



Fishers of Men
Bible & Music Centers
fishersofmencenters.org

***Parent/Student
Handbook***

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Welcome to Fishers of Men Bible and Music Center! Before you enroll, please take the time to thoroughly review the policies contained in this Parent/Student Handbook. You must sign the Handbook Acceptance Form before your child's first day at the center.

VISION STATEMENT

We exist to grow students through Christ-centered Bible and music classes.

Non-Discrimination Policy

At Fishers of Men Bible and Music Center, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws.

PRIMARY POINT OF CONTACT

Your primary point of contact during the school year will be Beth Johnson, Executive Director/ Childcare Director at the West Laurel Campus. You may reach her at 601-518-5000 or beth@fishersofmencenters.org. Parents/guardians are advised to check their email at least weekly for messages and updates from Beth. Please add beth@fishersofmencenters.org to your address book or approved sender list so these emails will not go to spam.

It is the responsibility of all families to notify Beth Johnson of any updated email addresses, phone numbers, and mailing addresses. Fishers of Men Centers is not responsible for any communications you may miss due to incorrect contact information or not checking email.

OUR PURPOSE

1. Provide quality child care in a safe, creative, and fun environment providing opportunities and experiences which stimulate the child's physical, social, intellectual, and emotional growth.
2. Provide children with a quiet time and place in which to do their homework, under the supervision of a knowledgeable adult who can provide appropriate assistance from time to time as needed.
3. Provide children with group music lessons to develop their love for music.
4. Provide children with reading time and provide them Bibles with a daily suggested reading plan.
5. Provide children with Accelerated approved reading materials to improve their reading skills and reach their AR goals.
6. Provide children with opportunities to develop and discover new skills and abilities as well as social interaction to build relationships.

DAYS/ HOURS OF OPERATION

The Fishers of Men Bible and Music Centers (Fishers of Men Centers) day of operation, when school is in session, **is from 3 pm-6 pm**. Our center opens on the first day of school and ends on the last day of school. Please refer to the school calendar for specific dates.

FULL-DAY SCHEDULES: Fishers of Men Centers **will** be open **occasionally** for full days. The hours for Full days are from 7:30 am - 6 pm. For the 2023-2024 academic year, we are open **full days** for the following dates: **2024-2025 School Year**

- Sept 23-Oct 7 (For city schools only--*when we have at least 12 kids in attendance*)
- October 7-11 (For county schools-fall break)
- October 14 (Prof development day for county schools)
- Nov 25-27 (Thanksgiving break)
- Dec 18, 19, 20 (For city schools only--*when we have at least 12 kids in attendance*)
- Dec 23, 26,27, 30, 31 (Christmas break)
- Jan 2,3 (Christmas break)
- Jan 6 (County schools prof development day)
- March 10-14 (For city schools only-intercession-*when we have at least 12 kids enrolled*)
- March 17-21 (Spring break)
- March 24 (county holiday)
- April 21- (county bad weather day)

SCHEDULED EARLY RELEASE DAYS: Fishers of Men Centers **will** be in session for all scheduled (60%) early release days. On early release days we will open at 12:30. Scheduled early release days are as follows:

1. Dec 17 (city students) if we have at least 12 kids enrolled
2. Dec 20
3. May 29th

HOLIDAY CLOSINGS:

Here is a list of holiday closings for the 2024-2025 School Year.

1. Labor Day- (Sept 2)
2. Thanksgiving (Nov 28-29)
3. Christmas (Dec 24-25)
4. New Year's Day (Jan 1)
5. Martin Luther King Day (Jan 20)
6. Bad Weather/Presidents Day (Feb 17)
7. Good Friday-(April 18)
8. Memorial Day-- (May 26)
9. Independence Day-(July 4)

EMERGENCY DELAYS, DISMISSALS & CLOSINGS: Schools are sometimes closed for emergency conditions such as bad weather days. In these situations: If Jones County Schools are closed for the day, Fishers of Men Centers is closed.

If the elementary schools are dismissed early for an emergency, Fishers of Men Centers are closed.

Parents must make alternate arrangements for days when Fishers of Men Centers is closed or closes early for an emergency. Parents are asked to monitor the local news media for cancellation, delay, and early dismissal information.

ATTENDANCE/SIGN-IN/SIGN OUT

ARRIVAL PROCEDURE:

Children who ride the bus to the center are to be dropped off under the canopy. Parents who are dropping off will need to sign them in. Children are to immediately report to their assigned classroom or another designated area to check in with staff. Children are greeted by staff as they arrive and attendance is taken. Fishers of Men Centers cannot assume responsibility for a child until he or she has checked in. If a parent is bringing the child, children must be accompanied into the building and signed in by their parent/guardian. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence, and signed in before the parent departs. Parents are responsible for the supervision of their children before signing in.

