

Christian Love All Summer Program (C.L.A.S.P.)

Mechanic Grove Church of the Brethren
1392 Robert Fulton Highway
Quarryville, PA 17566

2021 Parent Information

Children's Outreach Ministries' Mission Statement

Children's Outreach Ministries, with Mechanic Grove Church of the Brethren as its partner, seeks to be

- An environment where the love of Jesus is experienced as well as taught, which is safe and nurturing, and a ministry which reaches into the community.

Goals

The Christian Love All Summer Program (hereinafter referred to as CLASP) will provide care, activities, and teaching for children from kindergarten through fifth grade in a loving and nurturing environment. CLASP is an affordable community outreach program of the Children's Outreach Ministries at Mechanic Grove Church of the Brethren. CLASP teaches Bible concepts that encourage discovery and application to the students' lives. Our objective is to offer individual and group activities to achieve the following goals:

- Reinforce teamwork
- Nurture students
- Build some basic Bible understanding
- Give a structured, safe, fun environment for care of the children
- Build upon and reinforce positive behavior

Admissions / Enrollment Policy

We accept children who have completed kindergarten through fifth grade.

We will accept children on a first come, first-served basis. Parents must provide transportation to and from CLASP.

Nondiscrimination Clause

CLASP advertises in the public media in order to make openings known to all. Children are admitted without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex. Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Organizational Structure

- The Children's Outreach Ministries Board, with members appointed by Mechanic Grove Church of the Brethren, is responsible for the operation and policies of CLASP.
- Tracy Frey is the Director of CLASP and Summer CLASP. Please feel free to contact her or the Administrator, Aliza Kraynak, with any questions or concerns.

Emergency Plan / Security

In accordance with state guidelines, we have an emergency plan. Additionally, it is on file with Lancaster County Emergency Management Agency, Quarryville Borough Police, East Drumore Township Emergency Coordinator, and the Pennsylvania State Police.

- We have plans in place for any hazards, including fire, severe storms, flooding, winter storms, hazardous and radioactive materials, earthquakes, utility failures, terrorism and violent situations, missing child, impaired persons, life threatening injuries, radiological / nuclear emergencies, and more.
- In the case of a chemical spill or accident on Route 222, Chestnut Level Presbyterian Church on Route 272 is our approved evacuation site.
- In the case of a nuclear power plant accident, Lancaster County Career and Technology Center, Willow Street, is our approved evacuation site.
- Our entire Emergency Plan is located next to the bulletin board in the stairwell.
- Outside doors to the immediate facility will be locked at all times. Parents will access the building only by key code entry. Please do not allow anyone to enter with you whether or not you know them. They should use the keypad after you enter.
- Fire drills and emergency drills will be conducted on a monthly basis.

Child Protection Policy

Mechanic Grove Church of the Brethren has a child protection policy that all staff of CLASP must adhere to and sign. As part of the Child Protection Policy, staff members must pass the Criminal Records Check and the Child Abuse Clearance. The Child Protection Policy also states, among other things, that two adults will be present, and that staff is required to report suspected abuse. If you have any questions about the policy or would like to see a copy of the entire policy, please contact the CLASP Director.

Daily Summer Schedule

The schedule is flexible to allow for "spur-of-the-moment" fun and weather-related changes. Our day is generally structured as follows:

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| 6:30 - 8:00 | Breakfast from home (<u>Students arriving after 7:30 should have had breakfast at home.</u>) Playground or indoor games, puzzles, books |
| 8:00 – 11:30 | Theme-related activities, songs, Bible lesson, outdoor play, etc. (Morning snack around 9:30.) |
| 11:30 – 12:15 | Lunch, clean-up, ready for afternoon |
| 12:15 - 3:00 | Arts and crafts, music, lessons, exercise, etc. |
| 3:00 - 3:45 | Afternoon snack, reading, quiet time, movie |
| 4:30 - 5:30 | Playground, outdoor games |
| 5:30 - 6:00 | Indoor games, puzzles, reading, singing |

Two days a week we will be on field trips for 3-5 hours of the day (a few of our trips last longer than that). The above schedule will be adjusted accordingly.

