



**Paradise Hills United Methodist Church**  
**SUMMER PROGRAM HANDBOOK**

*"Whoever welcomes one of these little children in my name welcomes me; and whoever welcomes me does not welcome me but the one who sent me."*

*Mark 9:37*



## **About Us**

PHUMC continues to desire to reach young families in the community by offering quality Christian summer programs. Starting in the summer of 2019 PHUMC will offer a summer program for children ages 2 through those that have completed 4<sup>th</sup> grade. We are excited to offer programs to serve families in our community and we continually pray for God to bring us together with families so we can grow together as a community in Christ.

## **What drives us**

We believe that each child is an individual created by God. Our purpose is to provide an environment where children will thrive and develop a strong feeling of self-confidence. We believe that children grow developmentally at their own individual pace. Our program combines social interaction and free play with planned learning time that encourages developmentally appropriate learning. We are committed to providing a physical environment that is clean, safe, and oriented to children.

## **Staff**

We believe the greatest strength of our program is our staff. We support our staff with training, resources, and the freedom to create a unique Christian experience for children. Each staff member has a heart for children and desires to positively impact PHUMC. Many of our staff members hold current CPR and First Aid certification. They also attend trainings throughout the year that further educates them on the latest research and methods applicable in serving children.

## **Mission Statement**

Our primary purpose is to provide a safe place for the children in our community to grow, develop, and have fun in a Christian setting. The staff provide planned activities that seek to meet the emotional, physical, mental, social and spiritual needs of each child within a safe and caring Christian environment.

## **Philosophy Statement**

We believe that children learn best through play and experiencing the world around them. We believe that each child is an individual created by God. Our purpose is to provide an

environment where children will thrive and develop strong feelings of self-confidence. Our program combines social interaction and free play with planned learning time that encourages these ideals. We believe in providing a physical environment that is clean, safe, and oriented to children. Rooms are arranged to offer challenging learning choices at a range of developmental levels.

We believe that parents are the most significant adults in a child's life. We strive to create mutual respect between parents and teachers and develop a partnership for the benefit of the child. We encourage daily communication between parents and staff. Our doors are always open to parents. We are here to serve you and value the relationship that is nurtured between parents, students, and staff.

### **Program Overview and Hours of Operation**

Four weeks during the summer PHUMC will provide a summer session for preschool age children, 2 years old through pre-kindergarten and for school age children who have completed kindergarten through 4<sup>th</sup> grade. The summer program will be operated by PHUMC

The session is four weeks and will be in operation July 15, 2019 – August 8, 2019. Operating hours are Monday – Thursday 9:00 a.m. – 1:00 pm for potty trained 3-year olds through children who have completed fourth grade. Operating hours for our 2-year olds and those 3 year olds that are not potty trained is Mondays and Wednesdays 9:00 a.m. – 1:00 p.m.

The building will be open at 8:55 a.m. for check in. Once everyone is checked in and the building is clear then the doors will be locked in order to maintain security. During our program operating hours, the doors are locked. In order to gain entry during operating hours you must ring the doorbell located on the right-hand side of the double glass doors.

### **Late Pick-Up Charge**

The doors are locked at 1:05 p.m. so parents are urged to be on time. If a parent arrives late to pick up their child, then they will have to ring the doorbell to gain access to the building. The late pick up charge is determined by the time that the parent arrives. The child's account will be billed, and payment is due by the next program day that the child attends.

### **Registration and Paperwork Finalization**

Registration for the summer program generally starts in February and will continue until all spots are filled. Paperwork must be complete at the time of registration and fees paid in order to secure your child's spot.

## **Wait List**

Parents who wish for their child to be placed on a wait list may do so if there is no space available at the time they try to register. You may do this by phone or text 505-219-8799 for preschool age children and by phone for school age children by calling 505-898-1327.

## **Immunization Policy**

All children attending the PHUMC Summer Program are required to be current in all immunizations required by the Department of Health. Shot records must always be kept current. If your child is on a delayed schedule or if you oppose immunizations, please speak to one of us as there are guidelines you must follow in order to comply and in order to attend the program.

## **Payment Options**

The PHUMC Summer Program accepts exact cash, checks, and credit cards for payments. We charge a \$20 fee for all returned checks. If your check is returned more than two times, we will no longer be able to accept a check. Payment will have to be made by cash or credit card. Please do not slip your check under the door, in the mailbox, or leave it anywhere in the building after hours. We are not responsible for checks that are not given to an appropriate staff member of PHUMC during summer session hours.

We are unable to accept posted dated checks. We are not responsible for posted dated checks that are deposited prematurely. Be aware that insufficient funds (returned check) fees will apply if your post-dated check is deposited and it does not clear the bank. You will be responsible for all fees related to the insufficient funds along with the returned check fee.

