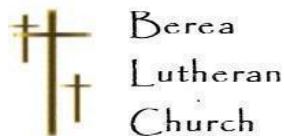


Welcome to Berea  
***Child Care***  
***Summer Program***  
***Family Handbook***  
***2024***



*Please take time to read and review over the handbook.*

# TABLE OF CONTENTS

<b>Welcome</b> .....	Page 3
Position Statement, Philosophy	
<b>Responsibilities of Program, Students &amp; Parents</b> .....	Page 4
<b>Program Components</b> .....	Page 5
<b>Enrollment &amp; Registration</b> .....	Page 5
Contract Option	
<b>Financial Policies</b> .....	Page 6
Payments, Receipts, Late Payments, Withdrawal	
<b>Attendance Policies &amp; Procedures</b> .....	Page 7
Absences, Authorizations, Late Pick-Up	
<b>Emergency Plan</b> .....	Page 7
<b>Days Closed</b> .....	Page 8
<b>Parent Communication</b> .....	Page 8
Parent Communication, Parent Permission, Questions & Concerns	
<b>Programming</b> .....	Page 9
Daily Activities, Outdoor Activities, Toys & Personal Belongings, Items to keep at Berea, Weapons Policy, Field Trips	
<b>Behavior Management</b> .....	Page 10
<b>Medical Information &amp; Policies</b> .....	Pages 10-11
Special Health Conditions, Illness, Medications, Injuries, Special Needs	
<b>Signature Agreement</b> .....	Page 12

**Welcome** to Berea Lutheran Church School-age Childcare, a safe, age-appropriate, fun, adventure in recreation and imagination.

This family handbook outlines what you may expect from Berea Lutheran Church School-age Childcare and what our program expects from you in return. We hope your family's experience with us will be an enriching and positive one. Please know that Berea Lutheran Church reserves the right to amend its policies and procedures at any time.

### **Position Statement**

Berea School-age Childcare encompasses summer program offered for children in pre-kindergarten through grade 6. This program is designed to meet the changing needs of children and families. This is accomplished through creative learning experiences designed to increase social interaction. Our programs are fee-based and administered by Berea

Lutheran Church School-age Childcare is located at:

Berea Lutheran Church

7538 Emerson Avenue South

Richfield, Minnesota 55423

### **Berea School-age Childcare Philosophy**

Our purpose is to lead children to discover friendship, independence, and confidence through a variety of activities and experiences. Children are encouraged to discover their talents and interests and to take pride in their accomplishments. The staff and program strive to provide a warm and secure Christian environment.

The role of Berea School-age Childcare in cooperation with home and school, is to support the development of the whole child.

Berea Before & After Care is **not licensed or supervised by the state of Minnesota and is not eligible to receive child care assistance payments.**

# **RESPONSIBILITIES OF PROGRAM, STUDENTS AND PARENTS/GUARDIANS**

## **Program's Responsibilities:**

- Provide a safe, positive and enriching environment, which meets the developmental needs of students.
- Provide caring Christian staff, who show genuine respect for students and provide positive role models.
- Keep parents/guardians informed through regular newsletters, flyers and verbal communication.

## **Student's Responsibilities:**

- Be friendly.
- Be safe.
- Be honest.
- Be respectful.
- Have fun.

## **Parent/Guardian Responsibilities:**

- Observe the rules and policies of the Berea School-age Childcare program.
- Share concerns with staff members about your child's needs in the program.
- Listen to concerns of staff members about your child's behavior and work toward an agreeable solution to any problems.
- Keep emergency information complete and up-to-date.
- Inform program when your child will not be in attendance.
- Inform program if someone else will be picking up your child.
- Read handbook, billing information and posted information at the site.
- Abide by all contract obligations and keep financial information up to date.

Berea Lutheran is a Christian and respectful workplace. You can expect all staff to display respectful behavior to the children, co-workers, parents/guardians, or people doing business with the Church. Staff will display the love of Christ for all that they meet and interact with. Family members are expected to model respectful and positive behavior when working with program staff either in person, on the phone, or via e-mail. Disrespectful or unprofessional treatment of a staff member or other students by a family member may lead to suspension or termination of contract.

