



# **SonShine Ministries**

## **First Baptist Church of Mebane**

301 S. Third Street, Mebane, NC 27302

Office-(919) 563-3444 Cell-(336) 524-4576

### **Afterschool Parent Handbook**

First Baptist SonShine Ministries is a ministry of First Baptist Church. We do not discriminate on the basis of sex, race, color, creed, national origin, ancestry or religion. Our program may not be equipped or staffed to meet the needs of children with severe handicaps, learning disabilities or health problems. Each situation that may arise will be reviewed on an individual basis and every possible effort will be made to accommodate the child.

### **Philosophy**

Children enter this world the unique individuals that God created them to be. We believe that early childhood is a valuable stage of the human life cycle and should be appreciated. Our work is based on our knowledge of child development and family dynamics. We believe children begin learning from the moment they open their eyes in the morning until they close them at night, while being influenced by their peers and their environment.

### **Goal**

Our goal is to provide children with a safe environment with age appropriate toys and furniture, loving, caring adults to supervise, play with, teach and love the children. We believe all children are different, learn at different rates, and that our job is to stimulate each individual child to help each child succeed. We work with parents offering encouragement and support, keeping in close contact with the family's developing needs.

### **Program Information**

We offer Afterschool care for children from EM Yoder, South Mebane, and Audrey Garrett.

### **Hours of Operation**

Our hours of operation are 2:30 pm until 5:45 pm on regular school days. On Teacher Workdays we are open from 7:00 am until 5:45 pm. Parents have until 5:45 pm to pick their child/children up before being counted as late, thus incurring a late fee.

### **Afterschool Needs**

Your child will need a positive attitude, the ability to adapt to change, the ability to listen to and follow directions as well as make good choices.

## Registration Fee, Tuition & Late Payment Fees

There is a \$50 **non-refundable** registration fee per child per year. This fee needs to be paid as soon as possible to guarantee a spot in our program. Children currently enrolled have first option to available spots. Once capacity is reached, your child will be placed on a waiting list.

Tuition for **full time** weekly Afterschool care w/paid registration fee is as follows: 1st payment of \$250 due on August 28th then \$225 per month October 1st - May 1st and must be paid on the 1<sup>st</sup> of each month. There are 41 weeks (@ \$50) of school for the 2023-24 school year based on the current approved calendar. Our tuition is subject to change if the school changes the calendar and/or adds days to the end of the school year. This **does not** include extra tuition due for all day care on Teacher Workdays, school holidays, Christmas or Spring breaks or field trip fees. If tuition is not received by the 5<sup>th</sup> of the month, a \$15 late fee will be charged to your account. If tuition is not received by the 10<sup>th</sup> of the month your child will be dismissed from the program until your account is current. Payments may be dropped in the payment box by the phone outside the SonShine Ministries office or mailed to the address above. **A receipt will be given and is required for all cash payments brought in.** If you have questions regarding finances or need to make payment arrangements, please contact our Financial Director, Angie Patterson, at 919-563-3444.

If your child is enrolled in our Afterschool program full time, **tuition credits will not be issued for absences due to vacations, sickness or inclement weather.** Full tuition must be paid regardless of your child's attendance each month including days the program is closed for holidays or inclement weather. This includes Christmas & Spring break weeks as well.

Tuition for **part-time daily** Afterschool care w/paid registration fee is \$15/day. This **does not** include extra tuition due for all day care on Teacher Workdays, school holidays, Christmas or Spring breaks or field trip fees. You cannot switch back and forth between daily and weekly care. If you choose to pay by the day, tuition is due by Friday each week. If tuition is not received by the following Tuesday, a \$15 late fee will be charged to your child's account. If the account becomes two weeks past due, your child will be dismissed from the program until the account is current.

An **additional** \$12/day is charged if your child attends on a Teacher Workday, school holiday, inclement weather days, Christmas and Spring breaks. Occasionally, we will schedule a field trip on these days. You will be notified in advance of the trip and the cost.

Drop-in care is available on an as needed basis. Tuition for drop-in care without the paid registration fee is \$18/day for Afterschool care and \$28/day for all day care. This does not include the cost of any field trips that may be scheduled on these days.

## Late Pick-up Fees-Per Child

If you are late picking up your child their account will be charged a \$1 per minute late fee. After the third time you are late picking up your child, the late fee goes to \$5 per minute for the duration of your child's attendance in our program.

***We reserve the right to dismiss a child from our program for late pick up.***

If your child's account becomes more than a week behind, your child may be dismissed from the program until the account is current.

## Payments

Payments are accepted in the form of cash, check, certified bank check, or money order. Our program **does not** accept payments made by debit or credit cards but the church does. If you would like to pay online by debit or credit you may do so by going to the church website, [www.fbcmebane.com](http://www.fbcmebane.com), clicking on the give button and following the instructions. There is a drop down bar where you can select for the payment to come to SonShine Ministries. There is a fee associated with making payments online and you must choose to pay this fee when making your payment or it will be deducted from the payment amount made and you will still be responsible for that amount. Payments may be put in the payment drop box by the SonShine Ministries office or mailed to the address above. If mailing payments they must be received by the date the payment is due or a late fee will be applied to your child/children's account. If you have questions regarding finances, please contact our Financial Director, Angie Patterson, at 919-563-3444.