**Please make your payments for school age children to PHUMC and give your payment to the Church office. Please make your payments for preschool age children to PHUMC Preschool and give these payments to Theresa or Angie. The preschool and the school age children are two different entities and payments must be made separately to insure proper credit to your account.**

## **Program Discount**

We do offer discounts for siblings please see us for details.

## **Withdrawals**

If you decide to withdraw your child from the summer session you must do so by June 15, 2019 in order to receive a refund for your session. (The \$25 supply fee is not refundable).

## **Class Placement**

Your child must be 2 years old by July 15, 2019 in order to attend our 2 year old program.

Your child must be 3 years old by July 15, 2019 and potty trained in order to attend our 3 year old program.

Your child must be 4 years old by July 15, 2019 and potty trained in order to attend our 4 year old program

Your child must be 5 years old by July 15, 2019 in order to attend our 5 year old program.

School age children, those children that have completed Kindergarten through children that have completed 4<sup>th</sup> grade will be placed into groups based on their grade.

## **Guidance**

One of the main goals of PHUMC is for children to have a positive experience while attending. It is our desire to provide children with a safe and loving environment where children flourish. For all children to be safe it is necessary for the children to follow specific guidelines while in our program. Each area has specific guidelines that are age appropriate and are enforced for all children to learn/play in a safe environment. If problems arise, the first action that is taken is for the child to be spoken to and then redirected. We work on helping children use their words and make good choices. We believe that children should be held accountable for their behavior and be shown how to be good citizens in their community through staff modeling. If repeated guidance is required, the child will be asked to sit in a chair and think about what they have been doing. The staff member then talks with the child and guides them through the process of making amends. The staff member will then have the child go back and join the group. If the child is unable to follow the guidelines after being repeatedly spoken to in the classroom, then they will be taken to the office to speak with the Program Director. The Program Director will determine the next step of action. Parents will also receive a brief write up pertaining to the situation. If the situation was one in which another person was harmed, then the child will be sent home and the child will formally be written up. If a child is written up three times they will be released from the program and will be unable to return.

## **Dismissal**

Sometimes we find that children are not having a positive experience in our summer program. It is our desire for the experience to be positive and sometimes children are not ready for the structured environment. We do our best to work on issues with parents in order to find the best solution for each child. In most cases we can develop a behavior plan that will help a child be successful. Unfortunately, not all situations work.

We have a three-strike policy for behavior issues in which another person is placed in danger. A child will receive a strike when harming another child and for persistent behavior issues. When a child receives three strikes, they will be unable to attend and will be asked to leave the program. Our program also reserves the right to withdraw a child on a case by case basis.

Grounds for immediate expulsion are at the discretion of the Program Director. Children who are expelled from the program will forfeit their spot and their fees will not be refunded.

## **Program Limitations**

The PHUMC summer program is funded solely by private paying individuals so we will determine if we are able to make reasonable accommodations that will not fundamentally alter the purpose of our program. If a child is found to have special needs before or after being enrolled a conference will be held with the parents to determine any adjustments that would be in the child's best interest considering the program's limited resources. It will be determined at that time if we are able to reasonable modify policies, practices, and procedures in order to accommodate that child.

## **Attendance**

Please sign your child in and out each day. The sign in sheet has space provide for any special information that we need to know for the day and a space for contact information.

## **Illness**

Children who have been ill should not attend the program unless they have been free of all symptoms for at least 24 hours. Please wait until your child is completely well before they

attend the program. If your child is too ill to go outside then your child is too ill to participate in the program and should be kept home.

### **Injury**

Parents are notified by phone or note if their child is injured in our program. If the injury is minor, then the program will send a note home explaining what happened. However, if the child receives a more serious injury the parents will be called immediately. The program will call 911 immediately if the injury is of a serious nature.

### **Medication**

Parents of children who require medication in an emergency must have authorization forms on file with the Program Director. All children's medication forms must be signed by the child's physician and parents/guardians prior to attending the program. Please make sure the office has all medication and required forms before the first day of the program. Medication can only be administered on an emergency basis. If a child requires medication during the program day, the parents will be notified by phone. Medication will be administered according to physician instructions. The dosage and time will be recorded in the child's file. We are only authorized to administer medication in an emergency.

### **Lunch**

Children will need to bring their own lunch each day. Parents are asked to pack a healthy lunch with a variety of nut free food items. Please make sure the food is easy for your child to eat and is something your child enjoys. We recommend that lunches be packed in an insulated bag with an ice pack to keep food cool. Please make sure lunch bags are labeled clearly. Unfortunately, we do not have the facilities to place student lunches in refrigerators or to heat up lunches. We ask that you send a nutritious lunch with a minimal amount of sugar. Please do not send any supplements in your child's lunch. Remember: NO NUT PRODUCTS!

