



# Parent Handbook Summer Program

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# LifeKids Weekday Ministry

## Summer Program

“Children are a gift of the Lord.” Psalm 127:3

Welcome to LifeKids Weekday Ministry. We offer a Summer Program for school-aged children. This program is licensed by the Mississippi State Department of Health. It is our purpose to help children see themselves as a special creation of God and to help strengthen their physical and mental abilities giving them the self-confidence to become healthy, emotionally-stable, socially adjusted, reasoning individuals in their world. We provide programs that are fun and entertaining with playgrounds designed to provide a safe, healthy, inclusive, and fun environment. We place an emphasis on social and spiritual growth through meaningful play-based learning opportunities.

**Ages:** Kindergarten - 5th Grade completion

**Hours of Operation:**

(May 22 - August 4):

7:30am-6:00 pm

Monday – Friday

**Closed weeks of May 29 - Jun 2 and July 4 - 8**

**Arrival, Departure, and Absences:** Upon arrival, please turn off your car and come inside. Every parent must sign your child in and walk them to their classroom on the 2nd floor. Please make sure that their teacher is aware of their arrival. Only authorized adults are allowed to accompany a child in and out of LifeKids. Please do not ask a minor to drop off or pick up your child. Please sign your child out at the end of each day and check for all their belongings. Also, please call us if your child will be absent for any reason. We miss you when you are gone!

**Late Pick-up Fees:** There is a \$25 late pick-up fee per child for first 10 minutes you are late in picking up your child and \$1 per minute per child for every minute after. The LifeKids Weekday Ministry clock is the official time clock in calculating the amount of late pick-up fee. This fee is paid in cash directly to the person who is caring for your child after hours.

**Goals and Curriculum:** Throughout the day the children are encouraged to create, move, build, negotiate, explore, relax, and respond. Children will hear that God loves them and simple Bible truths will be presented. We strive to provide a safe, clean, and Christian atmosphere for our families.

We use activities that are integrated with many fun age-appropriate play and learn each day. Typical outdoor and indoor sporting activities as well as art, music, games, story-telling and role playing.

**Registration Fees:**

\$75 Summer Registration Fee per child (non-refundable)

\$150 Summer Activity Fee, Covers weekly swimming and field trips

Download and complete the Life Kid’s Enrollment Application Form

**Certificate of Immunization Compliance** – As long as your child is enrolled in a Mississippi Certified Elementary School proof of Immunization is not required. If your child is home schooled student a current Immunization on a Form 121 must be provided by your pediatrician.

**Weekly Fee:** \$105 due on Monday of each week. (10% weekly discount for siblings)

\$10.00 late fee applied if paid after Tuesday at 6:00 pm

Checks returned for insufficient funds will be charged a \$35 NSF fee and a \$10 bank fee, and will need to be paid by money order for tuition and fees in order for child care services to be continued.

**Staff:** Our staff members are loving, trained professionals who have all passed CPR and First Aid trainings, FBI fingerprint screenings, Child Abuse Registry checks, Immunization Compliance, and are required by law to obtain 15 hours of additional child care training each year.

**Snacks:** Children are served a nutritious mid-morning snack at Kid's Life, provided by parents. All children will be assigned a week to supply a snack for their class. All children should have eaten breakfast prior to arriving at Kid's Life. Infant rooms will have refrigeration available for bottles. If your child eats baby food, please send spoons, bibs and food your child enjoys. Please send plastic bottles with your child's name written on them. We are not allowed to prepare bottles so please make sure to prepare bottles at home.

**Label, Label, Label:** Every single item must be labeled with your child's name. Label bottles, pacifier, change of clothes, jacket, diaper bags, diapers anything that we might get out of your child's bag to help ensure it goes back where it belongs. We cannot be responsible for lost items.

**Clothing:** We are going to play, play, play! Please dress your child in rubber sole shoes, comfortable for climbing and running. Washable play clothes are recommended for school days. We will be getting dirty! Please place a complete change of clothing (labeled with your child's name) in their bag every day. Always send a jacket or sweater in cool weather, as we will be going outside, weather permitting.

**Wellness Policy and Medicine:** It is very important to us to keep our children as healthy and happy as possible. We do enforce a strict wellness policy and ask parents to keep their child home if they have any of the following symptoms: fever, vomiting, diarrhea, or excessive discharge from their nose or eyes. Children may return to Life Kids when all symptoms have subsided without medication for at least 24 hours or when doctors approve return. When in doubt, please apply the "Golden Rule". It is our policy that no medications will be administered by the Life Kids staff. Please do not send medications to our center.

**Discipline:** Life Kids Weekday Ministry is a center where children will feel safe and loved by their teachers. If a child needs correction, we will correct them in love and redirect their attention. Time out will be used if needed as a cooling-off period to help a child ages three or older regain self-control. Children at LifeKids will never be humiliated, nor exposed to harsh tones or any type of physical punishment. The parent of the child may be called to the center if the child needs further discipline.

**Remind App:** We will use Remind app to alert parents of closures and other school related notices. Parents must sign up at enrollment.

**Insurance:** Life Kids Weekday Ministry does not carry liability insurance. It is the responsibility of the parent to maintain a health and accident policy for each of their children.

**Withdrawal Notice:** A one week notification is required. If your child drops from the program mid-month, no refund will be given for remaining days.

