



McFarlin UMC
Kid Zone
After-School Program

2023-2024
Family Handbook

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Table of Contents

Welcome Message from the Director	3
Who We Are	4
Expectations	
Child	4
Parents/Guardians	4
Staff	4
Director	5
Enrollment & Tuition	5
Daily Information & Participation	
Hours of Operation	5
Pick-up Procedures	6
Transportation	6
What to bring each day	6
Daily Schedule	6
Curriculum	6
Weather Policy	6
Illness & Medication Policy	7
Injuries	7
Communication	7
Emergency Preparedness	7
Social Media/Web	8
Security & Video Footage	8
Discipline & Bullying	9

Welcome to McFarlin UMC After-School Care

We are so excited to have you join our After-School Program, an elementary-aged Ministry within McFarlin UMC. This handbook outlines the policies and procedures for our elementary After-School Care Program (children currently enrolled in kindergarten-5th grade). We value the opportunity to care for your child, and appreciate your cooperation with our policies, which will help ensure a safe, nurturing, and inclusive environment for all children, families, and staff!

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Who We Are

McFarlin Kid Zone After-School Care is a ministry within McFarlin United Methodist Church where all are welcome. Changing lives that change the world by providing a safe, nurturing, inclusive, and Christian environment that promotes spiritual, physical, social-emotional, and intellectual growth, and the well-being of each individual child.

Expectations

Children

- Observe and respect their classroom and After-School care program expectations.
- Respect other children and staff in words and actions.
- Respect the building, classrooms, and equipment used.
- Participate in activities appropriately.
- Wear appropriate clothing for the afternoon.
- Follow the directions of staff members, especially when it comes to the safety of themselves or other children.
- Use appropriate language.
- Leave home toys at home.

Parent/Guardian

- Observe all rules & policies of the program.
- Respect pick-up times as well as the class schedule.
- Label all your child's belongings before your child arrives at our program.
- Communicate any changes:
 - Schedule
 - Pick-up person
 - Child's needs
 - Days in attendance (vacations, illness, etc.)
- Pay After-School tuition by the due date.
- Read all communications from the After-School program to be informed of camp activities, closings, or changes in schedule/routines.
- Provide all necessary paperwork and documentation.
- Work with the Director and staff to help children reach developmental goals in a respectful way.
- Be sure children are in good health to attend the program each day.
- Communicate respectfully with all staff, children, and other families within the program.

Teacher/Staff

- Create a safe and positive environment for children.
- Create and engage in activities and play with children.
- Provide structured and unstructured activities for children each day.

- Encourage each child’s individuality and creativity.
- Model Christ-like behavior.
- Share observations of children with the Director and the child’s family (when applicable).
- Assess health before the start of the day, and do not come in when sick.
- Show respect to children, other staff members, and families through actions, attitudes, and words.

Director

- Involved in daily operations.
- Creates staff schedule and class schedule.
- Provide a welcoming environment.
- Know each child and family.
- Mediate and resolve conflicts.
- Listen and incorporate family feedback.
- Respect children, families, and staff in words and in actions.
- Equip staff in their roles and responsibilities by providing resources and training.
- Notify parents/guardians of emergencies and changes in policies.
- Report suspected abuse to proper authorities.
- Organize and help implement a faith-based inclusive curriculum.
- Model appropriate language and behavior.
- Plan and implement engaging activities for the children.

Enrollment & Tuition

Enrollment: After-School enrollment takes place online with a non-refundable enrollment fee of \$100 per child. Your child/ren will be placed in classes matching their grade groups.

If a spot is not currently available, a \$25.00 non-refundable wait list fee is required along with an enrollment form and current shot record.

Tuition: 1 Day a week \$25

2 Days a week \$50

3 Days a week \$60

4 Days a week \$70

5 Days a week \$75

Upon enrolling, please select the days you would like your child to attend McFarlin Kid Zone. Once your child is placed, they will have a reserved space and we will staff accordingly. Therefore, you will be required to pay full tuition whether or not your child attends. All future

tuition invoices will be emailed before the end of the week. All tuition is due each Monday of every week. Tuition is late after Wednesday of each week. A late fee of \$10.00 will apply on the Thursday of each week and accounts not paid by the Friday of each week will result in a consultation with the director. Failure to pay tuition may result in the removal of your child from the program. A \$15.00 fee will apply to all returned payments.