***We reserve the right to dismiss a child from our program for late payments or if the child's account is behind a week or more.***

## Returned Check Fee

If a check is returned by our bank for any reason, a \$35 per check returned check fee will be charged to your child/children's account and will be required to be paid immediately. After 2 returned checks, all fees must be paid by cash, money order, or certified bank check.

## Snacks & Homework

We serve an afternoon snack and provide an opportunity for children in 2<sup>nd</sup> - 5<sup>th</sup> grades to do homework. Most of the homework that Kinders, as well as 1<sup>st</sup> graders, have involves activities that must be done with parents or at home; therefore, we will not be helping these children with homework. It is your child's responsibility to get started on homework and your responsibility as a parent to provide the needed supplies, i.e. pencils, paper, glue sticks, crayons, markers, etc., to get the work done. It is also your responsibility to check and make sure homework is completed and correct. If you notice that your child is not getting homework done while at Afterschool, please let us know as soon as possible. We provide time, place and assistance.

## Electronics & Toys Policy

**NO** electronics will be allowed at all during regular Afterschool care. This includes phones, phone watches, iPads, iPods, fit bits, hand held game systems, etc. They maybe allowed on teacher workdays or school holidays at the directors discretion. If your child brings toys from home, they are responsible for keeping up with them. If they get broke, lost or stolen by another child, SonShine Ministries accepts no responsibility to replace them.

## **Play & Playground Rules**

We have a **NO TOUCH, NO TAG, NO TACKLE RULE** and **NO BULLYING RULE**. The children will be reminded of these daily. Any child caught violating these rules will be reprimanded and punished based on our staffs recommendation which may include but is not limited to, being suspended for a length of time or being expelled from our program or programs permanently.

## **Outside Time**

Children should wear safe, comfortable, weather appropriate clothing, including coat, hat and gloves when necessary. Weather permitting we are outside. We have blue rubber mulch on our playground and the color can get on shoes and clothing. It will wash out; however, you may send in old shoes for your child to change into.

## **Early School Dismissals**

In the event that the school has an early release day we will pick-up the children at the dismissal time. If the dismissal is due to inclement weather, we will pick up the children at the time of dismissal and you have up to two hours from time of dismissal to pick up your child unless we let you know otherwise.

## **Inclement Weather Closings**

In the event ABSS closes due to inclement weather, Afterschool will be closed the first day the schools are closed. On the second and subsequent days that ABSS is closed we will make every effort to be open even if it is on a delayed basis. We reserve the right to close early if weather conditions warrant it. Information for our program closings/delayed openings will be listed on the SonShine Ministries answering machine message. We will also send out an automated phone message to the number you have on file notifying you of closings and delays.

## **Sick Policy**

If your child has diarrhea (2 or more loose bowel movements), vomiting or a fever, please do not bring him/her to school until he/she has gone 24 hours without a loose bowel movement, vomiting or has been fever free for 24 hours without the aid of medications. Example: If your child vomits on a Monday night at 7:00 pm, they can not return to Afterschool until Wednesday morning. If a fever breaks during the night, the child cannot return to Afterschool the next day. This is to protect your child as well as the other children and staff members in our program. Remember, your child's tuition is still due regardless of attendance. Please notify the director of any cases of infectious diseases which include but are not limited to COVID, flu, conjunctivitis (pink-eye), strep, chicken pox, measles, mumps, ringworm, hand-foot-and-mouth, impetigo, hepatitis, or meningitis, as well as head lice & nits (we have a NO NIT policy). You may need a doctor's note to return to class.

## **Pick-up Policy**

If someone other than the regular pick-up person is coming for your child, please let us know (when you drop off or) by calling 919-563-3444 or 336-524-4576. We check I.D.s.

## **Withdrawal**

If it becomes necessary for you to withdraw your child from Afterschool, a written notice should be given to the Director no later than two weeks prior to the withdrawal date. Withdrawals from Afterschool without prior notice to the Director will obligate you to pay for those two weeks even if your child does not attend.

## **Suspected Neglect or Abuse**

We are required by North Carolina Law to report any suspected neglect or abuse to the North Carolina Department of Child Protective Service.

## **Contact Information**

If you need additional information or have any questions or concerns you may contact us at the following phone numbers or email address:

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| Libby Isaac-SonShine Ministries Director | Office-919-563-3444<br>Cell-336-524-4576 | Email-lisaacfbcc@gmail.com |
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| Angie Patterson-Office/Financial Director | Office-919-563-3444<br>Cell-336-524-4576 | Email-apatersonfbcc@gmail.com |
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| Sammy Ballard-Senior Pastor | Office-919-563-3176 | Email-sammybpastor@gmail.com |
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| Maddi Smith-Youth Pastor | Office-919-563-3176 | Email-maddismith95@gmail.com |
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