## **PROGRAM COMPONENTS**

**Berea Summer Program runs from June 10th through August 29th.**

Hours are Monday through Friday 6:30 AM to 5:45 PM. .

## **ENROLLMENT & REGISTRATION**

Registration cost for the 2024 summer program is \$25/family. This is non-refundable. This will be applied to the activity fee for the summer. Additional activity fees will be collected in June (\$25/child). This fee will help cover the cost of the activities we have planned.

Please complete the Registration Form and Family Information Form online. Berea School-age Childcare reserves the right to delay enrollment due to processing registration, the need to increase staffing, or to gather additional information about the student. Families will be notified in advance with a start date for the program. Berea School-age Childcare also reserves the right to deny or limit service due to non-payment of previous program charges.

## **CONTRACT ATTENDANCE**

In order to ensure proper staffing, families will fill out a 4 week calendar 3 times during the summer. Calendar should be submitted 2 weeks prior to the starting date of that calendar. Upon receipt, families will be responsible for paying for those days indicated (no refunds for days not attended for which you signed up for). Additional days may be added if space is available.

### **Rates:**

For 12 or more days/4 weeks - \$40/day for 1st child and \$37/day for each additional child  
For 11 or fewer days/4 weeks - \$45/day for 1st child and \$42/day for each additional child

## **FINANCIAL POLICIES**

Payment is due by the 15<sup>th</sup> of the month. You will receive an invoice for the current month near the end of the previous month. Payment shall be in the form of a cash, check or money order payable to *Berea Lutheran Church A.S.C. or \*VANCO (online payment)*.

Before & After School Program services will be terminated for nonpayment after 30 days. Full payment is due whether or not your child is in attendance. No refunds or deductions are made for absences including illness.

### **Receipts**

Receipts will be sent to the email given to us. For a hard copy of the receipts, please contact [beforeandaftercare@berealutheran.org](mailto:beforeandaftercare@berealutheran.org), 612-460-7990.

## **Late Payments**

Berea School-age Childcare is a non-profit, self-supporting organization and needs your prompt payment to meet expenses. There is a \$20 late fee for payments received after the 15th of each month. Late fees apply to any unpaid balance. Berea School-age Childcare reserves the right to discontinue or limit service due to failure to meet payment obligations as defined by the contract. Accounts in default are placed with a collection agency. Families with defaulted accounts incur all costs relative to collection, including legal fees and collection agency fees. Families who have been placed in collection will be required to use a credit card for their Berea School-age Childcare account, for the remainder of school year.

## **Declined Payment**

Fees will be billed and due by the (5<sup>th</sup>) day of the month in which it is due, or a late fee charge of \$25.00 may be assessed. Berea School-age Childcare . will assess a fee of \$30.00 for the return of any check(s) not paid by the bank for any reason. These fees are not to be construed as fees for after school care services or interest.

## **Withdrawal from the Program**

Withdrawal from the Berea School-age Childcare program requires a one-week written notice to the Office.

The weekly program fee will be charged for the one week following the date in which the office receives written notice. Payment in full is due upon withdrawal. Please call 612-460-7990 or email [beforeandaftercare@berealutheran.org](mailto:beforeandaftercare@berealutheran.org) with questions.

# **ATTENDANCE POLICIES AND PROCEDURES**

## **Drop Off Procedures**

Families will have a code to enter the building. Please come down and sign your child in.

## **Pick Up Procedures**

Families will have a code to enter the building. Please come down and sign your child out.

## **Absences**

If your child will be absent from the childcare on a scheduled day, please email, call or text 612-460-7990.

## **Authorizations**

When you register your child for Berea School-age Childcare, please name all persons authorized to pick up your child and anyone who is not allowed to pick up your child. In order for us to legally stop a noncustodial parent from taking a child, a copy of the current court order must be on file with the Berea School-age Childcare. Staff cannot physically stop a parent from taking a child at any time. You must inform the staff in advance, preferably in writing, if someone other than a parent/guardian or an authorized person is to pick up your child. We ask that you remind the authorized person that we will ask for picture identification if we do not already know him or her. We will accept your child's verification regarding identification, if needed.