Most field trip days we plan to leave the Center between 9:00 and 10:30 and to arrive back at our Church Center by 4:00. Traffic and other unknown factors may result in us being later than that so 4:00 is a general guideline.

Summer Breakfast/Snack/Lunch

- Students who arrive prior to 7:30am have the option of eating breakfast at home, or bringing their breakfast (appropriate foods only which do not require out staff to heat them longer than 2 minutes) to eat at CLASP. **All students must have breakfast.** If students are eating breakfast at CLASP, they will eat at 7:30am.
- CLASP provides a small snack in the morning and afternoon.
- Students must bring a packed lunch that does not need refrigeration Monday-Friday. A few field trips include lunch. You will be notified in advance on those rare days when your child does not need to bring his or her lunch.
- Milk and water are provided at the Church Center.
- **We are a NUT FREE program. This means that you may not pack peanut butter or nuts of any kind or any snack containing nuts in your child's lunch! PLEASE be sure that if your child has been consuming nuts before coming to CLASP, his hands, face and clothing are free of nut residues.**

Discipline

- Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's good feeling about his / her behavior and serves as an example to the other children to act in such a way as to receive this praise. Asking a child to stop and think about his / her unpleasant behavior enables that child to work at self-control.
- For a child not cooperating in a group listening situation, the child is removed from the group for a period of "time-out". This "time-out" is not a punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide for him- or herself when he / she is ready to rejoin the group with acceptable behavior.
- If behavior problems persist, the parent is asked to conference with the Director to discuss what may be helpful in motivating the child to behave in an acceptable way.
- If inappropriate behavior continues, the child may be suspended from the program until behavior is improved. CLASP reserves the right to expel a child from the program permanently at our discretion.

Summer Arrival and Dismissal

- **Notify CLASP (717-806-2159) if your child is ill or will not be attending CLASP for any reason on a day they are scheduled to attend. Please leave a message if no one is there to take your call.**
- When dropping off and/or picking up your child at the Church Center, park in the back of the church building and enter by the door next to the ramp. A key code must be entered **by an adult** to access the building. A gentle touch is all that is needed to use our keypad. Pushing too hard not only does not work, but breaks our keypad several times each summer. **DO NOT ALLOW YOUR CHILD TO USE THE KEYPAD!!** Please do not allow anyone to enter with you, whether or not you know them. They should use the keypad after you enter.
- Please sign your child in/out in a prompt manner. If there are concerns you want to discuss, please contact the Director to schedule a time to meet when children are not present.
- It is important for you to pick up your child on time (by 6:00). For the first 15 minutes that you are late, there will be a \$20.00 charge. For each additional 15 minutes (or part thereof), an additional \$10.00 will be charged. The CLASP Director will bill you for these charges.

Communication with Parents

- Parents are kept informed through newsletters from the Director on an as-needed basis.
- Please call to schedule a time when children are not present to speak with the Director if you have any questions or concerns.

Paperwork

The following is required by the Pennsylvania Department Human Services:

- Signed Agreement
- Signed Emergency Contact Form
- Completed Child Health Assessment
- Authorization for Student Pickup
- Emergency File Information

If there are any changes to your information, please notify us immediately so we can make the changes to your paperwork.

Health Information

- Because we are licensed by the Pennsylvania Department of Human Services, we require a copy of a physical for all students from the original entry into school or later. In addition, all immunizations must be up-to-date.
- Our staff practices the Universal Procedures for handling illness and injuries in a classroom. Should a child become ill during the day, the parent is notified immediately.
- We do not dispense medicine at CLASP (except emergency allergy response—e.g. epi pen).
- If a child needs an inhaler on site, an Asthma Care Plan must be filled out and signed by a parent and physician.
- Notify CLASP (717-806-2159) if your child is ill or will not be attending CLASP for any reason on a day they are scheduled to attend. If a child has an accident at CLASP, specifically involving bleeding, swelling, or unusual discomfort, an incident report will be filled out by the staff. A parent must sign the incident report and will receive a copy of the report.

