

PARENT'S HANDBOOK



LIFEQUEST

Afterschool Fun Club

A Ministry of First Christian Church

1130 North Main Street

Kernersville, NC 27284

crystals@fccministries.com (email)

(336) 993-6209 Director's Office

(336) 993-8920 LifeQuest House

www.lifequestkids.com (website)



Welcome

Welcome to the Afterschool Fun Club where your child will experience fun and enriching activities with a Christian based core. We treat each child on an individual basis so they can feel empowered to reach their hidden potential to allow for growth and the rewards of self-esteem. Through our character building enrichment programs they will learn arts and crafts, health and nutrition, science, computers, and group games. LifeQuest Afterschool Fun Club is a ministry of First Christian Church. We would like to thank you for choosing the Afterschool Fun Club as your child's afterschool provider. Thank you again for becoming a part of our family here at LifeQuest Afterschool Fun Club. Please take some time to read through the information in this Parent Handbook. It will provide you with helpful and necessary information regarding our policies and procedures here at the Afterschool Fun Club.



Our Belief

We believe in providing a creative, engaging, and Christ-centered environment for your child to discover and experience activities afterschool.



Mission Statement

Christ has a purpose for every child and every child has a purpose through Christ.



Our Staff

Under the supervision of the LifeQuest Director, our Group Leaders keep a staff to child ratio of 1:15. All staff members are trained in basic childcare, leadership training as well as first aid and CPR. We pledge to be role models for the children through our words and our actions.

Schools Serviced by the Afterschool Fun Club



The Afterschool Fun Club provides service for Kindergarten – 7th grade students at the following schools for the 2018-19 school year:

Elementary Schools

Caleb's Creek (We provide transportation)
Cash (School bus transportation)
Kernersville Elementary (School bus transportation)
Oak Ridge (We provide transportation)
Piney Grove (School bus transportation)
Sedge Garden (We provide transportation)
Stokesdale (We provide transportation)

Middle Schools

East Forsyth Middle (School bus transportation)
Kernersville Middle (School bus transportation)
Southeast Middle (We provide transportation)
Northwest Middle (We provide transportation)



Hours of Operation

The Afterschool Fun Club is open Monday – Friday from 2:00pm - 6:00pm. Also note a late fee will occur if your child is here past the closing time. There is a \$1.00 per minute per child fee applied past 6:00pm. **Late fees will automatically be added to your drafted payment.**



Pick Up Procedures

The pick up location will be at the LifeQuest House. Children may be picked up at any time during the day, however all children must be picked up no later than 6:00pm. You are required to sign out your child each day from the program. A staff member will be inside the LifeQuest House to help you with the sign-out procedure. The sign-out sheet requires you to sign your name by your child's name and list the time of departure.

If someone other than the child's parent/guardian is to pick up for the day, you will need to notify the LifeQuest Director to authorize pick up. Staff will require a photo ID of the adult authorized to pick up your child. Children will not be released to any unauthorized person or anyone under the age of 18 years old.

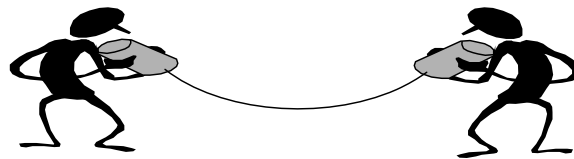
****If your child is picked up past 6:00pm, you will be charged a late fee. The fee will be \$1.00 per minute per child past 6:00pm. Late fees will automatically be added to your drafted payment.****



Late Pick Up

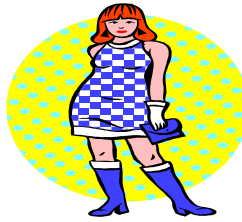
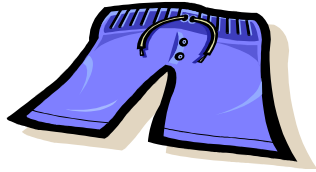
The Afterschool Fun Club day will end at 6:00pm. To be fair to our staff and due to other programs using the facility, it is very important that your child be picked up on time.