TRACE PROCEDURE: If your child will be absent on an afternoon he or she is scheduled to attend, please inform Fishers of Men Centers by notifying a staff member prior to the absence, or by emailing or leaving a voicemail message at your site before 2:00 PM. If a child is absent on an afternoon he or she is scheduled to attend, and Fishers of Men Centers has not been notified, the Fishers of Men Centers trace procedure will be followed. Staff will first check the child's classroom and the Center office, then call the parents to determine the child's whereabouts. Once parents are contacted, they are responsible for locating the child. If attempts to contact the parents are unsuccessful, messages will be left and emergency contacts will be called. If no contact can be made, the police may be called to report the missing child. Because the trace procedure takes a staff member away from the group for an extended period of time, a \$10 trace fee is assessed for failure to notify the Fishers of Men Centers staff of an absence. Fishers of Men Centers reserves the right to terminate enrollment for recurrent unnecessary traces.

DEPARTURE PROCEDURE:

The person who picks up the child must inform a staff member that they are leaving and sign out on the attendance sheet. Parents are responsible for the supervision of their child after sign-out.

RELEASE AT PICK-UP: Children will be released only to those persons specified on the registration form. At least one emergency contact listed on the Child Enrollment and Health Information form must also be listed for emergency pick-up situations. Designated pick-up persons must be age 18 or older, or a sibling with prior permission. If a person not listed on the registration form must pick up the child in an emergency situation, parents are to provide an email from the address on file with Fishers of Men Centers. Phone calls will be accepted to grant permission only if they can be readily verified through voice recognition or a return phone call. Staff will check the identification of anyone they do not recognize. Please inform anyone picking up your child of this policy so they know we must see a photo ID before releasing the child. Any person suspected of being impaired by alcohol or drugs will be asked to call another designated person to pick up the child. The police may be called if necessary. Your child's safety is our priority! Due to the importance of greeting children and hearing about their day, parents are asked to not be on their mobile phones while in the building.

CUSTODY ISSUES: All parents/guardians listed on the Child Enrollment and Health Information shall be authorized to pick up his/her child on any day that Fishers of Men Centers is in session and will be permitted to designate others to pick up his/her child on any day that Fishers of Men Centers is in session -- unless Fishers of Men Centers is provided with a copy of a court order or decree that

authorizes restriction of these parental rights and the Site Director is apprised of the court order or decree. For parents with joint or shared custody, either parent will be permitted to pick up the child on any day Fishers of Men Centers is in session and to designate others to pick up the child on any day Fishers of Men Centers is in session. If one parent is the legal custodian of a child, only the parent with legal custody will be permitted to designate others to pick up the child, so long as the court order or decree provided to Fishers of Men Centers supports such a determination.

STAFFING AND SUPERVISION

Fishers of Men Centers staff are well-qualified caregivers who are committed to providing a warm, supportive environment to enhance the child's self-image. A major responsibility of staff is to provide for the health and safety of each child. Staff members are alert to the safety and supervision needs of the children, anticipate possible hazards, and take appropriate preventive measures. Fishers of Men Centers will abide by the staff: child ratio required by the state.

DAILY SCHEDULE OF ACTIVITIES

The children's daily schedule is flexible enough to provide adaptability but structured enough to provide predictability for the children. Times and specifics may vary but a typical schedule is:

AFTER SCHOOL - 3 hours

3 pm Arrival

Snacktime (15 minutes)

Homework Time/ Reading (30 minutes)

Outdoor Play / Gym (20 minutes)

Small-Group Bible Lessons (40 minutes)

Group Music Lesson (15-30 minutes) (weekly)

Games / Arts Crafts / Free Play (20 minutes)

6 pm Dismissal - Pickup from the Gym (Door closest to the church)

OUTDOOR PLAY

Outdoor play periods are required for the children each day as the weather permits. In inclement weather, indoor activities will be provided in the gym. The outdoor play period may be canceled, or the length of time adjusted for extreme temperatures or threatening weather. Please see that children are dressed appropriately for active play both indoors and outdoors. This includes appropriate shoes for active play.

SNACK

A snack that provides nutritional value in addition to calories and contains at least one food from each two of the four basic food groups will be available each afternoon. This snack is not intended to be a meal. If your child does not like the food served or you would like your child to have more food, please

feel free to send a healthy snack with your child, (See APPENDIX C in REGULATIONS GOVERNING LICENSURE OF CHILD CARE FACILITIES). A monthly snack menu will be posted and available upon request. The cost of the snack is included in the tuition fee.

