

EAST HILL BAPTIST WEEKDAY // BEFORE/AFTER SCHOOL PROGRAM  
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# **B/ASP** **2023-2024**

## **Parent Handbook**

Updated November 30th, 2023



# WELCOME FROM THE ADMINISTRATION

Dear Parents and Guardians,

In partnership with parent and community, we look forward to a wonderful Before and After school year. We want each family to know that we are honored and consider it a privilege to serve each and every one of you.

Please read the Parent Handbook carefully in its entirety as policies you are familiar with may have changed. This handbook has many important policies and procedures. We are sure that you will find this information helpful as your child begins the Before/After School Program (B/ASP). Thank you, and please reach out with any questions that may arise.

With a thankful heart,

The Administrators of East Hill Weekday Children's Ministries

Kenny Nelson, *Director*

Blayne Little, *Assistant Director*

Duncan Sutton, *Operations Coordinator*

# WELCOME FROM OUR PASTOR

Dear Parents,

We are thrilled that you have chosen East Hill Baptist Church's Before & After School Program. We are praying for your child this year and hope that he or she feels the love of God every day in our programs. If you need a church home where you can experience God's love, we hope you will visit with us.

Sincerely Yours in Christ,

Rev. Dan Sowell

**PARENTS:** It is important that you read this handbook in its entirety. Upon registering, you will sign a statement indicating you have read and agree to follow the policies and procedures as stated in the handbook.

## **OUR MISSION STATEMENT**

We are dedicated to a daily investment in every child who comes through our program, as we faithfully model the love of God and share the Gospel of Jesus Christ with every child and family.

## **WHAT DOES THIS MEAN?**

Your child will experience the love of Christ as they are surrounded by the Word of God, songs of praise, and Christian leadership in a safe environment. It is our hope that every child will one day come to know Jesus Christ as their Savior and will grow in their relationship with Him.

## **OUR STAFF AND FACILITY**

East Hill Summer Camp Programs are led by our professional Administrative Staff working in our Christian Activity Center. These administrators have over ten years combined experience managing large Children's Programs. Each child is considered important by all our staff and special attention is given to quality and safety. We employ 20 young Christian adults who are trained to take the children through the adventures of care at East Hill. Each staff is Level 2 Background screened under our DCF license. The activities take place mainly in our specially equipped Tindall Christian Activity Center as well as other areas of our church campus that include a large field, playground, and more! Your child will benefit from activities provided in nearly 20,000 square feet of air-conditioned space. You can take comfort in knowing your child is in the secure environment provided at East Hill.

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# B/ASP ADMINISTRATION

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## **Kenny Nelson**

*Director of*  
Weekday Children's Ministry  
Kenny@EastHill.net

## **Blayne Little**

*Assistant Director of*  
Weekday Children's Ministry  
Blayne@EastHill.net

## **Duncan Sutton**

*Operations Coordinator of*  
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## CONTACT INFORMATION

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**Front Office:** (850) 224-9918

**Main Office Email:** [WeekdayPrograms@Easthill.net](mailto:WeekdayPrograms@Easthill.net)

(Families are encouraged to add this email to their contact list)

**Address:** 912 Miccosukee Road, Tallahassee, FL 32308

**Website:** [www.EastHillWeekday.com](http://www.EastHillWeekday.com)

**Facebook:** East Hill Weekday Children's Ministry

**Instagram:** @EastHillWeekday

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## PROGRAM HOURS

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**Before School:** 7:30 - 8:05am (Kate Sullivan)  
7:30 - 9:10am (Cobb Middle)

**After School:** 2:50 - 6:00pm (Kate Sullivan, Bus Rider, & Drop-Off)  
3:50 - 6:00pm (Cobb Middle)

**All-Day Rec/Break Camps:** 7:30am - 6:00pm

**Office Hours (Mon-Fri):** 7:30 - 9:15am & 2:00 - 6:00pm

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# **REGISTRATION**

## **BEGINS WEDNESDAY, JULY 12TH**

Families currently enrolled in our  
Summer Day Camp (2023):  
\$100 Registration Fee Waived

All other families:  
\$100 Registration Fee

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## **BEFORE SCHOOL**

### **7:30 - 9:10AM**

Your child will need to be checked in at the front office. Cobb and Kate Sullivan students will be walked to their school by our staff according to their school start times. Our morning program activities will consist of gym, game room, and homework areas. If a student needs to leave early a note must be provided from a parent.