****If your child is picked up past 6:00pm, you will be charged a late fee. The fee will be \$1.00 per minute per child past 6:00pm. Late fees will automatically be added to your drafted payment. ****



Communication Procedures

A valid and active email address is required for the parent/guardian of each child to ensure a direct line of communication in case of program changes. We will do our best to inform you of any concerns or issues that may arise. There may be times when we give you a call to inform you of situations that have occurred or when your child seems to not be themselves. Please help us to keep the communication line open by communicating to the LifeQuest Director when you have a concern or if your child's home life changes. Please email the LifeQuest Director anytime at crystals@fccministries.com. If you need to contact us for any reason during program hours (2-6pm), please call the LifeQuest House at 336-993-8920.



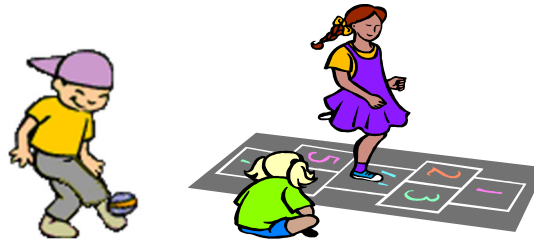
Dress Code

Shorts/Dresses/Skirts: At no time are short-shorts, mini skirts, or short-short dresses allowed.

Clothing: Bare stomachs are not allowed. All belongings should be marked with child's name.

Change of Clothes: Because anyone can have an accident we request that you please send your child with a change of clothes each day in their backpack.

Bathing Suit: Bathing suits should be modest. Girls are required to wear a 1-piece swimsuit. Boys should not wear tight fitting "Speedo" style swim team suits. If a child does not adhere to this policy, they will not be allowed to participate in any water activities.



Daily Activities

The following is the highlights of our daily activity schedule for camp:

2:30-3:30pm	Arrival / Snack / Kid's Choice
3:30-3:45pm	Daily Devotion
3:45-5:45pm	Group Activities Rotation
5:45-6:00pm	Clean-up / Departure / Kid's Choice



Prohibited Items

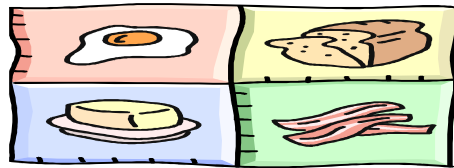
The following items will be confiscated by staff and held in the Director's office for parent's to retrieve at the end of the day.

- Valuables (LifeQuest is not responsible for lost/stolen items)
- Weapons (Play or Real)
- Drugs / Alcohol / Tobacco
- Controlled substances of any kind



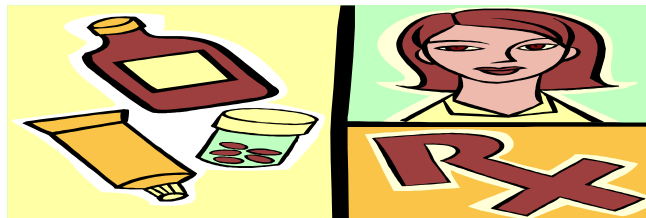
Friday Fun Day

Each Friday we celebrate the end of the week with a special activity. We do not do homework on any Friday for this reason. September-November, the kids will get to swim in our indoor pool from 3:45-4:45pm. December and January, we will celebrate with holiday activities from 3:45-4:45pm. February-May, the kids will have Fun Club meetings from 3:45-4:45pm. The children will be allowed to choose a membership to any of the clubs we offer that Friday. The children will participate in activities of the club they choose during this time. Examples of clubs we may offer are: Sports Club, Puzzler Club, Book Club, Building Club, Karaoke Club, etc.