## **Late Pick-up Procedures**

Berea School-age Childcare ends promptly at 5:45 PM. Our procedures are as follows:

1. A late fee of \$1.00 per minute per child (maximum amount of \$60.00 per child, per day) will be assessed beginning at 5:45 PM (according to our sign in/out system).
2. If we have not heard from a parent/guardian by 6:15 PM, the emergency contacts will be called.
3. If we have not heard from a parent/guardian by 7:00 PM, and the emergency contacts cannot be reached, we will notify the Richfield Police Department.

It is understood that conditions beyond one's control exist (i.e. inclement weather). If these conditions arise you must notify the site as soon as possible and make arrangements for someone else to pick up your child. Continued late pick up will result in termination of your contract. Please call or text 612-460-7990.

## **EMERGENCY PLAN**

In case of an emergency and we need to evacuate the church, the meeting spot for the children is the shed. We will verify everyone has been evacuated. If the problem is not able to be resolved and we can re-enter the building, we will call parents to come pick up the children. We will work with emergency responders to provide shelter if needed.

## **DAYS CLOSED**

The Berea School-age Childcare program will be closed for the following days:

- Thursday, July 4th and Friday, July 5th
- Friday, August 30th

## **PARENT COMMUNICATION**

The connection and communication between home and Berea School-age Childcare is vital to the success of your child. Please feel free to share any information at any time that may affect your child's time with us.

There is a white board at the site for staff to write important information regarding child pick-ups, absences, etc. If you need to relay important confidential information regarding your child, please talk to staff.

You are responsible for contacting us personally if your child is not coming to Berea School-age Childcare on a scheduled day.

### **Parent Permission**

Upon registration, parents/guardians automatically authorize the following:

- Permission for the use of the first name, photographs, video and quotes of your child(ren) for use at open house events, scrapbooks, church website, Facebook page and orientation.
- Permission for your child(ren) to participate in neighborhood walking excursions.
- Permission for your child(ren) to participate in field trips by bus with advance notification.

### **Questions and Concerns**

If you have a concern regarding the Berea School-age Childcare program or staff person:

- Immediately set up a time to discuss it with the Director at Berea Lutheran.
- If the issue is not resolved, contact the Senior Pastor at Berea Lutheran office.

Written grievances are to be submitted to the Berea Lutheran Church Office.



# **PROGRAMMING**

## **Daily Activities**

Children's play is often active and messy. Please dress your child in comfortable play clothes and send them shoes intended for running and climbing.

## **Outdoor Activities**

Outside play is an integral part of children's developmental learning, health and well-being. Children must be prepared to go outdoors every day. Berea School-age Childcare staff will assess the weather conditions to determine if activities will be carried out as planned. If your child is unable to go outside due to health conditions, please talk to staff and we will try to make accommodations.

## **Children's belongings and extra clothes**

Children will have a coat hook and box to keep their backpack and other belongings. Please keep a change of clothing in their backpack or box.

## **Items to keep at Berea:**

- Please send a swimsuit, towel and shoes for water play at the beginning of each week. Children will have hooks to hang their suits and towels during the week. Please take home and wash at the end of the week.
- Children can keep a pillow and blanket at the childcare. They will be given a box to keep them in. Take home as desired to wash and return.

## **Toys & Personal Belongings**

Berea School-age Childcare is not responsible for lost, stolen or broken personal belongings or toys. We encourage you to leave all toys and personal belongings at home.

## **Electronic games**

There will be designated electronic games days. Children should not bring them to the childcare otherwise.

## **Weapons Policy**

Berea School-age Childcare bans the use, or distribution of weapons or toy weapons of any kind, including weapon play. Students in possession of any type of weapon or toy weapon, may be subject to suspension, termination, or other disciplinary action deemed suitable.

## **Field Trips**

We will be going on field trips by bus (parks, splash pads) or walking to nearby parks.