*We do not provide breakfast.*

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## **AFTER SCHOOL**

### **2:50 - 6:00PM**

*Kate Sullivan Elementary:* Students will be walked over by staff members and must use the crosswalk guard.

*Cobb Middle:* Students will walk to East Hill and check in at the front office. At the start of the school year, 6th grade students will assemble and be escorted to the activity center by a staff member. As the year progresses, students will begin walking without a staff member.

*Bus Route:* Buck Lake and WT Moore

*All routes are subject to change due to possible changes in school release times and enrollment fluctuations. Please see pages - for Bus Riding policies.*

*Drop-Off:* Students from any school (Kindergarten - 8th Grade) may attend After School if a caregiver drops the child(ren) off at the Activity Center each afternoon.

### **NOTES**

Instructions for our online Registration process are detailed on Pages 5-6 of the parent handbook.

A follow-up email will be sent in 3-5 business days to request autopayment information. Once auto-pay info has been received, we will process your registration fee (if applicable) and send an email to confirm your child(ren)'s enrollment.

### **ALL-DAY RECREATION / BREAK CAMPS**

Tuition: \$40/child/day

Google Forms will be sent two weeks prior to ADR/Break Camp opportunities. It is mandatory to pre-register for these events. Dropping in without registering will not be allowed. We will only provide ADR if we have at least 40 children that are pre-registered. Check calendar for specific dates.

# THE ACTIVITIES

## WORD

Through age appropriate and creative teaching, the students will learn of God's love and how to apply the Word of God to their lives. Led by our Youth Pastor, students will explore God's unique equipping of all believers as we explore scripture, engage in drama skits, and learn together in small group discussion.

## OUTDOOR GAMES (ODG)

The children will get to expend their energy by playing exciting games in the fresh outdoors. The activity will be led by our trained group leaders.

## PEACE ROOM

A multi-purpose room featuring games, Legos, blocks, puzzles, checkers, and card games. Costumes and dress-up clothes are available for skits and theater activities.

## MOVIE FEATURES

Movies will be shown periodically to the children, providing a relaxed atmosphere for them to enjoy. All movies have been previewed and are appropriate for children.

## ANNOUNCEMENTS

### ☞ SNACK: 3:00PM

Each day of After-school will begin by having each child put away their belongings in a cubby, joining their group in the gym, and group attendance will be documented. We will **not** be providing snack. If you would like your child to eat snack, please provide it. We will offer a bag of popcorn on Fridays for snack! Children are not required to eat snack and leaders cannot force a child to eat. Following snack time, Mr. Kenny leads the program in announcements and prayer before their activity rotations begin.

## ARTS & CRAFTS

Your child will explore a creative side as our Arts & Crafts Instructor leads our groups through projects and activities to bring home and show off.

## GYM GAMES

Children will be able to play exciting team games that will promote group unity as well as skill in relating to others. These games will be led by our trained group leaders.

## GAME ROOM

Foosball, table games, and video games of all sorts are available to the campers during Game Room time. A friendship-bracelet station is also stocked for use. All games are rated "E" on our Wiis, X-Box 360s, X-Box Ones, Nintendo Switch's, and PS4s.

## HOMEWORK

We have a room available for children to do their homework. A staff person supervises the room and is available to offer assistance, but no formal tutoring is available.

The homework room is usually open Monday - Thursday all afternoon (depending on staff availability). *The children are still required to go to snack and Word. Homework Room isn't mandatory; it is optional. We cannot make your child utilize this even upon your request.*

# MONTHLY RATES

*Registration Fee: \$100/family (Fee waived if child(ren) attended SDC 2023)*

Before School Only: Kate Sullivan: \$75/month  
Cobb Middle: \$100/month

After School Only: Kate Sullivan: \$195/month  
Drop-Off: \$195/month  
Cobb Middle: \$100/month  
Bus Riders: \$235/month

*Additional Sibling Discount:  
\$10 off each month per  
additional sibling*

Before & After School: Kate Sullivan: \$235/month  
Cobb Middle: \$185/month

*Each monthly tuition will be the same amount regardless of the days attended. All monthly tuition fees have been totaled and divided into 10 equal payments.*

## MONTHLY TUITION DUE DATES

**Auto-payment methods will be charged on the tuition due dates.**

<i>Month</i>	<i>Tuition Due Date</i>	<i>Month</i>	<i>Tuition Due Date</i>
August	Thursday, August 10	January	Wednesday, January 10
September	Sunday, September 10	February	Saturday, February 10
October	Tuesday, October 10	March	Sunday, March 10
November	Friday, November 10	April	Wednesday, April 10
December	Sunday, December 10	May	Friday, May 10