REFRESHMENTS

Refreshments may be provided by parents only on a child's birthday or other special occasion such as Valentine's Day, Easter, Christmas, Graduation, etc. Food supplied to children, must meet the nutritional guidelines as set forth by the regulations governing licensure of Childcare facilities. It is recommended that foods for the event that are brought to the facility by parents should be "store bought" not homecooked. Food items may include cake, ice cream, fresh fruit, cheese, and crackers, etc. Other items i.e. party favors such as stickers, books, toothbrushes, and crayons are encouraged.

BIBLE LESSONS

Bible lessons will be given daily to teach children about Jesus Christ. We use the New International Reader's Version (NirV) since it is written on a third-grade reading level and is easy to understand.

We will provide Bibles for each student that will be kept in the classroom for use. Students are encouraged to take care of the Bibles and abide by our book care policy below.

ACCELERATED READER BOOKS

To help students improve their reading skills, we will provide Renaissance Accelerated Reader-approved books for reading. After reading these books, students should be able to test on these books and receive AR points to hit their AR goals. Students will be given quiet time for reading in their daily schedules.

BOOKCARE

We ask our students to take care in using these books and report damages to the teacher. Our book care policy is the following:

- Keep books away from food or drinks
- Use a bookmark for saving your place in a book rather than turning down pages
- Never use a pencil for a bookmark
- Keep books dry at all times
- Keep pencils and crayons away from your books
- Don't write in your book

If a student causes damage to the books, the parent will be notified and could potentially have to replace the cost of the damaged book.

MUSIC LESSONS

Learning music is a lifelong process. We want to provide an atmosphere for our students to explore the language of music. General music lessons are available to all students enrolled in the program and are included in the tuition fee.

FUNDAMENTALS OF MUSIC:

Our goal is that students receive a solid foundation in basic music skills, including note reading, rhythm, and more. We will offer group music lessons to students interested in learning music.

INDIVIDUAL MUSIC LESSONS:

As funding and scheduling permit, students are selected for the individual music lessons after meeting the eligibility requirements below:

- Parental consent form signed
- Minimum of six years of age
- Show a strong sense of commitment and passion for learning
- Follow daily practice expectations established by their instructor

Our staff and volunteers of Christian Musicians are dedicated to creating a nurturing yet challenging environment that promotes a lifelong enjoyment of great music.

The parents are responsible for providing the instruments. Individual music lessons are offered at an additional fee. Children may be removed from the one-on-one lessons if there is a lack of commitment or habitually unprepared for lessons.

MISSED LESSON / MAKE-UP POLICY:

Typically no makeup lessons are offered.

PHOTO / VIDEO POLICY

It is necessary for pictures and videos to be taken of Fishers of Men Centers students and staff during lessons, events, and performances. Tuition paid constitutes less than the money needed to run the center. Fishers of Men Centers must always strive for greater awareness in our community, and sharing photos and videos of our students is essential to building that awareness. Photos and videos of students may be shared on our website, social media, email newsletter, in the local media. Please sign the Handbook Acceptance Form and Media Release granting Fishers of Men Centers permission to utilize these images for marketing and fundraising purposes.

MOVIES

Only G and PG-rated movies will be shown to the children.

TRANSPORTATION POLICY

Fishers of Men Centers will be providing transportation to certain elementary schools. Ask us for a list of schools we pick up from. Laurel City School District will allow students to ride the school bus however, a parent permission slip is required. Also, parents may choose to drop off their children each day.

The safety of children, passengers, and drivers is of utmost importance in transportation provided by the program. All transportation will comply with state motor vehicle licensing requirements and traffic regulations. Staff drivers will meet job and staff qualifications, have evidence of a safe driving record for a minimum of the previous 5 years, and pass a background check and random drug test. Only insured,

registered, well-maintained vehicles will be used to transport children and the number of passengers will not exceed the vehicle manufacturer's recommendation. All children transported by the program will have completed, and signed Transportation Permission forms; children without permission forms will be refused transportation. Smoking, alcohol, drugs, and any substances or materials that could be considered harmful to or inappropriate for children are prohibited in transportation vehicles at all times.

Responsibility & Accountability

1. The Executive Director or a person assigned by the Executive Director will be responsible for enforcing this policy.
2. The driver is responsible for maintaining the safety and cleanliness of the vehicle.
3. Teachers are responsible for enforcing this policy during drop-off and pick-up and on field trips.