Withdrawal from the program requires a 14 days' notice to the Director. If 14 days' notice is not provided families will be expected to pay the following two weeks' Tuition.

Daily Information

Hours of Operation

After school dismissal to 5:30 P.M.

We follow the Norman Public School Year calendar and are closed during their closures.

Pick-up Procedures

Pick-up begins at 5 PM in Fenn Hall, which you can access through the Northeast sliding glass doors. Only individuals on the child/ren pick-up list will be permitted to pick up. Please communicate pick-up changes to the Director

Late pick-ups need to be communicated with the Director. Late pick-up fee after 5:35 p.m. is \$3.00 per minute; after 5:45 p.m. is \$5.00 per minute.

Transportation

We will pick up children from their elementary school at dismissal each day and transport them to McFarlin by our buses. Each driver will have gone through a driving course.

Please let the Director know your child will be absent before we pick them up from the elementary school.

What to bring each day

Remember to pack a change of clothes just in case an accident occurs, a water bottle, sunscreen, and inhalers (if needed).

Daily Schedule

Kindergarten – 1st

2:50 Dismissal

3:20 Arrive at McFarlin UMC and go to classrooms

3:25 – 3:45 Snack

3:50 – 4:20 Classroom Center time

4:25 – 4:55 Outside

5:00 – 5:30 Fenn Hall Pick Up

2nd – 3rd

2:50 Dismissal

3:20 Arrive at McFarlin UMC and go to classrooms

3:25 – 3:45 Snack

3:50 – 4:20 Outside

4:25 – 4:55 Classroom Center time

5:00 – 5:30 Fenn Hall Pick Up

4th – 5th

2:50 Dismissal

3:20 Arrive at McFarlin UMC and check in at Fenn Hall

3:25 – 3:45 Outside

3:50 – 4:20 Snack

4:25 – 4:55 Classroom Center time

5:00 – 5:30 Fenn Hall Pick Up

Curriculum

We will implement a faith-based inclusive curriculum within our program, offering STREAM activities throughout the afternoon for the children to be fully immersed in each day. Weekly themes will be in each month's Newsletter and posted by the classrooms.

Weather Policy

If the heat index is higher than 98* or lower than 37*, children will play indoors.

Illness & Medication Policy

To keep children and staff healthy, please keep your child home if he or she is experiencing symptoms of contagious illnesses or any of the following.

- Fever, over 100*
- Vomiting or diarrhea
- Eye Infection
- Rash (not allergy related)
- Head lice

Parents will be notified if a child arrives to us ill and have 45 minutes to pick up. Children must remain symptom-free for 24hrs to return to the program.

Medications: If your child needs any type of medication during operation hours, a **Medication Permission Form** will be required with written instructions and the parent's signature. Medication should be in its original container with the child's first, and last name, and dosage amount. We do not share medications with other children.

Injuries

All injuries will be recorded in an Incident Report and provided to you at pick-up. Whenever an incident occurs, the parents/guardian must sign the form for our records. A copy of the report can be emailed to you at your request.

For injuries to the face or head, a parent/guardian will be notified by phone call or text message depending on the severity.

Communication

You are welcome to reach out to the program Director at any point of the day through email, and by phone at 1 PM to close each day.

We will use the **Remind App** for easier mass communication with the families.

Emergency Preparedness

Serious Injuries: Notify parents/guardians and emergency personnel.

Serious Illnesses: Notify parents/guardians and emergency personnel.

Poison Exposure: Contact the poison control hotline and parents/guardians.

Outbreaks of Communicable Diseases: Notify the health department and parents/guardians.