# HOW TO REGISTER

## **NEW FAMILY REGISTRATION**

**(HAS NEVER ATTENDED AN EAST HILL PROGRAM BEFORE)**

**\*\*In the case of a split family, please coordinate submitting only one registration per child in an effort to avoid duplicate registrations.\*\***

1. Please open and read through the following documents:
  - a. BASP Parent Handbook
  - b. Know Your Child Care Facility
  - c. Distracted Adult Brochure
  - d. Influenza Virus Brochure
  - e. Payment Calendar and Rates
2. Copy and paste this link into your web browser:
  - <https://www.myprocare.com/Default/Index?aWtuPTkoMDI5MzM2MDImc2NoSWQ9MQ==>
3. Enter your email address and choose “Go.”
4. Enter the confirmation code sent to your email, choose a password, and press “Go.”
5. Begin Registration.
6. Please follow the prompts and complete the forms.
  - a. Please provide address and contact information for all legal guardians. **Additionally, contact information for at least two local emergency contacts is required.** You may also include people approved to pick up your child(ren).
  - b. Please make sure to include the carrier of your cell phone number in order for program alerts to be sent via text. Standard rates may apply.
  - c. Add all children from your family that you would like to register for BASP 2023-2024.
  - d. In the event of a split family which provides payment for the child(ren)’s tuition from multiple payers, please contact our office to create a split account. Thank you!
7. A follow-up email will be sent in 3-5 business days to request auto-payment information. Once auto-pay info has been received, we will charge the registration fee and send an email to confirm enrollment.

# HOW TO REGISTER

## RETURNING FAMILY REGISTRATION

**(HAS REGISTERED A CHILD TO ATTEND AN EAST HILL PROGRAM ANYTIME AFTER 2015)**

**\*\*If you are a returning family but have a new child you would like to register for our program (that has not attended previously), please give us a call and we will assist you with that process **before initiating registration.**\*\***

1. Please open and read through the following documents:
  - a. BASP Parent Handbook
  - b. Know Your Child Care Facility
  - c. Distracted Adult Brochure
  - d. Influenza Virus Brochure
  - e. Payment Calendar and Rates
2. Visit [www.myprocare.com](http://www.myprocare.com)
3. Enter your email address (the email you have on file with East Hill Baptist Weekday Children's Ministries) and choose "Go."
4. Enter the confirmation code sent to your email, choose a password, and press "Go."
5. Please view the available registrations.
6. Begin Re-registration.
7. Of the registration options available, please select "Before/After School Program 2023-2024."
8. Select "Review Child Information"
9. Please follow the prompts and complete the forms.
  - a. Please provide address and contact information for all legal guardians. **Additionally, contact information for at least two local emergency contacts is required.** You may also include people approved to pick up your child(ren).
  - b. During the "Child Relationships" step, the second payer's information will not be able to receive edits. Please contact us if edits are needed, such as an updated phone number, address, etc.
  - c. Please make sure to include the carrier of your cell phone number in order for program alerts to be sent via text. Standard rates may apply.
10. A follow-up email will be sent in 3-5 business days to request auto-payment information. Once auto-pay info has been received, we will auto-charge the registration fee (unless your child(ren) attended SDC 2023) and send an email to confirm enrollment..



# PAYMENT POLICIES AND PROCEDURES

## ACCEPTABLE PAYMENT TYPES

- Auto-Draft Payments
  - Parents and guardians are required to provide auto draft payment information. B/ASP tuition will be charged automatically on scheduled due dates.
  - If an auto-payment method is denied, the parent and guardian will be required to provide an updated payment method for auto-draft.
  - Card (Visa, Amex, Mastercard) or ACH (Checking or Savings) are the three options for auto-payment.
  - We will accept checks and/or money orders prior to the tuition due dates. If the account is not settled by the tuition due date, our automatic billing will process the balance.

## B/ASP TUITION

Each month's tuition will be auto-charged on the 10th day of each month. Invoices will be sent one week prior to the tuition due date. Please see and print the calendar for helpful reminders. These payments are non-refundable.