Daily Nutrition

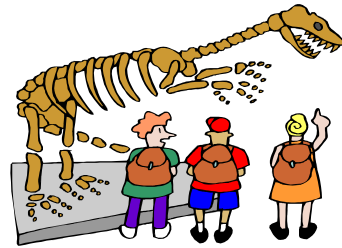
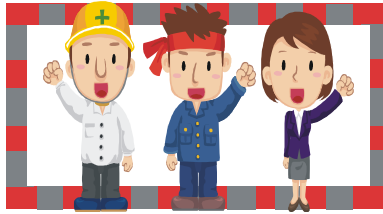
On a daily basis we provide each child an afternoon snack. Please inform us immediately if your child has any known food allergies. We try to balance our afternoon snacks throughout the week by providing nutritious and fun foods the children will eat. If your child would like to bring their own snack, that is okay. We ask that you do not send anything containing peanuts due to children participating that have peanut allergies.



Medication Policy

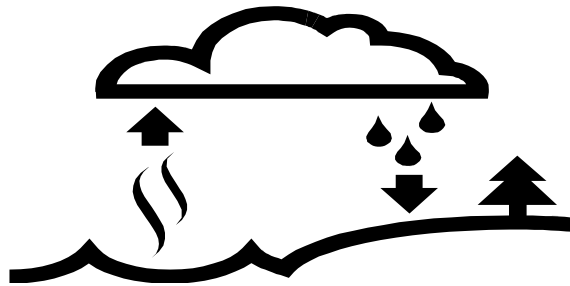
If your child requires **any type of medication** (prescription or over the counter) during their stay in the Afterschool Fun Club, **please fill out the Request For Medication Administration Form authorizing us to do so**. Please bring the medication directly to the staff so it can be stored in a secured area. Written instructions as to quantity, time to be administered, and your name and phone number must be provided as well as the bottle and prescription directions from the pharmacy. Staff will ensure the proper administration of medication based on the information listed on the release form.

Out of School Days



During the school year, there will be days the schools are scheduled to be closed for teacher work days, holidays, etc. On most of those days the children can come to the LifeQuest Afterschool Fun Club and participate in an Out of School Day. **To participate in an Out of School Day, there is a fee of \$15 per child per day for members of the Afterschool Fun Club and \$30 per child per day for all others.** These days will require you to sign up ahead of time to allow us to properly staff for the day. The Out of School days will consist of a field trip, lunch, snack, and enrichment activities. No refund will be given if your child is late for drop off after our field trip has departed. There will not be any staff member left behind to care for any child that arrives late. Payment is to be made online. Please go to our website at www.lifequestkids.com and click on the payment link.

Inclement Weather Days



During the school year, there will be days the school has an unscheduled closing due to inclement weather. The Afterschool Fun Club will do our best to be opened during inclement weather days. It is the intention of LifeQuest to be opened as scheduled. However, inclement weather and power situations will sometimes require us to alter our normal operating schedule if we are not able to function properly or if there is too much of a danger. Safety will always be our first concern. If we determine that inclement conditions exist, we will utilize the local television stations to broadcast our delay and/or closure of the After School Fun Club. **To participate in an Inclement Weather Day, there is a fee of \$15 per child per day for members of the Afterschool Fun Club and \$30 per child per day for all others.** Payment is to be made online. Please go to our website at www.lifequestkids.com and click on the payment link.

Observed Holidays

The Afterschool Fun Club will be closed for the following holiday dates:

Monday September 03, 2018

Thursday November 22, 2018

Friday November 23, 2018

Monday December 24, 2018

Tuesday December 25, 2018

Wednesday December 26, 2018

Tuesday January 01, 2019

Friday April 19, 2019

Monday May 27, 2019



Illness Procedures

The Afterschool Fun Club will use the following sick policy. Please help us by reading carefully and following all procedures.

A child's parent or emergency contact will be asked to pick up their child from the Afterschool Fun Club within 1 hour for the following illness reasons:

Vomiting with or without a temperature

Pattern of diarrhea/watery BM's

Pink-eye

Unidentifiable rash

Head Lice. Child will not be allowed to return for 24hrs. and until completely free of head lice.