- In the event a child contracts a communicable disease and exposes other children, notice of such exposure will be posted, and parents will be notified when they pick up their children. The child will not be allowed to return until the period of contagion has passed.
- In case of a medical emergency during CLASP, the staff will administer First Aid. The parent or authorized adult will be notified as quickly as possible. If emergency medical attention is required, the staff will dial 911 and an ambulance may transport the child to the hospital. Effort will be made to comply with parent hospital preference, but no guarantees are made. The most expedient care will be provided.
- Our paid staff is CPR, First Aid, and Water Safety trained.
- Please note: CLASP does **not** have accidental medical coverage for students. Please check with your personal health insurance policy for coverage.

➤ **IMMUNIZATION EXEMPTION POLICY** We believe parents who do not immunize their children are risking not only their child's health but the health of other children in our care. The Center for Disease Control (CDC) has released recommended guidelines for vaccinating children. The American Academy of Pediatrics strongly supports that, and again, we urge you to follow the recommended guidelines. Since the law requires us, against our better judgement, to allow for exemption on the grounds of "religious objection," we must comply. As a faith-based childcare center, we cannot imagine a religion that does not allow its children to be protected by every means available including those measures that have come through God's guidance of the scientific community, but as compliance is mandatory, comply we must. **WE REQUIRE A DETAILED LETTER DESCRIBING THE REASONS FOR EXEMPTION FROM VACCINATION ON RELIGIOUS GROUNDS SIGNED BY BOTH PARENTS AND ANOTHER LETTER SIGNED BY A RELIGIOUS PROFESSIONAL** (which includes his/her credentials) in order to comply with this legal mandate. With acceptable letters in hand and our satisfied review of them (and all other necessary forms and deposits including but not limited to a completed Child Health Assessment), we may make an exception to the above policy even though we would find such an exception to be objectionable at best.

While determining whether you want to bring your child to us knowing where we stand on your belief about vaccinations, you may also want to note that we teach and care for children based on Church of the Brethren principles and practices. Since you may find these beliefs as contrary to yours as you do our vaccination policy, please note that we will not make changes to our care and teaching practices and are not required by law to do so.

Summer Tuition – Scheduling and Payment

- Your child's schedule for the month of June is due with enrollment papers. We prefer having July's schedule at the same time since it is due by June 15th anyway.
- You have contracted to pay for any days on the schedule, whether or not your child actually attends.
- Additional days may be added 2 or more weeks in advance with a guarantee that we will staff for your child (except for rare ticketed events where we must purchase tickets well in advance such as a theater or sporting event).
- If we are given under 2 weeks' notice for an added day, we will do our best to accommodate your schedule with an extra \$10 charge per extra day.
- Tuition is due by Friday for the upcoming week.
- All checks are to be made payable to **Children's Outreach Ministries**. Please write Summer CLASP on the memo line.
- For Summer 2019 tuition is as follows:
 - Registration:** \$50.00 per child, \$25.00 per child for children currently enrolled in either CLASP or MGCCC
 - Tuition:** \$190/week for full-time (4-5 days/week)
 - \$57/day for part-time on a field trip day
 - \$30/day for part-time on an in-house day
- A \$25 late fee will be charged if tuition is not paid by the due date. Services will be terminated if tuition is not paid. A child may be reinstated if the space has not been filled, by paying another registration fee and all outstanding charges.
- **Parents will be charged tuition for all contracted days whether or not the child is in attendance. With 2 weeks written notice about when your child will be absent, we are able to waive this charge.**
- When a check is returned for non-sufficient funds, we require a new check with an additional \$20.00 to cover our banking fee.
- Perpetual issues with regards to tuition payments will ultimately result in the expulsion of your child from CLASP.
- Your prompt payment enables us to continue to provide an excellent staff, adequate materials, and enjoyable educational opportunities for your child. If you have any questions about tuition, please contact the Director.

Scholarships

- Mechanic Grove CLASP is a participating provider with ELRC (Early Learning Resource Center) of Lancaster County. If you think you may qualify for a scholarship, please contact ELRC (717-854-2273) or your caseworker directly. Tuition not covered by your ELRC scholarship must be paid in accordance with the schedule above.