## **Activities**

We will have activities at the church inside and outside. The childcare children will participate in the church's VBS program (one week, date to be determined)

## **BEHAVIOR MANAGEMENT**

We maintain appropriate behavior through clear consistent guidelines, consequences and positive staff interaction. We utilize parental assistance when dealing with inappropriate behavior. When a child displays a pattern of consistent inappropriate behavior, Berea School-age Childcare reserves the right to evaluate whether the child can best be served by our program. Berea School-age Childcare reserves the right to suspend any child based on program policies or inappropriate behavior. In the case of a suspension, a discussion and/or mandatory meeting will take place between the parent, child (if appropriate) and staff before the child can return to our program. Tuition credit is not available for suspension from our program.

## **MEDICAL INFORMATION AND POLICIES**

**Special Health Conditions** It is the parents'/guardians' responsibility to inform Berea School-age Childcare upon enrollment or at appropriate times of any behavior or special health conditions and/or needs such as asthma, severe allergies, diabetes, seizures, heart conditions, etc., so that we can provide for appropriate care. Please notify staff if your child is on ANY medication that might cause any side effects. Parents/guardians are welcome to review snack choices for allergy concerns and are free to send an alternative snack from home for their child.

### **Illness**

Berea School-age Childcare is committed to providing an environment in which students can thrive. Please keep your child home if they have any of the following symptoms:

- Covid 19 symptoms
- Fever of 100 degrees or higher
- Diarrhea or vomiting within the last 24 hours
- Undiagnosed rash
- Inflamed eyes
- Severe cold or sore throat

A student may return to Berea School-age Childcare after:

1. Temperature is normal for 24 hours
2. 24 hours after the last occurrence of vomiting and/or diarrhea
3. 24 hours of treatment
4. 5 days after a Covid positive test.

If a child becomes ill at Berea School-age Childcare we will isolate the child with proper supervision and notify the parent/guardian listed on the student's account to immediately pick up your child. If you cannot be reached, the staff will contact the emergency contacts listed on your child's account. Please notify Berea School-age Childcare if your child develops a communicable disease. Information about confirmed contagious diseases will be posted to inform parents of possible exposure.

## **Medications**

We are not permitted by law to give any medication, including over the counter medication, without a doctor's order. Berea School-age Childcare staff can administer medication if all the following conditions are met:

1. A medical permission form is signed by the parent/guardian and doctor and on file with Berea School-age Childcare. Forms are available upon request, or a doctor's permission may be faxed to the site.
2. Medicine is brought in the original container. Your child's name, directions and dosage must be clearly marked.

## **Injuries**

Berea School-age Childcare makes every effort to maintain a safe environment. Staff are trained in First Aid and CPR. If your child becomes injured, the staff member's first duty is to provide first aid; second to notify parents/guardians. Emergency information must be completed when registering for care. Please keep this information current.

## **Accident Reports**

If a student is involved in a minor injury that requires first aid, you will be notified when you pick up your child. If a student is involved in a serious injury, which may include medical attention, the staff will call the parent/guardian immediately to arrange an immediate pick up and visit to the doctor. If a student is involved in an emergency situation, the staff will call 911 and then contact a parent/guardian. After 911 is called, it is up to the medical emergency team to decide what action will be taken. If a student needs to be transported, the emergency medical service will transport him or her to a medical facility as designated by emergency services. A parent/guardian or alternate listed on the child's account will be contacted as soon as possible. The parent/guardian will be responsible for all medical charges.

## **Special Needs**

If your child needs special accommodation, we will do our best to accommodate these requests. We will request a sit-down interview with the family to see if we can help you and how to best serve your child.

## **Child Abuse or Neglect**

We are required by law as mandated reporters to report any suspected cases of child abuse or neglect.

*Keeping your child safe is our biggest priority here at Berea! Please feel free to reach out with questions or concerns at any time!*

*-Berea School-age Childcare Staff*

*Thank you for taking the time to review our policies and rules.*

***Signature agreement stating that you have read through our handbook is included as part of the registration form online.***

*Thank you also for entrusting your child with us.*

*Please feel free to contact us with any further questions!*