Procedure

1. Transportation Permission forms for regular transportation to and from the program will be completed, signed, and returned to the office with enrollment forms.
2. Teachers will obtain completed, signed Transportation Permission forms for all field trips.
3. Children will never be left unattended in a vehicle, even for brief periods.
4. An adult will accompany all children to and from vehicles to ensure safe passage.
5. On trips departing from the program, children will be counted when entering the vehicle and again when entering the facility in both directions.
6. Proper restraint systems, seat belts, car seats, and booster seats will be used as required by state law.
7. Parents may be required to provide a car or booster seat for field trips.
8. Staff will ensure that car and booster seats are installed properly and that restraint systems are fastened securely.
9. Children with special needs have their needs attended to during transportation as outlined in their Care Plan.
10. A first aid kit, cell phone, and list of emergency contacts will be in the vehicle while transporting children.
11. Other than in cases of emergency, the driver is not permitted to talk on, text, or otherwise use a cell phone, tablet, laptop, or other electronic device while operating the vehicle.
12. Fishers of Men ministry will conduct an annual background and driving record check on staff drivers.

HOMWORK POLICY

Although Fishers of Men Centers believes that homework is ultimately the child's responsibility, we will do all that we can to encourage children to work on it at Fishers of Men Centers. Our daily schedule includes **30 minutes of quiet time** Monday through Thursday for homework or reading. During this time, Fishers of Men Centers staff will be available to provide some assistance if needed but will not be able to check children's work for accuracy, or completeness, or to provide individual tutoring for children. Please check with your Childcare Director for more detailed information about homework time.

STUDENT DRESS CODE

Students should be neat and clean. Teachers may, at any time, counsel students about attire that may not be acceptable. When there is any doubt that students are not adhering to the standards of dress, the executive director will be the final authority

Dress For Males/Females

1. Clothing advertising alcoholic beverages, or drug culture, or clothing with obscene language or gestures shall not be worn, including clothing/attire/accessories/etc. political in nature.
2. Shoes shall be worn at all times.
3. Shirts and blouses shall be long enough to cover the stomach.
4. Shirts shall not be unbuttoned below the second button unless a shirt is worn underneath.
5. Hats, head scarves, headbands, rollers, sunglasses, or any other headwear that may interrupt the center, shall not be worn during normal hours. The wearing of hats, caps, hoodies, or toboggans will not be allowed in the church buildings. Exceptions may be made for field trips.
6. Belts shall be fastened.
7. Shorts, Dresses, and skirts shall be worn at the appropriate length of 5 inches above the knee cap. Clothing shall not be excessively low in front or back; dresses shall not be backless.
8. Bike shorts, shorts, or skirts with slits may not be worn.
9. The wearing of earrings and studs shall be worn in ears only.
10. All garments shall be worn in a conventional manner.
11. Appropriate undergarments shall be worn.
12. Leggings or tights may only be worn under appropriate dress-length garments. (No t-shirts with leggings)
13. All students shall be clean and appropriately groomed at school.
14. Extreme or unusual grooming or dress styles, which could disrupt the proper atmosphere, will not be condoned (e.g., sagging pants, hip huggers, lace-up jeans or shorts, etc.).
15. Dress or grooming that is dangerous, presents a health hazard, or is immodest, will strictly be inappropriate.

Any clothing considered by the executive director or school staff to be too revealing shall not be worn. Parents will be notified if the student fails to abide by the above guidelines and asked to bring another change of clothing. Students may be suspended from the center if they fail to comply with the dress code.

DISCIPLINE AND GUIDANCE POLICY

The Fishers of Men Centers discipline and guidance policy applies to all staff, parents, and children while they are at the center. A goal at Fishers of Men Centers is for children to learn self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed by guiding the children through everyday activities and interactions with others. Rules and limits are set for three main reasons: to prevent possible harm to self or others, to prevent damage to property, and to prevent infringement on the rights of others. To provide a safe and secure environment for everyone, the following rules have been developed which will be always in effect:

- Show respect for people and property.
- Follow good safety practices.
- Follow directions the first time they are given.

School rules will also be in effect to provide consistency for the children throughout their day. The environment of the program will be structured to help children remember limits. Children will be treated with respect so they may in turn learn to respect others. Positive language will be used to provide simple, consistent explanations. Reasonable efforts will be made to help children adjust to the Fishers of Men Centers group setting. Children will be taught to be responsible for their actions; they make the choice to follow the rules and enjoy the rewards or to disregard the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards, and positive communication with parents. Children exhibiting inappropriate behavior will be redirected to an appropriate activity or provided with natural or logical consequences. A child who is having problems playing within the guidelines of the program may be removed to a non-stimulating, supervised area for a period of time to regain control. Parents will be informed of their child's behavior at Fishers of Men Centers and every attempt will be made to work together with the parents and the child to correct serious or recurrent behavior situations. If a child's behavior frequently requires extra attention from a staff member, parents may be called upon to participate in a partnership to develop a behavior management plan.

