

Parent Handbook

After School Program



Year 2016-2017

"Let your roots grow down into Him, and let your lives be built on Him."
Col. 2:7

WHBC Kids
Woodland Hills Baptist Church
313 South Highway 76
Newcastle, Oklahoma 73065
405.392.5500
www.whbcok.org

Dear Parents and Guardians,
We thank you for considering WHBC Kids After School Program for your child and your family. We know it's not a decision you take lightly, and we ask you to read the parent handbook and we encourage you to please pray about this important aspect of your family's life. It is our prayer that this ministry will be a blessing to you, your child, and your family. While providing a safe, fun atmosphere for your child to grow is of utmost importance to us, we'd like you to know that we are also committed to so much more. It is our duty to help instill in your child the truths of God's Word that will empower him/her to be the person that God created them to be. We hope to be a great resource for you and your family - spiritually, physically, and emotionally. If there is anything you should need, please do not hesitate to ask the Directors, a teacher, or a staff member of Woodland Hills, and we will help in whatever way we can. Enrollment in WHBC Kids is open to the community. While it is never a requirement to attend one of our church services, please know the invitation is always open for you to join us for Sunday and Wednesday worship services.

Sincerely yours,
Co-Director Kelsi Witt, 405-406-7443
Co-Director Katy Tidwell, 918-801-6864

Program Information:

Ages:

Pre-kindergarten to 5th grade

Transportation:

WHBC Kids transports for both Bridge Creek and Newcastle.

Open:

Every day of the school year that your school is in session, 3:30 p.m. - 6:00 p.m.

Closings:

Your child will not attend WHBC Kids on days that his/her school is closed for any reason (parent/teacher conference, snow days, inclement weather, etc.). We will try to remind parents of closings we know of in advance. Parents will be notified of emergency closings for weather or unexpected events as soon as possible.

Enrollment:

The items needed to enroll into the WHBC Kids After School Program are four forms at the end of this handbook and the enrollment fee. The non-refundable enrollment fee is \$30 for the first child and \$15 for each sibling. You can bring paperwork and enrollment fee to the office (small building on north side of parking lot) or mail to: Woodland Hills Baptist Church, 313 S. Highway 76, Newcastle, OK 73065.

Tuition: The cost of WHBC Kids After School Program is \$35/week for the first child and \$30/week for each sibling. Please make checks payable to Woodland Hills Baptist Church. Weekly payments will be due the Friday in advance of each week. Tuition is due regardless of absences or closings due to inclement weather. If you're paying tuition on a weekly basis it will be due no later than Friday at 6:00 p.m. of the current week. If you're paying tuition monthly it will be due no later than the 15th of the month. You will be provided a WHBC Kids tuition calendar pertaining to your child's school to help easily keep track of payment dates.* If a check is written to Woodland Hills Baptist Church and returned for insufficient funds or any other reason the party responsible for writing said check will be held accountable for a \$50.00 fee and checks may not be accepted in the future.*

Absences: We have a fun, busy afternoon planned each day. If your child is absent from school due to illness or otherwise, please contact one of our Co-Directors to let us know your child will not be in attendance, Kelsi Witt: 405-406-7443 or Katy Tidwell: 918-801-6864

Schedule: After school each day, your child will be in a positive, fun, safe environment with friends, leaders, and mentors that have a heart for helping your child excel in every aspect. Your child's time out of school will include, but will not be limited to, the following activities:

- Huddle time: Each afternoon, we have a "huddle" as a large group where we pray, have games, activities, discuss goals of the program, and anything else that we need to talk about as a large group.
- Scripture: A portion of your child's afternoon will be spent in God's Word. This will include Bible lessons and weekly scripture memory.
- Homework help: There's homework. And there's just no way around it. The afterschool leaders will be available to assist your child in helping him/her complete their homework while at WHBC Kids each day. They may not have time to complete it each day, but they will have an opportunity to start it and have some assistance if needed, leaving more time for your family in the evenings. Your child's tutor is always welcome at Woodland Hills to assist your child during this time. (Please notify a Director in advance.)
- Snack: Your child will be provided water and a snack each afternoon. Your child is welcome to bring his/her own water bottle each day. Please label with your child's name. No other outside food or drink will be permitted. When your child brings snacks from school, they will leave them in their backpacks.
- Outside/Inside Play: Weather permitting your child will burn a lot of energy on the outside playground. We will have sunscreen available if you prefer your child to apply it before going outside. In cold or rainy weather, we will have games and activities in the Children's Sanctuary.
- Extra activities: There will be ongoing activities available to your child at various times.

Security: The doors of the church will remain locked at all times. A Director, leader, or volunteer will open the door when you pick up your child. The children in the program are instructed NOT to open the door, even if it is their own parent.

Pickup: Please be here by 6:00 p.m. to pick up your child for the day. You will walk into the Children's/Youth area at the east entrance of the church, and check your child out through the check-in system. Anyone picking up your child should be listed by you as an authorized person BEFORE they come to check your child out. Your child will NOT be allowed to meet you in the parking lot at pickup time. There will be a \$5.00 fee per child for each time your children are picked up at 6:10 p.m. or after.

Toys, Games, and Electronics:

All toys, games, and electronic devices belonging to your child are to remain in your child's backpack. WHBC Kids is not responsible for lost or damaged items. Your child is encouraged (but not required) to bring his/her Bible.

Clothing and Health Policy:

WHBC Kids implements the dress code and health policy found in your child's school handbook. Parents should notify WHBC Kids as soon as possible after a child has been diagnosed with a communicable disease so that we may notify other parents of the exposure to their child. Examples of communicable disease include, but are not limited to, the following: chicken pox, pink eye, head lice, ringworm.

