The Hero bus is still in the process of dropping students off.
- Please enter under the breezeway following the entrance signs.
- A staff member will be at the door to greet you.
- Please make sure you have your photo I.D. with you or your current photo is uploaded in your Brightwheel Student Profile.
- Once I.D. has been confirmed, the staff member will sign out your participant via digital attendance or paper sheet.
- Staff will radio for participant to come to your vehicle.
- Please remain in your vehicle.
- No parent will be allowed in the building unless it is an emergency.

Late Pick-up Policy

- The Hero Academy After School Clubs ends at 6 p.m.
- Parents whose children remain past 6:00pm will be charged late fee of \$1 per minute
- Late fees must be paid by 6pm on the following Sunday before the child can attend the next day.
- If a parent/guardian has not made contact with our offices by 6:30 p.m., law enforcement will be contacted who will then contact children's protective services.
- After three times of being in violation of this policy, parents may be asked to find alternative after school care.

Alternate Pick-up

- Only persons that you have previously approved will be permitted to sign for your child.
- In the event that someone else may be picking up your child, the alternate person must be listed on the Authorized Pick-up list on your Brightwheel account. The must have a photo in your profile
- The alternate person must provide a photo I.D. at pick-up, preferably a valid driver's license.
- If we are not notified prior to checkout, your child will not be allowed to leave until we have communicated with you. This procedure is imperative for the safety and security of your child.

Transportation

- Participants will only be transported from the school to the church by the Hero bus. Participants will not be transported in personal vehicles at any time.

Snack

- A snack will be provided in the afternoon for every participant.
- All snacks will be pre-packaged and there will be no buffet style snacks dispersed.
- Staff will hand out snacks to participants in their specific group.
- If your child has specific dietary needs, which are not met by this program, you may need to provide a snack for your child.
- It is strongly encouraged that your child is sent with a refillable water bottle each day that is labeled with their name. Water filling stations will be available for participants to refill water bottles.

Health Requirements

- The parent has a responsibility to monitor the daily health and physical condition of their child to determine the child's ability to actively participate in the program.
- Your child can not attend on days which they may have any contagious infections which include, but not limited to: COVID-19, flu, pink eye or other condition causing a discharge from the eye, severe colds, chicken pox, mumps, measles, diarrhea, ring worm, head lice, and/or fever of 100.4 or greater. Children are to be kept out of after school for a period of 72 hours after the illness has resolved. A Doctor's statement may be necessary in some cases in order for your child to return to after school.

- Parents are required to notify Hero Academy immediately, if their child has been diagnosed with a communicable disease. An email will be sent to all parents to inform of the communicable disease. Names of participants will not be released
- When a child shows signs of illness while participating in the program, the parent or emergency contact will be notified and they must pick-up the child immediately. We appreciate your promptness in taking a sick child home for the health of others.
- All minor incidents, such as scrapes and scratches, will be treated by the After School Club staff and will be reported to you through the BrightWheel App.

HELP US KEEP THE HEALTHY

I have discussed the following After School Program rules with my child, and he/she understands he/she must...

- Wash hands or use hand sanitizer to clean his/her hands before entering.
- Avoid physical contact with other students.
- Use hand sanitizer after touching frequently touched surfaces such as door knobs and tables.
- Cough/sneeze into his/her elbow.
- Keep his/her hands away from his/her face, and the face of other students.
- Not share snacks or food with other students.
- Never bring toys from home.
- Leave electronic devices at home.
- Closely and promptly follow all other directions given to him/her by any ASC Staff member.

I understand...

- That if my child is sick he/she will be isolated from the other participants until I can pick him/her up.
- Visitors are not allowed at ASC.
- I must remain in my car when I pick up my child from ASC.
- If I need to discuss a concern with the Program Coordinator, I must contact them electronically and cannot enter the ASC facility.

Medication Policy

If a child is to receive any medication (including over-the-counter), the Hero Program Coordinator must have the following information:

- The Parent/Guardian is required to hand deliver the medication(s) to the Program Coordinator Please do not have it delivered by your child.
- Your child's medication will be kept in a secure location in the Hero office at school, and no unauthorized students or personnel will have access to the medication.
- Medication must be in its original container as delivered by the pharmacy.
- A complete written and signed Authorization to Administer Prescribed and Non-Prescribed Medication Form from the parent/guardian. This form is available in the Hero office, or can be sent via email.
- No child is allowed possession of any medication while participating in the program unless it has been approved by the Program Coordinator, i.e. carrying an epi-pen or inhaler.

Inclement Weather Policies

- If Cherokee County Schools do not open due to inclement weather, there will be no After School Club conducted that day.
- If Cherokee County Schools close early due to inclement weather, parents are responsible for picking up their child at the school or informing school to allow child to ride the bus home.