INCIDENT REPORTS

In cases of serious or recurrent misbehavior, an incident report will be written. Examples may include but are not limited to causing a physical injury, taunting, name-calling, encouraging others to exclude a child from a group, threatening physical harm, and damaging property. Should a child's inappropriate activity or behavior result in damage to any Fishers of Men Centers owned or leased property, including the property of West Laurel Baptist Church, Fishers of Men Centers reserves the right to access the parent or legal guardian for any and all amounts necessary to repair or replace the damaged items or property. An incident report is intended to inform parents or legal guardians about inappropriate behavior. Staff will discuss the incident with parents or legal guardians, who are asked to sign the report, review it with the child, and discuss better ways to deal with the situation. A copy of the incident report will be given to the parents. It is not acceptable for a parent or legal guardian to engage in an argument with or threaten Fishers of Men Centers staff and/or children. Examples of such behavior include but are not limited to loud voices, foul language, threatening physical harm, or inflicting physical harm. This type of behavior may result in disenrollment from the center.

SUSPENSION

In cases of serious or recurrent incidents, parents may be called to pick up their child. Following an opportunity for the child to explain his or her actions, a suspension may be imposed. A parent conference may be required before the child returns to the program. Payment will be due for the time a child is suspended (not to exceed five school days). After suspension, if the child's behavior continues to be inappropriate, the child may be dismissed from the center.

DISENROLLMENT

If, at any time, Fishers of Men Centers determines that a child is unable to benefit from the program, unable to abide by the Fishers of Men Centers rules, or the child's behavior is unsafe or unmanageable, he or she may be disenrolled from the program. In such cases, Fishers of Men Centers would communicate with the parent or legal guardian prior to disenrollment.

BULLYING

Bullying behavior will not be tolerated. Certain conditions need to exist to define a situation as bullying. Children may joke around with each other, call each other names, or at times engage in some physical contact and yet these incidents are not labeled as "bullying" when they occur between certain children. The difference lies in the relationship between the bully and victim, and the frequency and intent of the interaction. Bullying includes more than one intentional act of one child towards another that causes the other child mental or physical harm and is sufficiently severe, persistent, or pervasive that it creates an intimidating or abusive environment for the other child. If it is determined by Fishers of Men Centers that a child is involved in bullying, disciplinary action will be taken, including warnings, consequences, restrictions, conferences, suspensions and/or disenrollment.

EMERGENCY POLICY

The safety of the children is of greatest concern. Several procedures have been devised to assure the safety of the children:

- A telephone is available at each site for emergencies
- A staff member trained in first aid, CPR, and child abuse/neglect recognition and prevention is on-site at all times.
- In the case of a minor accident/injury, Fishers of Men Centers staff will administer basic first aid. For a more serious injury, first aid will be administered, and the parent will be contacted immediately to assist in deciding an appropriate course of action. If an injury is life-threatening, the 911 emergency will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Parents are required to grant permission for emergency transportation at the time of application.
- A written incident/injury report will be completed and given to the person picking up the child whenever a child:
 - has an illness, accident, or injury that requires first aid
 - receives a bump or blow to the head
 - is transported by the emergency ambulance
 - is involved in an unexpected event that jeopardizes safety
- **EMERGENCY TRANSPORTATION POLICY:**
 - If transportation is required for an emergency, it will be provided by the emergency ambulance, school buses, staff, or the parent depending on the nature of the emergency
- **SAFETY DRILLS:**
 - **Monthly fire drills and periodic tornado and safety drills** will be conducted for all children and staff. A written plan explaining the action to be taken in case of fire, severe weather alerts, or general emergencies will be followed. This plan includes a diagram of evacuation routes and is posted in each area classroom. In the event of an environmental threat or threat of violence, children will be secured in a safe area, the proper authorities will be contacted, and their directions will be followed. Parents will be informed as soon as the situation allows.
- In the event of an **emergency evacuation due to fire**, weather conditions, utility emergencies, etc, the children may be transported by staff vehicles to a designated emergency relocation site.

