



OAK GROVE

CHRISTIAN ACADEMY

Aftercare Handbook

Our commitment here at OGCA's After School Care Program ("Aftercare") is to provide a safe, loving, Christian environment for your child.

This handbook is designed to familiarize you with our policies and procedures. Please make sure to read our policies thoroughly as it contains important information that will ensure a successful relationship between your family and our program.

Mission Statement

OGCA Aftercare exists to provide families with a care option that is accountable, safe, and Christ-centered. Through a variety of age-appropriate activities, we hope to encourage children to be independent thinkers and life-long learners.

"Whoever receives one such child in my name receives me, and whoever receives me, receives not me but him who sent me." - Mark 9:37

Enrollment Procedures

Parents may acquire Aftercare applications from OGCA during regular office hours (7:45am to 4:00pm M-F) or online at oakgrovechristian.com/aftercare. Parents must sign the tuition agreement and provide all requested contact information on the form.

A current medical release form must be on file with OGCA for each student participating in the Aftercare program. The yearly school medical release form will be duplicated for this purpose.

It is the responsibility of the parent to report to the office any change of address, telephone numbers (home, work and mobile), employment, emergency contact person and medical information.

Times of Operation

Operating hours are Monday through Friday from the end of school through 6:00pm.

We do not currently offer daytime care options for school holidays or closures, including teacher workdays. **Please make other care arrangements for your child any time OGCA is closed.**

We do not offer any partial week rates. You must register and pay for the entire week of care, even if you do not use it all. Exceptions are made only for school closures. Aftercare may not be used as an on-call, occasional care option for your child.

Safe Arrival and Departure Policy

Students will be escorted to the designated Aftercare facility following OGCA school dismissal. All parents must sign children out upon departure. Pick up time is before 6:00pm.

OGCA WILL NOT ALLOW ANY PERSON NOT ON THE CHILD'S EMERGENCY CONTACT LIST TO LEAVE WITH ANY CHILD FROM OUR CARE. ANY UNFAMILIAR FACE MUST PRESENT A PHOTO I.D. UPON ARRIVAL. IF SOMEONE OTHER THAN AN EMERGENCY CONTACT ATTEMPTS TO PICK UP A CHILD, AUTHORITIES MAY BE NOTIFIED.

Aftercare will be hosted primarily in the Family Life Center of Oak Grove Baptist Church. Other school facilities may be used in special circumstances. Entrance and exit will be by the front doors of the Family Life Center only. When children are released to parents/guardians, they are no longer under the care of OGCA staff. Students leaving the building must be accompanied by parents to the vehicle. **DO NOT ALLOW** your child the freedom to run or roam the building, classrooms, or parking lot. OGCA will not be held responsible for accidents or injuries that may occur to children who are not under the care of OGCA staff.

If any injury happens while your child is at OGCA, an incident report will be completed. The parents will be notified and given a copy. The parent and the staff member who witnessed the incident must sign the report. The incident will be logged and a copy of the report will be kept on file at OGCA.

Sick Policy: Regulations Concerning Sick Children

Children with the following conditions must be excluded from care until 24 hours after symptoms are gone (without the use of symptom-reducing medication):

- Fever over 100.5
- Suspected contagious disease, including head lice
- Vomiting or diarrhea
- Severe stomachache, headache or earache
- Inability to attend school due to illness or injury
- Symptoms of viruses, including strep, flu or COVID-19

In the event your child contracts a communicable disease such as strep throat, chickenpox, meningitis, mumps, head lice, measles, etc., please notify the School and Aftercare Director immediately. For the safety of the students and families, the Aftercare Director will contact families as needed with relevant details while maintaining your child's confidentiality. Before the child returns to care, the School may request that the family provide a doctor's note.

Please note that Aftercare tuition is still due for children who are too sick to attend. The fees will continue to save your place in our Aftercare program. Failure to pay all Aftercare fees will result in dismissal from the program.

Medication Policy

Please avoid sending medications for your child to take at Aftercare. Any necessary medications must be in a pharmacy labeled container with physician's directions clearly printed. You must also have a MAT form signed by the child's physician on file. Please see the school office or website for the form. If our Aftercare staff is not licensed to administer medicine, the child may be escorted to the appropriate staff member in the OGCA Daycare.

