

Enoch Christian Academy  
Before and After School  
Program

**HYPE**

Helping Young People Excel

Parent Handbook

I acknowledge I have read the parent handbook,  
understand and agree to all information.

Parent Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

HYPE  
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Before and After Care Program

Parent Handbook

**Mission**

To provide a safe, comfortable and caring environment in which children are challenged to explore their talents and maximize their mental and physical abilities.

**Philosophy**

The HYPE after school program is a holistic program focusing on academics, social competence, and self-awareness. Education enrichment activities such as individualized tutoring and group study sessions aim to strengthen your child's academic skills. HYPE will enhance your child's social competence and self-awareness using the Search-Institute's 40 Developmental Asset Model. For information on the 40 Developmental Asset model, visit [www.search-institute.org/assets/](http://www.search-institute.org/assets/).

**Administration**

Enoch Christian Academy is an educational ministry of Enoch Baptist Church under the leadership of Dr. Michael G. Daniels. Dr. Tanya Faulk, Executive Director, oversees the staff, programs and all school operations.

**Staff**

Each teacher is academically qualified to direct each student in his/her quest to become life-long learners in a globally challenging academic environment. A physician's statement for each staff member supervising the children is required for employment. This statement, which is submitted annually to the state, certifies that each staff member is free from any disability that would prevent him or her from supervising children. Please rest assured that each staff member is subjected to a thorough background check prior to employment.

**Financial Information**

The cost of the before care or after care program is \$35 weekly per participant with a \$5 discount for additional siblings enrolled. A \$25 registration fee ensues. Payments can be made weekly, bi-weekly or monthly; however, **payment must be received prior to the upcoming month or week per your contractual agreement.** If payments are scheduled weekly, bi-weekly or monthly, then tuition must be paid one week, bi-weekly or one month in advance respectfully.

Consequently, late payments will be assessed a \$10 late fee at the end of the month. If payments are not submitted, placement in the program will be forfeited.

### **Hours of Operation**

Hours for the before care program are **6:30 A.M. until 8:00 A.M.** After school program hours are **3:00-6:00 P.M.** Our yearly schedule is aligned to the Virginia Beach Public Schools schedule holidays, winter break and spring break. We follow our regular operation hours for early release days. When Enoch Academy is closed, HYPE is closed as well.

### **Pick Up Policy**

Your child will not be released to anyone other than those listed for authorized pick up. Changes in persons for authorized pick up must be cleared in advance. In emergency situations, please call the director if someone other than those listed on your child's authorized pick up list must pick up your child.

A late pick up fee will be assessed if your child is not picked up by the scheduled closing time of 6:00 P.M. There will be a \$10.00 late fee for children who are picked up between 6:01 and 6:10 P.M. An additional fee of \$1.00 per minute will be assessed for each minute after 6:10 P.M. that your child is not picked up. **Please note that a phone call ahead to notify staff of late pick up does not negate late pick up fees.** Please be prepared to pay the late fee upon arrival. If not, the fee will be added to your weekly billing. **We do reserve the right to call Child Protective Services when children are not picked up in a timely manner.**

### **Withdrawal Policy**

Please allow at least a one week written notice for withdrawal. Weekly payments are expected until the expiration of the one week notification period. Otherwise payment is expected as contracted. If there are concerns, please feel free to contact the director at any time.

### **Discipline Policy**

At Enoch Christian Academy/HYPE After School Program, we respect each child as an individual recognizing that no single way of interacting with children is universally correct. We want to partner with our families to help our children grow and develop. Therefore, the staff will set appropriate limits, model acceptable behavior, redirect, reinforce positively, and teach problem-solving skills. Students will be encouraged to use words to settle disputes and taught to respect others by treating them like they want to be treated. The safety and security of each child is paramount. To ensure we provide the safest environment possible, the following rules apply:

1. Arrive prepared, ready to listen and follow all directions.
2. Treat other with respect and kindness.
3. Keep hands, feet and objects to yourself.
4. Complete tasks in a timely manner.

5. Be responsible and take ownership.
6. Clean up after yourself.

When a student breaks a rule, they will receive the following consequences:

1<sup>st</sup> Time- Warning

2<sup>nd</sup> Time- Redirection

3<sup>rd</sup> Time- Parent Contact

4<sup>th</sup> Time- Conduct Notice

5<sup>th</sup> Time- Administrative Action (*Severe behaviors may result in advancement to administrative action.*)

Changes at home often affect a child's behavior. To assist the staff in being sensitive to special needs or circumstances, please share any applicable concerns with the director.

### **Meals**

Breakfast will be served to children enrolled in the before school care program. Meal costs are included in tuition. A variety of nutritious foods are offered. After school meals are provided by the Foodbank of Southeastern Virginia and Eastern Shore. Students will be served a light dinner each day. Students will also be offered an afternoon snack. If your child has a dietary need or food allergy, please note this information on the appropriate enrollment form. A doctor's approval is needed to provide food or milk substitutes. If your child brings meals from home, please ensure they are healthy, nutritious and low in sugar. Please do not include gum, candy or carbonated drinks.