○ EMERGENCY RELOCATION SITES:

- Site: 1 Mile – 313 Central Avenue Laurel MS 39440 (downtown Laurel)
- Site: 5 Miles – 65 Freeman Johnson Rd Laurel MS 39443
- A sign will be posted at the Fishers of Men Centers indicating the location where you can pick up your child. Parents will be contacted as soon as possible. If a parent cannot be reached, the emergency contacts listed on the registration form will be called.

CARE OF SICK CHILD

If a child becomes ill during Fishers of Men Centers center hours, the parent will be notified and asked to pick their child up. If a child exhibits a fever of 101 degrees or higher and one other symptom (vomiting, diarrhea, headache, earache, etc.) the parent will be notified and asked to pick their child up immediately. The child cannot return to Fishers of Men Centers for 24 hours after the symptoms leave or according to CDC guidelines. Once Fishers of Men Centers is notified that a child enrolled in the program has an illness in the communicable disease chart, signs will be posted notifying parents. The signs will list symptoms to watch for and request that parents notify Fishers of Men Centers if their child gets sick. Signs will be posted for 48 hours. Children who are not feeling well, but who are not exhibiting any of the above symptoms will be isolated and observed for further signs of illness. If a child does not feel well enough to participate in the daily activities of the program the parent will be called to pick up the child. No credit or refunds will be given for days missed due to illness.

Any child or staff member exhibiting any of the following symptoms will be considered to be carrying a communicable disease and should not attend Fishers of Men Centers :

- temperature of 100°F in combination with any other sign or symptom of illness
- diarrhea (three or more abnormally loose stools within a 24-hour period)
- severe coughing causing the child to become red or blue in the face or to make a whooping sound
- difficult or rapid breathing
- yellowish skin or eyes
- redness of the eye or eyelid, obvious discharge, matted eyelashes, burning, itching, or eye pain
- untreated, infected skin patches, unusual spots, or rashes
- unusually dark urine and/or gray or white stool
- stiff neck with an elevated temperature
- evidence of untreated lice, scabies, or other parasitic infestation
- sore throat or difficulty in swallowing
- vomiting more than one time or when accompanied by any other sign or symptom of illness

MEDICATION POLICY

It is not possible for Fishers of Men Centers to administer medication or modified diets.

Children who have permission from the school to carry and self-administer asthma medication using an inhaler during the school day are also permitted to do so at Fishers of Men Centers with the appropriate

forms on file. The parent must sign a Request for Administration of Medication form and provide verification that the child has permission to carry the inhaler during the school day. The child must keep the inhaler in his or her possession at all times while at Fishers of Men Centers and not share it with any other person. Any time the child is unable to maintain control of the inhaler it must be given directly to a Fishers of Men Centers staff member. It is recommended that the parent provide a second inhaler as a backup for emergencies.

SPECIAL NEEDS POLICY

Children must be able to function independently in a large group setting determined in the staff-to-child ratio. To best meet the needs of your child, we ask that you contact the Fishers of Men Centers office to inform us of ANY and ALL accommodations that your child may require. If the needs of your child extend beyond the scope of our staff, Fishers of Men Centers reserves the right to require an “official” health care plan from the child’s licensed medical doctor or an Individualized Education Program (IEP) from school records to determine the ability of the program to render care. Reasonable accommodations will be made to meet the of the child. However, accommodations that would fundamentally alter the nature of or create an undue financial burden on the program, such as one-on-one care, cannot be made. Evaluation of qualifications will be undertaken on a case-by-case basis. Input from the parents and the Childcare staff with whom the child will be placed will be taken into consideration. Initial enrollment decisions will be based on reasonable judgment concerning the likelihood that the child’s participation in a group childcare setting can provide adequate educational, physical, and social adjustment, given the nature and extent of the disability.

PARENT PARTICIPATION

Parents are welcome to visit and observe the program upon request and are encouraged to participate whenever possible in the activities at Fishers of Men Centers. You may wish to attend events, share a interest with the children, and help with various projects! When visiting, notify the Childcare Director of your presence. The Childcare Director is available to discuss a child’s needs. However, due to staff responsibilities and schedules, parents are asked to make appointments with the Childcare Director whenever it is necessary to engage in conversations. Parents are encouraged to inform Fishers of Men Centers of any questions, suggestions, or concerns they may have. Concerns should first be addressed on-site with the Childcare Director. If a solution is not found, parents may address their concerns in writing to the Board of Directors. Fishers of Men Centers staff members are also to follow the same chain of command.

PARKING

Park in the marked parking spaces. Parents are asked to avoid double parking and obstruction of traffic lanes. Do not park under the canopy.