Smoking

Smoking is not permitted in the church/school facilities, around church/school doorways, or during any school related activities.

Personal Belongings

There are NO technological devices allowed at Aftercare. If something was brought to school, it MUST remain in the child's bag until pick up. This includes the use of cell phones (even for texting) and tablets. Students are responsible for keeping track of their personal belongings during Aftercare hours.

Discipline & Behavior Management Policy

Children attending OGCA will not be subjected to any form of corporal punishment by any staff of the facility. The definition of "staff" includes: any regular or substitute caregivers, volunteers or any other individual who might come into contact with the children while providing services for OGCA.

Instructors and other staff will provide verbal warning. If behavior is not self-corrected, the child will be assigned an age-appropriate activity designed to redirect the child to appropriate behavior. Parents will be notified if behaviors are impeding instruction.

Reporting Child Abuse and Neglect

If symptoms of suspected child abuse or neglect by a staff member or parent/guardian are brought to our attention, we are required by law to report to the Westmoreland County Department of Social Services. OGCA will abide by this law.

Closures

Aftercare is closed whenever OGCA's school is closed, including holidays, school breaks, teacher workdays and inclement weather days. Please obtain a copy of the

school calendar from the office. Emergency notices may be sent out via the Remind App to alert you of Aftercare cancelations or early closures in cases of inclement weather.

Tuition

Each child's tuition is an ongoing fee, added onto your monthly School account.

Note: Tuition is required by all students, whether or not your child is in attendance, as long as he/she is enrolled. The full week's rate is due whether the student attends full week or not. We do not offer partial week rates.

Penalty Charges

Late Payment Penalty

\$25 per week will be charged to all accounts as long as the account is delinquent. **OGCA may discontinue services if tuition is two weeks or more delinquent.**

Late Pick Up

A fee will be charged if a student is picked up after regular operating hours. The operating hours for the Oak Grove Christian Aftercare are from 3:00pm until 6:00pm, Monday through Friday. Aftercare closes at 6:00pm sharp. Students remaining later than 6:00pm will incur the following late fees:

6:05pm to 6:15pm - \$10

6:16pm to 6:30pm - \$20

6:31pm on - \$20 + \$2 per minute

****Phone calls to notify of late arrival are much appreciated, but will not exempt a late fee charge. Accounts will be billed.**

Returned Check Fees

Any returned tuition or fee check will incur a \$25 fee. Multiple returned checks may be relegated to a cash-only account.

Delinquent Accounts

If accounts are two weeks or more delinquent, OGCA has the right to discontinue services.

Withdrawal Policy

If a parent decides to withdraw a child from the program, a two-week notice is required. If no notice is received and the child is absent without notification, the family's account will be billed for two weeks.

Notices to Parents

Virginia State Law requires the following notice to parents:

RELIGIOUS EXEMPTION

In compliance with the Code of Virginia, Section 63.2-1776, this center is religiously exempt from licensure and is classified as a "religiously exempt child day center".

STAFF QUALIFICATIONS

The staff must have significant experience working with children. The staff must profess the Christian faith and should be mature and sensitive in working with children, parents, families, and other staff persons. Each staff member must complete and pass the church background check and training process.

PHYSICAL FACILITIES

Oak Grove Christian Aftercare program is housed in the OGBC Family Life Center. The Gym and Lobby are the primary meeting places. Activities may also take place outdoors on the church campus, or in the main church building under special circumstances.

FOOD SERVICE

OGCA will provide snacks to the students on a regular basis. There will be one daily snack. Birthday and other celebrations may be celebrated with the parents providing special snacks, should they like to do so.

STAFF HEALTH REQUIREMENTS

Staff employed by OGCA must be cleared by a practicing physician or nurse practitioner to be free from any disability which would prevent them from caring for children. Documentation is on file at OGCA.

PUBLIC LIABILITY INSURANCE

Oak Grove is covered by public liability insurance which provides coverage in the event someone brings suit for personal or bodily harm suffered during the operation of the aftercare program as a result of negligence.