### **Possessions**

Please mark any removable clothing, book bags, lunch boxes, or other personal items with your child's name. Younger children will need to keep a change of clothing in case of accidents. Please place the alternate outfit in a plastic shopping bag with your child's name written legibly and visibly on the bag. Toys and games are not permitted.

### **Transportation**

Transportation to and from area schools such as Diamond Springs, Newtown, Bettie F. Williams and Bayside 6 is provided by Virginia Beach City Public Schools. Parents must call Virginia Beach City Schools Transportation to arrange pickup and drop off.

### **Sick Child Policy**

The health and safety of every child is a matter of major importance. Good health practices are observed and encouraged at Enoch Christian Academy. In order to protect the children who are well, the academy has stringent rules regarding sick children. These rules are in compliance with all Commonwealth of Virginia licensing regulations. The staff has been trained to follow proper

sanitation habits in order to keep everyone healthy and has also been trained in the observation of children's communicable diseases.

If a child becomes ill during school hours, the parent will be contacted IMMEDIATELY. Sick children may not be left in class or in an area with other children. The sick child will be isolated until a parent or other designated adult arrives.

Please do not send your child to school if he/she has any of the following symptoms:

- A fever of 100 or higher in the previous 24-hour period
- A severe cold that is less than two days old
- A heavy or green nasal discharge
- A persistent cough
- Intestinal disturbance accompanied by diarrhea and/or vomiting
- Sore throat
- Red, sore, discharging eyes
- Head lice

Upon return, a doctor's note is necessary stating your child is free of fever and contagious conditions such as pink eye, strep throat, and intestinal virus.

If your child has been exposed to any contagious disease such as whooping cough, German or regular measles, mumps, strep throat, chicken pox, diphtheria, scarlet fever, tuberculosis, etc. it should be reported to the staff immediately.

### **Medication Policy**

Prescription medications will only be administered by a designated staff member. The following conditions must be met:

1. An authorization to administer medication signed by the child's doctor and parent is on file.
2. The prescription is in the current original container with the doctor's prescription instructions printed on the label. (The child's name, name of medication, dosage amount and times to administer must be printed.)
3. Medication requiring refrigeration will be stored in a locked container inside a refrigerator.
4. All medications shall be kept in a locked place using a safe locking method to prevent access by children. If a key is used, the key shall not be accessible to children.
5. All medications shall be returned to parents as soon as the medication is no longer being administered.
6. At no time will a staff member allow a child to retrieve and/or self-administer any medication.

A logbook recording the administration of medications shall be maintained including the following information:

- Name of child
- Name of medication
- Date and time of administration
- Name of administering staff member

If your child is allergic to bee or wasp stings, please provide the school with any required information including antidotes, lotions or serums. Over-the-counter medications may be administered in accordance with a physician's written authorization only and must be in its original container. Otherwise, non-prescription medication **will not** be administered by any staff member. If a child is sick or hurt, only ice or bandages may be applied. **Please do not send non-prescription medicines with your child for self-administration.**

### **Inclement Weather Procedures**

Dismissal procedures for severe weather will be the same as the Virginia Beach Public Schools. If the public schools are not open, then Enoch Christian Academy will be closed unless otherwise notified.

Delayed openings will not necessarily be recognized. You will be notified in the event of such delays.

If severe weather occurs during normal hours, we reserve the right to close early and will contact all parents to arrange pick up. It is your responsibility arrange for childcare during such circumstances.

### **Emergency Plan**

In the event an evacuation of the premises or a lockdown is necessary due to weather or an emergency situation, the following procedures will occur:

- Immediate evacuation-Students are evacuated to a safe area near the school building.
- In-place sheltering- Sudden occurrences, weather or hazardous material related, may dictate that taking cover inside the school building is the best immediate response.

Relocation-Total evacuation of the school may become necessary if there is a danger in the building. In this case, students will be taken next door to Enoch Baptist Church at 5641 Herbert Moore Road.

### **Liability Insurance**

Each family is expected to provide their own medical insurance to cover accidental injuries.

### **Child Abuse/Neglect**

Virginia law requires that child care providers report all cases of suspected child abuse or neglect to Child Protective Services regardless of relationship to the child. Any suspected child abuse will be reported to the director or other immediate supervisor. The proper enforcement agency will be contacted.

After the proper authorities make an inquiry, parents will be informed that the complaint has been filed. Should a reported incident or suspicion involve an employed staff person or volunteer, he/she will be suspended from all duties and responsibilities until the investigation is complete.

It shall be noted that all staff members have criminal history checks and receive instruction in child abuse prevention.

### **Religious Exemption Licensing**

Section 63.1-196.3 of the Code of Virginia states that a child care center or day school operated under the auspices of a religious institution may be granted exemption from licensure once documentation requirements have been met. Enoch Christian Academy has met those requirements and will continue to do so on a yearly basis. Regular health and fire inspections are maintained as well as correct staff-child ratios and staff health and criminal records.

We look forward to a rewarding partnership with you in providing a quality education for your child.