ENROLLMENT

The Fishers of Men Centers is offered for ages 5-12. Applications are accepted on a first-come, first-served basis and shall be accompanied by a non-refundable registration fee.

As a state-licensed childcare facility, we are required by the Department of Health to have a copy of the most recent [immunization records](#) (Form 121) for your child. Please make sure your child has received

all required screenings before registration. For the safety of all participants and staff, children who have not received all the necessary health screenings will be asked to leave the program until their health records are up-to-date.

WAITING LISTS

Enrollment at our center is limited. The length of the waiting list and its movement varies from year-to-year. Openings are offered as space becomes available throughout the year. Fishers of Men Centers cannot guarantee when space will become available. If you are on a waiting list and are offered service, you may choose to either accept the service or be moved to the bottom of the current waiting list. If there is no waiting list, you will be asked to contact Fishers of Men Centers when service is needed.

TERMINATION OF ENROLLMENT

A child's enrollment may be terminated, or enrollment may be denied by Fishers of Men Centers for any of the following reasons

- Tuition or other fees are more than seven days past due
- Recurrent late pick-ups, unnecessary traces, or late payments
- Falsifying information on registration forms or required paperwork
- Fishers of Men Centers determines that the child is unable to abide by the Fishers of Men Centers rules, or the child's behavior is unsafe or unmanageable, or the child is unable to benefit from the program, or the program is unable to meet the needs of the child
- Fishers of Men Centers determines that the behavior of the parent is inappropriate, or the parent is unable or unwilling to work respectfully and cordially with the staff to resolve a problem or the parent is unwilling to accept the resolution of the staff or the Board of Directors as to any matter

If a child's enrollment is terminated due to the behavior of his/her parent, the parent may be precluded from the Fishers of Men Centers premises and/or from enrolling his/her children in the future, and this decision is entirely at the discretion of Fishers of Men Centers.

TUITION/PAYMENT INFORMATION

Part-time tuition for the academic school year is \$74/week. A 10% sibling discount is available. This covers the after-school hours Monday through Friday from 3 pm-6 pm. This is the **yearly tuition** broken down into weekly payments for your convenience.

On school breaks and summer when we are open for full days, tuition will be \$130/week. This covers full days from 7:30 am - 6 pm. You may "**opt-out**" of full days by notifying us **one week in advance** that your child will not be attending on full days. This allows time for us to plan accordingly for staffing and meals. If your child is not attending for full days during the school year, you **will still be responsible** for their after-school slot.

A non-refundable registration fee for after school is \$85 per student and the summer registration fee is \$180. **Holidays and other scheduled school days off are not included in the calculation of the rate.** There will be no credits or refunds for calamity days or absences. **Payment obligation is based on the hours you agree to use the childcare services not on actual hours of attendance.**

The first weekly payment is due upon confirmation of enrollment and must be received before attending the center. Thereafter, **payments are due on the due date on the invoice, usually Thursdays.**

Tuition may be paid by check or money order made payable to Fishers of Men Bible and Music Centers. Please write your child's name in the memo portion of your check. VISA, Mastercard, and Automatic ACH debits may also be set up upon request.

Families that are receiving tuition assistance through the childcare payment program (CCPP) will be invoiced monthly.

Divorced/separated parents are jointly and separately liable for tuition to Fishers of Men Centers. Certainly, parents may agree between themselves who will pay what share of tuition, but Fishers of Men Centers requires a commitment from both parents that tuition will be paid promptly to provide for continuity of care for your child/children. By enrolling, both parents agree to stay current with tuition and will be informed if tuition is late or overdue.

WITHDRAWING

Fishers of Men Centers must be notified in writing of their intention to withdraw from the center. We ask the parents to give us a two-week notice.

Please email beth@fishersofmencenters.org as soon as possible to withdraw or to request changes. All requests must be received in writing.

FINANCIAL ASSISTANCE

Financial assistance may be available for families who qualify for the Child Care Payment Program (CCPP). CCPP is designed to provide childcare assistance to qualifying parents and guardians. Parents who meet the income and work requirements for participation in the program will be responsible for paying a co-payment fee. For more information on eligibility requirements please go to www.mdhs.ms.gov or email the Fishers of Men Centers office at beth@fishersofmencenters.org or 601-518-5000 for information about how to apply for assistance.

RECEIPTS

Receipts are also available from the Fishers of Men Centers office upon request. An annual statement of tuition paid will be distributed as a courtesy to currently enrolled families for tax purposes in late January.