- Mechanic Grove Church of the Brethren has limited scholarships available for families in need of further financial assistance. These scholarships are made possible by the members of Mechanic Grove Church of the Brethren who value and love your children and want to make it possible for you to have affordable child care. Financial aid scholarships are provided to working parent(s). Scholarship amounts are based upon availability, family income and necessary household expenses. Financial Aid Applications are reviewed in confidence by the Administrator of the Children's Outreach Ministries and the Associate Pastor. They may also be reviewed in confidence by the Children's Outreach Ministries Board at the discretion of the Administrator and Associate Pastor as necessary. The scholarships are re-evaluated every six months (or more often if there are changes to your circumstances). In order to be considered for these scholarships, you must first apply for financial assistance through ELRC. If you do not qualify through ELRC, you may bring verification from ELRC of this fact and contact the Administrator.

Field Trips

We must have a permission slip for field trips. We will be issuing one at the beginning of the summer to cover all trips. We cannot take a child on a field trip without a signed slip.

- Your child will need **closed** water shoes. Neither Flip Flops nor Crocs are appropriate for these activities. If your child does not have appropriate water shoes on a **scheduled** water day, we will allow him/her to participate in whatever shoes they are wearing that day.
- **You must apply sunscreen to your child EVERY DAY before CLASP.** You will also be keeping labeled sunscreen at CLASP for your child. We will do our best to keep an eye on their faces, arms and legs getting pink, and we will reapply when playing in water and so forth, but you applying sunscreen before you arrive here is **essential!**
- Your child should have a clean swim suit and towel. NO child will be allowed to go swimming without an actual swimsuit. For boys, it must be a trunk-style suit and for girls, it must be a one piece suit or tankini which completely covers the stomach.
- We may be traveling in staff automobiles or by bus or van on any day. Our staff drivers are all PA licensed drivers over the age of 21 and our bus driver is a licensed bus driver as well. When traveling by car or van, we will need you to leave your child's booster seat with us in the morning. If your child is of the age and size allowable by law for front seat travel, he or she may be seated there with a fully functioning seat belt.
- Sandals may be worn on field trips, but they must have a back strap that is snug over the ankle or they must cover the entire front of the foot over the arch. **Flip flops can only be worn at a pool – they still need appropriate shoes for other activities on swimming days.** Each fulltime child will be issued CLASP t-shirts. **These must be worn on field trip days.** Previous year CLASP shirts should not be worn on these days and a shirt of a similar color to our shirts is **NOT the same thing.** We cannot emphasize enough how having all of our children in the same shirt is helpful to keeping them safely with us on off-site trips!! (Part-timers will receive an appropriate supply of shirts as well).

Pictures

- Picture-taking and sharing is an essential part of the fun of our Summer program. Children feel left out when they are not included. By registering your child, you grant us permission to use group photos of actual fun times at CLASP on our website and Facebook page. We define "group" as a photo which includes 3 or more children/staff. We may also photograph and/or take videos of your child for CLASP activities (craft projects, etc.). We do not publicly identify children by name.

Items from Home

- Electronic games, toys, and phones, etc. are not allowed at CLASP. We have better things to do. PLEASE LEAVE THEM AT HOME. If they are brought to CLASP, we will hold them until parents arrive to pick up their child. It is the child's responsibility to ask the staff member to return it; not the staff member's responsibility to remember he/she has it. Other toys may be brought to CLASP at your risk. We are not responsible for lost or broken items. No toys will be brought along on field trips.
- We reserve the right to ask that any item we deem to be inappropriate for a Christian environment be left at home. This may be a game, toy, clothing, or other item.

Signed Parental Consent

Signed parental consent is needed for transportation, walking excursions, swimming and wading, as well as for administration of sunscreen.

Phone Numbers

CLASP Office – Tracy Frey

717-806-2159

tracyf@mgcb.org

Administrator’s Office – Aliza Kraynak

717-806-2163

alizak@mgcb.org