- Any previous balance must be reconciled before attending B/ASP 2023-24.
- All accounts must be reconciled month to month in order to continue enrollment and attendance.
- The monthly fees for B/ASP remains the same regardless of how many days your child attends.
- We do not accept payments over the phone.
- Account summaries and statements are now available on your MyProcure account.
- Please utilize the Calendar document for helpful reminders!

## OVERDUE ACCOUNT

- If you are having difficulty paying on time, please make arrangements for an extension with the Administration. If your payment is not received on that extended date, you will no longer be eligible for extensions of the payment deadlines in the future.
- **If the account has not been paid in full by the 15th day of the month, we will not pick up your child from their school location until the account has been reconciled.**
- If the account has not been paid in full by the end of the month, your child's enrollment in our program will be revoked. To be allowed to attend the program again, you will have to re-register and pay another registration fee along with the outstanding balance. Re-enrollment will be based on the Director's discretion.

## **CANCELLATION/WITHDRAWAL POLICY**

- Withdrawal notice needs to be provided prior to the approaching month of care.
  - Email [WeekdayPrograms@easthill.net](mailto:WeekdayPrograms@easthill.net) to let us know.
- If we provide care for any days within a month, your account will be charged in full for the month on the tuition due date. Expected enrollment dictates staffing and provisioning for each group on a monthly basis.
  - Example: If your child attends April 1 and 2, your account will be charged the full monthly tuition on the tuition due date.
- We understand unanticipated extenuating circumstances and illnesses will arise. In this case, please communicate with our front office staff, email any doctor's excuses, and we will make sure to handle each situation subjectively. Grace for significant extenuating circumstances is more likely to occur if helpful communication is provided as soon as is possible.

## **ILLNESSES AND COVID-19 POLICIES**

**The effects and restrictions related to the COVID-19 pandemic look different from the past couple years in our community. With that in mind, we have adapted some of our procedures.**

1. FACE MASKS and face coverings are optional for students and staff. If you desire for your child to wear a mask, they are more than welcome to, though our staff will not be able to enforce this for you. Any masks a child brings may not have writing or slogans on them. We do not provide masks or replace lost/dirty masks.
2. SCREENING & DROP-OFF
  - a. Visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. If any of these signs are present, we will check the child's temperature. Any child whose temperature exceeds 100.4 degrees Fahrenheit will not be allowed to attend B/ASP for the day.
  - b. If your child is sick, PLEASE KEEP THEM AT HOME.
3. CLEANING & SANITATION
  - a. Hand sanitizing, hand washing, and facility/equipment cleaning will meet CDC standards.
  - b. Hand sanitizer will be provided for students at the front office.
4. SICK POLICY
  - a. Children may not attend if they have a fever of 100.4 or higher, and they must be 24 hours without a fever before returning.
  - b. Children must be 24 hours without vomiting before returning.
  - c. Please do not send your child if they are feeling or looking unwell.



# BUS RIDERS

The schools we pick up from have different policies concerning where the After School Programs can pick up children. It is our understanding that the schools will assist children looking for their After School vehicles. During the first week of your child(ren)'s attendance, our drivers will wait longer at each school to make sure all children have found the appropriate bus. This may cause the vehicles to run late arriving to the Activity Center. After that period of time, the drivers cannot wait more than 10 minutes after the bell rings for tardy passengers. **Please notify the East Hill front office and your child's school teacher on days that your child will not be riding the bus.**

## Bus Riding Expectations:

- All passengers should be buckled appropriately and remain facing forward during the ride.
- All passengers should treat one another with kindness and respect, keeping hands to self, using kind language, and speaking at an appropriate volume.
- No passengers are allowed to eat or drink on the bus.
- The buses should be kept clean and treated well by passengers.
- East Hill's transportation policies are monitored by DCF, including a double check-off system for ensuring all passengers have gotten off of the bus before parking.

**If passengers do not meet these expectations, suspension from the bus or expulsion from our program may occur. This will be determined by the Director.**

## SNACK: FRIDAYS 3PM

**PLEASE READ:  
THIS HAS CHANGED!**

Every afternoon all children will assemble in the gym for snack time and announcements. A snack will **not** be provided for your child(ren). Parents may pack snacks for their child(ren). Snacks are eaten only at the allocated time, around 3:00pm. On Fridays, we will provide a bag of popcorn for children who would like it! We cannot force a child to eat a snack, and they may opt out.