LATE PAYMENT FEE

Tuition payments are due on the **due date of the invoice**, usually Thursdays. **A late payment fee of \$10 will be assessed for any payment that is more than 7 days past due.** If payment is not received by the last day of the 2nd week after the tuition due date your child(ren) will be suspended for one week or until payment is made that week. If the account is not paid in full during the week of the suspension, your child(ren)'s enrollment will be discontinued. Reinstatement is available only if space is available in the program, the account is paid in full, and an additional \$40 registration fee is paid. Excessive late payments may result in discontinuation of enrollment.

LATE PICK-UP FEE

Fishers of Men Centers staff members have evening responsibilities and are not expected to remain past 6:00 PM, although no child will ever be left unattended. A fee of \$10 will be assessed for each five (5) minute increment, or portion thereof after 6:00 PM if a parent is late (e.g., 6:01 arrival = \$10 fee; 6:06 arrival = \$20 fee).

If a child has not been picked up by 6:30 PM and attempts to contact parents and emergency contacts have been unsuccessful, the police and Jones County Dept of Child Protective Services may be called. Fishers of Men Centers reserves the right to suspend and/or terminate enrollment for recurrent late pick-ups. The late pick-up fee will also be assessed beginning one hour after the time a parent is contacted to pick up a child for any reason including illness, behavior, etc. Excessive late pick-ups may result in discontinued enrollment.

RETURNED CHECK FEE:

A fee of \$30 will be assessed for each returned check or insufficient funds notification. The amount of the returned check plus the \$30 fee must be paid by money order. Should there be a second returned check, all future payments will be required to be made by money order only. Returned check fees and tuition must be paid by the end of the week of notification.

LIABILITY STATEMENT

Fishers of Men Centers does have accident and liability insurance.

PERSONAL ITEMS

Although our staff will make every effort to help children keep track of their personal belongings, the final responsibility rests with the child. Appropriate items may be brought to the center, but if they are lost, stolen, or broken, Fishers of Men Centers cannot be held responsible for replacement or repair. Fishers of Men Centers reserves the right to search the child's belongings if the need arises. We ask that the child keep their personal belongings in their backpack.

THANK YOU

Thank you for choosing Fishers of Men Bible and Music Center as your childcare provider. The fact that you have enrolled your child and are reading this handbook demonstrates your genuine concern for the welfare of your child. We appreciate the opportunity to work with you and your child.

CHILD CARE REGULATIONS SUMMARY FOR PARENTS

Dear Parents,

The **Regulations Governing Licensure of Child Care Facilities** requires that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities.

The Child Care Regulations are the rules and regulations that each childcare facility in Mississippi must follow in order to maintain its Child Care License. You, as a parent, are entitled to access these regulations. Among the subjects covered in the Child Care Regulations are:

- Licensing Requirements
- Buildings & Grounds
- Rights of Entry & Violations
- Health, Hygiene, Safety
- Facility Policies & Procedures
- Nutrition & Meals
- Personnel Requirements
- Discipline & Guidance
- Records
- Transportation
- Reports
- Diapering & Toileting
- Staff Requirements
- Swimming & Water Activities
- Program Activities
- Feeding of Infants & Toddlers
- Children with Special Needs
- Night Care
- School Age Care
- Summer Day Camp & School Age Programs
- Hourly Child Care
- Hearings, Emergency Suspensions, Legal Actions & Penalties
- Release of Information
- Rest Periods
- Equipment, Toys, Materials

APPENDICES

Appendix A – Child Abuse & Neglect Reporting

Appendix B – Reportable Diseases

Appendix C – Nutritional Standards Appendix D –
Playground Safety Standards

Appendix E – Dishwashing Procedure Appendix F –
Handwashing Procedure

A full copy of the Child Care Regulations should be located in the Director’s office of your child care facility. It should be available for your examination upon request. You may also access the Regulations at www.healthymss.com (from the left menu, select Licensure, then Child Care & Youth Camps.) You may direct your questions to your local licensing officials, or you may contact the Child Care Licensure office in Jackson at (601) 364-2827.

Should you have a complaint concerning a child care facility, contact your local licensing official

_____ at _____, email the
Investigation

Unit at CC.ComplaintUnit@msdh.ms.gov or mail the complaint to:

Mississippi State Department of Health
Child Care Facilities Licensure
PO Box 1700

Jackson, MS 39215

Parent Handbook Acknowledgement

Please sign this acknowledgment, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time to time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Fishers of Men Bible and Music Center Handbook**, and I have reviewed the handbook with a member of the **Fishers of Men Bible and Music Center Handbook** staff. It is my responsibility to understand and familiarize myself the Parent Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Parent Handbook** that I do not understand.

Recipient Signature

Date

Center Staff Signature

Date