Sore Throat

Temperature of 101 degrees or higher

Any child who has a temperature of 101 degrees or higher will need to stay home until the child is fever free without any fever reducing medication for a minimum of 24 hours.

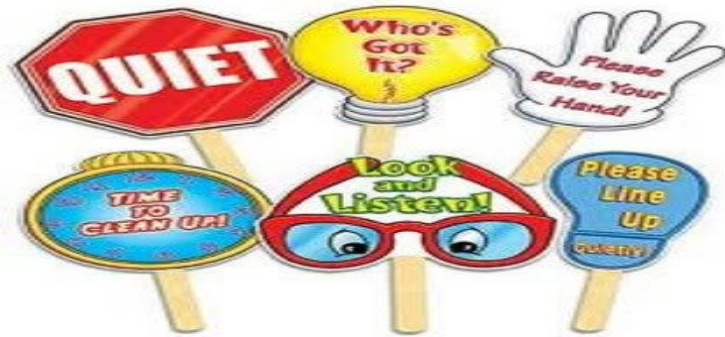
Any child that has a communicable illness will need to be on medication for 24 hours before returning to the Afterschool Fun Club.

If your child needs to take medicine while at the Afterschool Fun Club, please fill out and sign the Request for Medication Administration form giving us permission to do so.

Behavior Management



Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, understanding interactions from adults and others, they develop a good self-concept, problem-solving abilities and self-discipline. Based on the belief of how children learn and develop values, the Afterschool Fun Club will practice a positive behavior management policy.



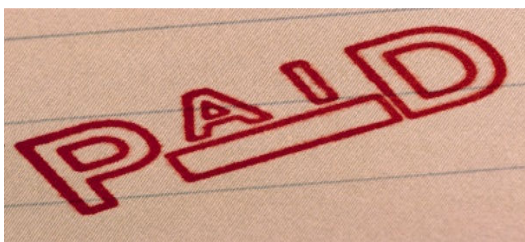
Behavior Modification

Children that have behavior concerns will be handled on an individual basis. Frequent or serve violations may result in suspension or expulsion from the Afterschool Fun Club at the discretion of the LifeQuest Director. No refunds will be given due to suspension or expulsion. To help ensure each child has a safe and memorable experience at the Afterschool Fun Club, the following behavior guidelines are in place:

If a child is unable to comply with the behavior expectations, they will be given an initial warning and his or her parents will be notified. If the child's behavior continues to be disruptive, he or she will receive a written reprimand and the parents will be notified and consulted concerning the child's behavior.

- 3 written discipline reprimands = 3 day suspension
- 6 written discipline reprimands = 5 day suspension
- 9 written discipline reprimands = Expulsion from Camp Discovery

**** The LifeQuest Afterschool Fun Club reserves the right to immediately suspend or expel a child based on the severity of the offense. ****



Payment & Registration Policy

Registration fee per child \$ 50.00 (non-refundable) due upon enrollment

Monthly fee \$ 230.00 (1st child)

 \$ 160.00 (2nd child)

Please read all registration materials thoroughly and ensure all forms are filled out correctly. The Afterschool Fun Club requires current immunization records for all children.

All payments are required to be set up on bank draft. Payments will be drafted on a monthly basis. Your child will not be able to attend if your balance is not paid in full by Monday morning before the next month occurs. There will be a \$25.00 fee charged for returned drafts.

Revoke Authorization / Withdrawal / Reimbursement

In the case of desire to revoke authorization, all authorizations must be received only by notifying the originator (LifeQuest Office) **in writing no later than 15 days** before the next transaction is effective.

Withdrawal forms must be received by the 15th of the month to prevent the following draft from occurring. NO refunds will be given for fees already drafted, collected or for days your child does not attend. Standard fees apply on all unpaid ACH transactions (stop payment, nsf, etc.). Reimbursement requests must be made to the LifeQuest Director or Finance Department within 30 days of withdrawal or no refund will be given.