Medication:

Only under special circumstances will a Director administer medicine to a child. This will be on a case-by-case basis. Examples of medicine that may be administered by a WHBC Kids Director include asthma inhalers and allergic reaction medicines. Any medication that will be dispensed by a Director must be in an original container with instructions for delivery as prescribed by a licensed physician. A permission form and liability release must be signed in advance, prior to any medication being given.

Holidays and Birthdays:

You are welcome to send items and goodies on days coinciding with your child's birthday, and or holidays. Please coordinate these special occasions with the Directors.

Children with Special Needs:

WHBC Kids has a heart for ALL children. Please speak with a Director about the needs specific to your child and how we may be of assistance while your child is at WHBC Kids.

Discipline:

Your child will learn age-appropriate guidelines to use in the program that will help them develop life skills later in life. As opposed to "rules," guidelines are positive directions for your child to help make choices as to how he/she should act and handle situations. Your child's leader will assist your child in learning these skills through positive coaching and redirection. Should a child continuously exhibit behavior that disrupts the program or harms himself/herself or others, a conference may be set up with the parents/guardians to work together in finding a solution to any of the issues.

Termination:

A written notice is required two weeks in advance of any cancellation to this program.

Code of Ethical Conduct and Statement of Commitment:

WHBC Kids adopts and implements the Code of Ethics of the National After-School Association. This is the framework of how we conduct ourselves as professionals with your child, your family, each other, and the community. You will find the full Code at <http://naaweb.org/images/NAA-Code-of-Ethics-for-AferSchool-Professionals.pdf>

Woodland Hills Baptist Church:

As mentioned in the opening letter of this Parent Handbook, we invite you to join us for Sunday and/or Wednesday worship. Furthermore, if you should ever need the guidance/assistance of one of our ministerial staff, please do not hesitate to give one of them a call and/or set up an appointment.

405-392-5500 www.whbcok.org

Bruce Christian, Pastor Duane Kendrick, Associate Pastor
Mike Shelton, Music & Worship Josh Allred, Student Minister
Trina Baker, Children's Director

Please detach remaining pages and return to WHBC Kids to complete enrollment.

I have reviewed the WHBC Kids After School Program Parent Handbook for the school year 2016-2017. I understand that this handbook can be updated and changed periodically, and that I will be made aware of those changes in a timely manner.

In an effort to ensure a safe, fun atmosphere for my child's growth and learning, I agree to comply with the guidelines set forth herein.

I understand that I am greatly encouraged to speak with the Co-Directors at any time, should I feel the need, for any reason whatsoever.

Parent/Guardian of

Print child's name

Date _____

Parent/Guardian:

Signature _____

Print name _____

Signature _____

Print name _____

Child Information

Child's Full Name _____

Nickname _____

Gender M/F Date of birth _____

Grade/Age for which enrolling _____

School your child attends _____

Mother/Guardian name _____

Cell phone _____

Receive texts? YES NO

Email address _____

Employer _____

Phone _____

Father/Guardian name _____

Cell phone _____

Receive texts? YES NO

Email address _____

Employer _____

Phone _____

If separated, which is the custodial parent?

Sibling's names: _____

Home address _____

Street _____ City, State Zip

Home phone number _____

Name of home church, if applicable:

How did you hear about WHBC Kids?

In case of emergency, if parent/guardian cannot be reached, list in order of preference person(s) to notify:

Name

Telephone

Child's physician

Telephone

Address

Street

City,

State

Zip

Insurance Policy Number

Name of Policy holder

Are there any special health conditions of which WHBC Kids should be aware (such as allergies to bee stings, medications, food, epilepsy, etc)? YES NO

If the answer was yes, please explain:

Authorized Alternative Pickup

Name

Number

Relationship to Child

Permission

Medical Attention:

As the parent or guardian of _____, I hereby authorize WHBC Kids and its After School Program staff to seek and have emergency first aid administered to the above-named attendee during the year.

Signed _____ Dated _____

Printed Name _____

Transportation:

I, as the parent or guardian of _____, authorize WHBC Kids to transport the above-named child. I do further hereby give, release, absolve, indemnify, and agree to hold harmless, WHBC Kids, its staff, volunteers, and persons transporting my son/daughter from any claim arising out of injury to my son or daughter, except to the extent such harm is the result of the intentional misconduct of WHBC Kids or such other party seeking to enforce this release.

Signed _____ Dated _____

Printed Name _____

Photography/Videography:

I give permission for the use of any photos, videos, or audio of my child's activities in connection with WHBC Kids' After School Program to be used with the approval of Woodland Hills Baptist Church for educational or religious purposes, media coverage, or for publicity benefiting educational or religious purposes.

Signed _____ Dated _____

Printed Name _____

SPECIAL INTERESTS

We want to know ALL about your child. This will assist us in getting to know your child and what types of activities to implement into our program to better promote your child's learning and development, while having TONS OF FUN!!!! ☺

Below is a list of questions. Feel free to skip any you wish. These are just general questions to get your mind flowing. At the bottom, there is space to add any and all information you'd like. Please tell us as much information as you can. Inform, brag, whatever you want to call it; we want to know. Just spill the beans!!!!

My child seems happiest when:

_____.

My child's favorite foods are:

_____.

Some of my child's favorite people are:

_____.

Totally guessing, but at this point, I'd say when my child grows up, he/she would probably be a:

_____.

Some recent sad/hurtful events my child might mention are:

_____.

Some additional information about my child:

_____.