Site Emergencies

If a major or life-threatening injury or accident occurs during scheduled club hours, it will be handled in the following manner:

- 911 will be called immediately,
- The parent/guardian will be notified,
- Based upon the professional decision of the EMT unit, the participant may be transported to the closest medical facility for immediate care or the EMT may advise the parent/guardian or program staff as to how to treat or care for the participant.

In the event of an emergency or natural disaster, the following procedures will be in effect:

- Participants will remain on site until they are picked up by the parent authorized pick-up person.
- If a site evacuation is required, participants will be taken to a local emergency shelter or other designated safe location. The location will be posted on the site door. Whenever possible, efforts will be made to contact parents should evacuation be necessary.
- Program staff will remain with the participants until they are picked up.

How Parents Can Be Helpful

The Hero After School Club is not a daycare or a baby-sitting service. Please impress upon your child that this is a special program designed to meet his/her needs and interests. Cooperation and teamwork are vital for safety and fun. Our staff appreciates parents who keep us informed of their child's special needs or any transitions in the home life. This helps the staff remain sensitive to your child's needs. Feedback is essential to our program; please share your thoughts with us. The After School Club is required to maintain up-to-date records of attendance and emergency information on each participant in the program. Please notify us immediately of any changes in residence, telephone numbers, medication, health, etc.

Clothing and Personal Belongings

- Please label all of your child's belongings.
- Please do not send personal items to the program such as toys, money, stuffed animals, games, etc. We are not responsible for any misplaced, damaged, or stolen items.
- Cell phones and electronics are NOT allowed in the After School Club unless there is a special event in which we notify parents in advance. If brought, they must remain in the student back pack.
- Participants should be dressed in appropriate clothing.

Participant Behavior

In order to maintain a friendly, fun, and safe environment in the After School Club, we have adopted the following policies regarding behavior management of participants. These policies ensure that each participant will achieve the fullest positive experience possible from our program. We are here to help them make good behavioral decisions, and create a positive environment in which to learn and flourish. As in any group activity, the inappropriate behavior of a few children can spoil the experience of the entire group.

Participants will:

- Exhibit proper manners
- Be respectful and courteous to other participants and staff
- Respect equipment, supplies and facilities
- Communicate with other participants and with staff
- Respect the belongings of others
- Listen and follow instructions from staff
- Participate in activities

Participants will not:

- Use violence, force, intimidation, or other inappropriate behavior
- Use inappropriate language or name-calling
- Damage supplies or property
- Bring inappropriate items to the club

Consequences for Inappropriate Behavior:

1. Verbal Warning: The participant will be reminded of the appropriate behavior and expectations from the staff. They will be given the chance to correct their behavior and return to the activity. A written note will be made in the behavior log for the program.
2. First Offense: If the behavior is repeated, the participant will be removed from the activity, receive a verbal warning that the exhibited behavior is inappropriate, and receive reinforcement of appropriate behavior from staff. Participant may or may not return to the activity, depending on the severity of the incident. Parent will be notified at pickup.
3. Second Offense: If a second offense occurs, the participant will be removed from the activity, receive a verbal and written warning that the exhibited behavior is inappropriate, and receive reinforcement of appropriate behavior. Participant may not return to the activity and must sit out for an appropriate period of time, dependent upon the severity of the offense. When the child is picked up, the program staff and Program Coordinator will meet with the parent, discuss the incident and its consequences, and revisit the

ramifications of a 3rd offense. The parent must also sign the behavioral report.

4. Third Offense: If a third offense occurs, the participant's parent will be called for immediate pickup, and the child will be suspended from the program for up to 3 days. When the child is picked up, the program staff and Program Coordinator will meet with the parent, discuss the incident and its consequences, and revisit the ramifications of a 4th offense. The parent must also sign the behavioral report.

5. Fourth Offense: A fourth offense may occur for persistent inappropriate behaviors that have been previously reported, or any severe offense determined by the program staff and Program Coordinator to warrant expulsion. The participant's parent will be called for immediate pick up, and the child will be expelled from the program without refund. When the child is picked up, the program staff and Program Coordinator will meet with the parent and discuss the incident and expulsion details. The parent must also sign the behavioral report.

Please note: In cases of inappropriate behavior deemed extreme or repetitive by the staff, participants may be suspended or expelled from the program immediately, regardless of the number of previous offenses.

After School Closure Dates

We will follow the Cherokee County School District Calendar. When school is not physically in session (including digital days) Hero Academy will be closed.

We will be closed during Fall Break, Thanksgiving Break, Christmas Break, Winter Break and Spring Break, holidays, and digital days.

We look forward to having your child in our Hero After School Club! Please contact us for more information. admin@newvickids.org or 770-926-8448.