

Summer Ministry Program Parent Handbook



Registration Payment Agreement

During the summer Ministry, Elizabethtown Christian Education Ministries will operate on a payment schedule that is customized to fit each individual family’s needs. The payment options are listed and explained below. Please check the package that would best suit your family and sign the signature line on the online application to represent your agreement and understanding of the price and payment schedule.

Tuesday – Thursday (T-TH) \$60.00

This package allows your child to attend 2 days per week of the Summer Ministry. The price for the 2 days per week is \$60. **Weeks must be determined at the time of registration.*

Monday- Wednesday- Friday (M-W-F) \$90.00

This package allows your child to attend 3 days per week of the Summer Ministry. The price for the 3 days per week is \$90. **Weeks must be determined at the time of registration.*

Monday–Tuesday–Wednesday–Thursday–Friday (MTWTHF) \$150.00

This package allows your child to attend 5 days per week of the Summer Ministry. The price for the 5 days per week is \$150. **Weeks must be determined at the time of registration*

~~~~~**Terms**~~~~~

On the Summer Schedule a number will be listed by each week to help you identify correctly the weeks your child will attend. Please reference the calendar you will receive once you submit your application when selecting the weeks your child will be in attendance. **The payments are due on Monday of each week. The payment will be considered late if received after Wednesday of the same week.** A fee of \$10 will be applied for every late payment. **Once a package is agreed upon, the weeks within that package are nonrefundable.** For example, if you agree to a 5 day package and your child only attends 4 of the 5 days of your predetermined week, you cannot be credited a prorated amount for that week.

## **Behavior Plan Policy**

**1<sup>st</sup> Offense – VERBAL WARNING:** We will warn your child to stop the behavior and suggest better choices.

**2<sup>nd</sup> Offense – TAKE FIVE:** If your chooses not to stop the behavior or make better choices, he/she will have to “take five” and sit away from the group until he/she calms down.

**3<sup>rd</sup> Offense – TRY AGAIN TOMORROW:** If your choose to continue the behavior even after a “Verbal Warning” or “Take Five,” we will notify you and may possibly have you take your child home.

If your child is asked to leave the program on any certain day, he/she is welcome to come back and try again the next day. However, after being asked to leave 3 times, the child will not be able to come back and complete the Summer Ministry.

**\*\*If a child displays ANY form of aggressive physical contact with another child or teacher, he/she will be suspended for up to a week, depending on the severity of contact. After a week, the child will be allowed back to the ECEM Summer Ministry. However, if any aggressive physical contact is performed again, the child will NOT be allowed to come back for the rest of the ECEM Summer Ministry.**

## **Permission to Photograph**

As a way to market our school and programs, we use photographs and videography on our social media sites: Facebook, Instagram, and the school website. We ask parents to give us permission to use photographs or videography in this effort. If you choose not to give permission, you will leave that signature blank in the application.

### Activity/Transport Release

As the parent or guardian applying for your child (minor) to the Summer Ministry Program, you are asked to sign the Activity/Transport Release, which states that you do hereby give permission for your child to participate in the scheduled activities of ECEM, Inc. You understand that if your child is transported at any time in an ECEM, Inc. vehicle, the driver will be in possession of proper licensing.

Furthermore you hereby release and discharge ECEM Inc. and it's authorized representatives and professional or volunteer staff, their heirs, executors and administrators from all liability of any kind which might be asserted in behalf of said minor or to yourself against the aforementioned church, representatives, professional or volunteer staff, absent of gross negligence or willful and wanton misconduct. Finally, in the event of an accident or medical emergency if the said staff or representatives are unable to contact you as legal guardian, you hereby grant permission to said staff or representatives to administer necessary first aid, and/or take said minor to the nearest medial facility or additional medical treatment

You give your permission to ECEM Inc. for your child to participate in field trips way from the facility. You understand that the facility will abide by all the safety rules when your child is transported in a vehicle. ECEM Inc. will also notify you each time your child is to participate in an activity that would involve transportation.

You understand that North Carolina state law requires that all children who are not over age 8 or do not weigh at least 80lbs must be restrained in a booster or car seat appropriate for the child's weight and height. You will provide the child restraint \* for your child on field trip days. You understand that if you do not do so, your child will not be able to attend the field trip.

**\*Please provide and label your child's booster or car seat.**

### Sunscreen Policy

The childcare provider will assist with the application of sunscreen to bare surfaces including the tops of ears, face and bare shoulders, arms, feet and legs 20-30 minutes before participating in outdoor activity. Sunscreen will not be applied to broken skin or where a skin reaction had been observed. Any skin reactions observed by the staff will be reported to the parent/guardian.

Understand you will have one of the following choices on the application:

\_\_\_\_\_ I do not want my child to use any sunscreen other than what I have provided for them.

\_\_\_\_\_ If my child's sunscreen is not readily available, he/she may use the sunscreen provided by the school.

## FREQUENTLY ASKED QUESTIONS

### **Why can't I change days each week?**

By law, we have to have a certain number of adults p/number of children. This is a state law. When you reserve your days, you allow us to ensure there is adequate staff, keeping us from breaking the law.

### **Do I still have to pay the week my family goes on vacation?**

No. Parents can indicate their vacation week on the Summer Ministry Outline, which is emailed to you once we receive an application. You will not be charged for that week; however, all other weeks must be paid for whether the child attends or not. Again, we plan our staffing, food and supplies around the registrations.

### **What about lunch for my child?**

Please send a packed lunch for your child. This lunch should not require refrigeration. We ask that you pack items that can be safely stored until lunch time each day. ECEM Summer Ministry will provide two nutritious snacks per day.

### **My child has a food allergy, what can I do?**

Please let us know about **ANY** allergies your child may have. We will do everything possible to keep your child safe. The information you provide will be available to the teachers but will not be posted where the public can see.

### **What happens if my child is sick and misses a day?**

We still have to charge for that day. Again, we plan our staffing, food and supplies around the registrations.

### **Who do I pay and when are the fees due?**

Pay your child's teacher. Make checks payable to ECA. **Fees are due on Monday of each week and are late by Wednesday of the same week.** Late fee is \$10.

### **I see on the daily schedule there is a time allotted for children to have devotions/Bible Reading and quiet time when they may rest, what does that mean?**

Each day, time is set aside for devotions/Bible reading and quiet time. As we are a Christ-centered ministry, all students will participate in devotions/Bible reading, and then have a quiet time when they may rest.

It does not mean that your child must sleep during quiet time but we do ask that they are quiet and respect others who may choose to sleep. We encourage you to send your child with a bag packed with blanket and pillow that may be kept at the school Monday-Friday. We ask that your child take his/her blanket and pillow home at the end of each week to be washed.