## Daily Schedule:

7:30 - 8:30	Free Play
8:30 - 8:50	Devotional
8:50 - 9:00	Bathroom break
9:00 - 10:00	Rotations Art/Crafts / School Reading
10:00 - 10:20	Snack & Clean up and Bathroom break
10:20 - 11:30	Outdoor Games - Water Breaks
11:30 - 12:20	Handwash & Lunch (Nutritional Sack Lunch must be provided) Microwave and Refrigerator provided
12:20 - 12:30	Clean up and Bathroom Break
12:30 - 1:30	Rotations Art/Crafts / School Reading
1:30 - 2:45	Free Play Choice (Bounce House)
2:45 - 3:10	Snack, Clean up and Bathroom Break
3:10 - 4:10	Basketball or Volleyball play (Outside)
4:10 - 4:20	Board Games
4:20 - 4:30	Bathroom Break
4:30 - 5:30	Playground Water Breaks
5:30 - 6:00	Pick-up Free Time

### **\$150 Special Events covers the following!**

**Tuesday** - Special Events with Speakers and Presentations  
(Ex: Corey w/Game & Fish and his reptiles, WLBT Weather Tour, Nissan)

**Thursday** - Field Trips: Skating, State Capital Meet State Reps and Picture, Movie, High Heaven, Ag Museum, Farm & Fishing Day @ Kandy's, Play at the Park, Goofy Golf, Bowling, Petrified Forest, (Dates TBA)

**Friday** - Swimming 10:30 - 12:00 @ Cypress Lake Pool (Certified Lifeguards will be provided by CLP)

# Life Kids Weekday Ministry Summer Program Enrollment Form

Please supply a complete response to every item. If the item is not applicable, please answer N/A. Please do not leave anything blank.

Child's Full Name \_\_\_\_\_

Prefers to be called \_\_\_\_\_ Birth Date \_\_\_\_\_ Sex \_\_\_\_\_

School: \_\_\_ Highland \_\_\_ Ann E. Smith \_\_\_ Madison Station Grade \_\_\_ Homeroom Teacher \_\_\_\_\_

Parents' Relationship to Each Other: \_\_\_ Married \_\_\_ Divorced \_\_\_ Separated \_\_\_ Single  
Child lives with (please check all that apply): \_\_\_ Mother/Father \_\_\_ Mother \_\_\_ Father \_\_\_ Other

Father's Name \_\_\_\_\_ Employer \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Occupation \_\_\_\_\_ Work Phone \_\_\_\_\_

Mobile \_\_\_\_\_ Email address \_\_\_\_\_

Mother's Name \_\_\_\_\_ Employer \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Occupation \_\_\_\_\_ Work Phone \_\_\_\_\_

Mobile \_\_\_\_\_ Email address \_\_\_\_\_

Names/Ages of siblings: \_\_\_\_\_

Previous Child Care Center(s): \_\_\_\_\_

Family religious preference \_\_\_\_\_ Church you currently attend \_\_\_\_\_

How did you find out about our program? \_\_\_\_\_

Please make any comments that will help us understand care for your child. Please list any habits such as nail biting, finger sucking, biting, tantrums, etc... and indicate any special needs or abilities: \_\_\_\_\_  
\_\_\_\_\_

Does your child have any allergies? Please list, including food, if necessary: \_\_\_\_\_  
\_\_\_\_\_

Person who will be available to assume responsibility for your child in an emergency if parents cannot be reached:

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Work phone \_\_\_\_\_ Home phone \_\_\_\_\_ Mobile \_\_\_\_\_

Release of Child

I authorize that my child be released by the Life Kids Weekday Ministry Program to the following persons, in addition to those already listed on this form:

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Work phone \_\_\_\_\_ Home phone \_\_\_\_\_ Mobile \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Work phone \_\_\_\_\_ Home phone \_\_\_\_\_ Mobile \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Work phone \_\_\_\_\_ Home phone \_\_\_\_\_ Mobile \_\_\_\_\_

My child may **NOT** be released under any circumstances to: \_\_\_\_\_  
(However, parents (mother or father) may not be denied access to pick up their child without a **notarized court order** on file with Lifekids.)

Please read and **initial** the appropriate answer to the following items:

- I have been informed that Life Kids does NOT provide liability insurance for my child. \_\_\_\_\_ Yes \_\_\_\_\_ No
- I have been given a copy of and have read the MSDH Regulation Summary for Parents: \_\_\_\_\_ Yes \_\_\_\_\_ No
- I have been given and have read and understand the Life Kids Parent Handbook: \_\_\_\_\_ Yes \_\_\_\_\_ No
- Form 121 Immunization Compliance Form is on file at the school my child attends: \_\_\_\_\_ Yes \_\_\_\_\_ No
- My child may be photographed at the child care center: \_\_\_\_\_ Yes \_\_\_\_\_ No
- My child's picture may be used in media, i.e. Facebook, newspaper, etc... \_\_\_\_\_ Yes \_\_\_\_\_ No
- Life Kids may obtain emergency medical treatment for my child if needed: \_\_\_\_\_ Yes \_\_\_\_\_ No
- I am aware that Life Kids will NOT administer medication to my child. \_\_\_\_\_ Yes \_\_\_\_\_ No

**Transportation:** I give permission for a Life Kids Weekday Ministry Summer staff person to transport my child in the Life Kids Weekday Ministry bus/van to/from their swimming activities and field trips. I understand that the center has insurance coverage on the vans. **Parent Initials:** \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Director: \_\_\_\_\_ Date: \_\_\_\_\_