Fire: We have fire drills each month to ensure that each staff person and child are familiar with our emergency routes and procedures in an emergency. All classes will exit classrooms as quickly as possible. The meeting location is the North Lawn (playground). Children who need special accommodation will be transported accordingly.

Tornado: In the event of severe weather while we are in session, each classroom has an emergency plan. These routes are posted in each classroom. Children will be relocated to Fenn Hall Restrooms. Emergency kits are stocked in these rooms. Children who need special accommodation will be transported accordingly. We have monthly drills to practice these procedures to ensure everyone is aware and ready during the severe weather season.

Floods: We will stay on our floor (4th floor) and notify parents/guardians.

Blizzards & Ice Storms: In anticipation of blizzards, our Business Administrator and church leadership will monitor the weather and cancel all programming prior to the arrival of such a storm. Parents/guardians will be notified accordingly.

Man-Made Disasters: (chemical and industrial accidents) Notify parents/guardians and follow evacuation protocols.

Human Threats: Notify personnel, designate safe locations, encourage children to remain calm and quiet; secure building entrances, and prevent entrance of unauthorized personnel.

Lost or Abducted Children: Notify parents/guardians, emergency personnel, and DHS.

Utility Disruption: Notify parents/guardians and close the facility if necessary.

Structural Damage: Notify parents/guardians and close the facility if necessary.

Evacuation: Notify parents/guardians, and emergency personnel, and relocate if necessary.

Relocation: Staff will transport children by foot to First Christian Church or First Presbyterian Church. Accounting for Children to make sure all children are present; staff will count the children and check names on the attendance sheets. Disabilities If there is a child with disabilities, a staff member will help them get to the proper location.

Social Media/Web

Photos and/or videos of your children will not be used by McFarlin Memorial United Methodist Church for the purpose of identification, education, or promotion in both internal/external publications including Facebook and the website without your consent. Parents/guardians may only take pictures of their own children while in the After-School Program.

Security & Video Footage

Our building stays locked throughout the day. If entering the building out of pick-up hours, you must check in at reception at the Southwest entrance of the building. Every individual that enters the building is monitored by our video cameras posted all over the building. Any non-staff or non-parent/guardian must check in at the reception desk before fully entering the building.

Discipline & Bullying

In our After-School Program, it is our belief that when children feel safe and are engaged socially, emotionally, and intellectually, behaviors are less likely to occur. If discipline is necessary, After-School staff primarily uses redirection, take a break, and “safe space”. If inappropriate or unsafe behavior occurs, we will follow the below steps to help the child:

- Verbally re-direct the child to appropriate behaviors
- Verbally correct behavior, offer an opportunity to problem solve.
- Verbally correct behavior, offer appropriate choices (safe space, alternate activity, etc.)
- Direct the child to “take a break” for cooling off time followed by a one-on-one conversation about appropriate choices and behaviors.
- Contact parent/guardian.
- Provide written documentation, if necessary.
- The After-School Program Director will intervene with the child, if necessary.
- Consultation with family/staff/Director on the phone or in person if necessary.

Depending on the severity of the situation: unsafe, disruptive, inappropriate, or recurrent behaviors directed towards other children, staff, or property could result in suspension, temporary, or permanent dismissal from the program.

Physical Roughness

Physical roughness is defined as, but not limited to:

- Hitting, slapping, or swatting
- Kicking
- Shoving
- Biting
- Wrestling or roughhousing

Our staff will make every effort to keep all children safe. In the event that your child is physically rough with another child or staff member, the program director and staff will make every effort to develop a plan with you, the parent/guardian, to correct this behavior. In the instance that the behavior continues, the following procedure will be enforced:

1. The program Director will speak with him/her, communicating to the child that this behavior/action is inappropriate and unsafe for the program. A behavior report will be filled out and you will be notified so that you can communicate with your child at home.
2. If the behavior is repeated, you will be notified by phone and asked to pick up your child immediately and take a suspension from the program (the rest of the week).
3. If a child has 3 behavior reports due to physical roughness, they will be dismissed from the program for the remainder of the year. This could impact their ability to attend camp in the future.