### **Nut Free**

Our program is a NUT FREE zone. Please do not bring anything that contains nut products. The label is the best indicator. We also ask that you refrain from sending anything that resembles nuts or nut butters. We are unable to determine what an item is when it resembles a nut or nut butter. We truly desire for all children to be safe, so it is necessary for us to be firm in our nut policy.

### **Expectation for Parent Involvement**

We encourage parent involvement. We are always happy to have parents help during our summer program. There are many ways to get involved.

### **Appropriate Dress**

Our program offers a wide variety of experiences. Clothes will get soiled. Keep in mind we do go outside everyday (weather permitting). Please insure that your child is dressed appropriately. To avoid confusion please visibly label all your child's belongings. We request that you bring an extra set of clothes and extra shoes for your child just in case they need to change during the day. There are certain types of clothing that are not permitted at PHUMC. Any type of clothing with logos or wording that is offensive, racially slandering, derogatory in nature, or against Christian principles, costumes and masks of any type, shoes with wheels, clothing, jewelry, watches, or shoes/clothing that make noise or cause a distraction.

PHUMC is not responsible for lost items.

We will encourage children to wear the outerwear that is provide by parents, however, we will never force a child to wear a clothing item.

### **Food Distribution**

Please do not bring edible treats for distribution. We are not responsible for items that are distributed by anyone outside our program.

### **Birthdays**

Please do not bring food to celebrate your child's birthday. We are unable to serve food for birthdays, holidays, or special occasions due to food allergies. We also ask that you do not bring balloons or ask to decorate the room.

### **Field Trips**

There are no field trips scheduled during our summer program. In the event a field trip is planned parents will be notified ahead of time and a field trip permission form must be signed by the parents/guardians for the child to participate.

### **Potty Training and Diapers**

Parents must provide disposable diapers and disposable wipes for children attending the 2-year-old program that are still in diapers. We are unable to use cloth diapers or cloth wipes. Children in our 2-year-old program do not have to be potty trained. Children must wear pull-ups or diapers until they have used the potty successfully (pee and poop) for one full week at home and at PHUMC (excluding nighttime).

We are happy to take your child to the bathroom as needed and we will remind him/her to go throughout the day. We want to do everything we possibly can to assist in this process. This is an exciting time for you and your child because they are becoming more independent.

Children not enrolled in our 2-year-old program must be potty trained in order to attend the summer program. Our definition of potty trained is a child that will independently use the bathroom on a consistent basis without being asked to do so by a staff member.

Parents will be informed of any toilet accidents. Daily accidents or multiple accidents usually signifies that the child is not completely potty trained. If it is determined that a child is not potty trained a conference will be scheduled with the parents.

### **Confidentially**

We are unable to give out any information regarding anyone enrolled in our program.

### **Documentation of Legal Status**

If there are extenuating circumstances concerning legal issues. It must be documented and given to the Program Director. These documents must be clear and concise in order for us to enforce such requests.

### **Building Security**

Our building remains locked during program hours. Individuals who need access to the building must ring the doorbell in order to gain entry. Every effort will be made to assure your child's safety. Please be aware that we share the building with church members, as well as guests who have reserved rooms in the church building and they will have access to those areas.

### **Building Lock Down**

The PHUMC summer program will be completely locked down in the event of a security concern. All doors will be monitored by the staff and no one will be allowed to enter or exit the building until the police determine the grounds are safe. There are no exceptions. If necessary, police will be called to handle the situation.

### **Building Evacuation Procedures**

In an emergency, the building will be completely evacuated. All children will be kept together and taken to Petroglyph Elementary School. In the event a special needs child attends we will collaborate with parents and staff in order to establish an individualized evacuation plan. Parents will be notified after the children have been safely moved. At that time parents will be asked to pick up their children. We will make every attempt to contact each parent in this situation. Please insure that all contact information on file is accurate and correct.

### **Communication**

We make every effort to keep families informed. We communicate via email, text, and phone. Please check your text messages and emails often. Please make sure we have the most up to date contact information for you so that you receive all correspondence.

### **Adult Code of Conduct**

We ask that all parents adhere to the Parent Code of Conduct. It is expected that all adults conduct themselves in a manner that is respectful of those around them. Please refrain from using profanity on Church ground. We always want our words to be pleasing to God . Parents are always expected to display appropriate and respectful interpersonal physical contact . Be mindful of your actions and words always. Little eyes and little ears are all around you.

*(This handbook is subject to change)*