## MEDICATIONS

If your child requires ANY medication that must be taken during the B/ASP day:

- You must fill out the required medication form from the Main Office.
- All medication must be brought in the original container in which it was prescribed.
- All medication must be kept in the Main Office until time for the child to leave.
- We cannot administer any medication without the completed form and the original container.
- We cannot administer any medication by phone approval. This includes aspirin, Tylenol, ear/eye drops, or any other over-the-counter medicines.
- Students are not to have medicine stored in their lunchbox or backpacks.

Note: Asthma inhalers are medication and subject to all the above regulations. All the above are required by Florida State law as stated in the Florida Administrative Code, Chapter 65c-22.006. Please call our office if you have any questions about medication.

# B/ASP GROUPS

Each student will be placed in a group according to the grade they are currently in. Group Leaders are assigned to provide the appropriate adult/child ratio for each group. We will not make exceptions with group placement.

Group Leaders will lead the children to the activities where the Instructor will have a planned lesson or game. Group Leaders assist the Instructor and help the children in the activities.

# PARTICIPATION

All children are required to participate in all activities. Due to the size and nature of the B/ASP, we cannot allow children to choose whether or not they participate. Children who are not participating in group activities are a distraction to other children and cannot be properly supervised. Active participation in group activities by all group members promotes group unity and boosts morale.

# WHAT TO WEAR

Students should wear pants or shorts, t-shirts, socks, tennis shoes, and a BIG smile. Please make sure your child's clothing is modest and appropriate. Clothing should allow for children to engage and participate in all activities. Labeling belongings is helpful for little ones.

# WHAT NOT TO WEAR

Please do not send your child(ren) to our program in revealing clothes, inappropriate/political slogans, or anything that will encourage inappropriate attention or cause conflict. Shirts must completely cover stomach and chest. NO CROPTOPS. Shorts should not be too short, and undergarments should never be visible. Their shoes must not prevent them from participating.

If a child arrives to camp inappropriately dressed, the parents will be called and asked to bring appropriate clothing for the child.

# LOST AND FOUND

Often, lost items can be found if you label all of your child's belongings with his/her first and last name. Check with our office for directions to our Lost and Found area.

# ACCIDENT REPORTS

When we complete an accident report about your child, the report will be made available to you to review and sign. Upon request, you may have a copy of the report.

# PROHIBITED ITEMS

## CELL PHONES & SMART WATCHES

- If your child is on a cell phone it will be taken away, powered off and returned to a guardian at the end of the day.
- East Hill is NOT liable for any damaged, lost, or stolen cell phones or smart watches.
- By keeping cell phones/smart watches at home, this helps ensure this won't happen.
- You may call the front office at any time to contact your child.
- If under certain circumstances the cell phone needs to be brought to B/ASP, the child may keep it in the front office for safe keeping.
- We feel cell phones limit social interaction, healthy communication, and group unity.
- Due to data, we cannot control what is accessed on phones or other electronic devices by the campers.

## TOYS AND ANY OTHER ITEMS THAT MAY CAUSE DISTRACTIONS

- Do not allow your child to wear anything that could be damaged, lost, or cause injury to themselves or others such as smartwatches, bracelets, earrings, and other jewelry. We will not be liable for the loss, theft, or damage to toys or other personal items.
- Children are not allowed to carry backpacks or purses during After school.
  - These items can be stored with their belongings in their designated area.

## MEDIA SUCH AS IPODS, VIDEO GAMES, TABLETS, ETC.

## DRINKS OTHER THAN WATER AND JUICE.

- Please do not send colored drinks, such as Gatorade, fruit punch, or flavor packets for water. We have found that these drinks permanently stain our floors.

***Please enforce these rules with your child.***

## **BSP DROP-OFF (7:30 - 9:15AM)**

- Children will enter the building through our front door, facing Miccosukee Road. An office staff member will check them in and they may join their friends for Before School.
- Children may not enter the building before 7:30am. We are preparing the facility, activities, and staff for the day.
- Children may walk on their own to the front door. We ask that you please do not drive away until you see your child enter the building. Thank you!

## **ASP CHECK-IN (2:45 - 3:00PM)**

Staff walk to Kate Sullivan to assemble and line up all groups for After school. After taking roll, staff lead children across the crosswalk and complete a second round of attendance at the front door of our Activity Center.

## **PICK-UP PROCEDURES**

To avoid timely delays when picking up your child, have one of the following proper identifications: Pick-Up Pass ready or Picture ID.

### **PICK-UP BEFORE 4:00PM**

1. Come to the front entrance with proper identification and ring doorbell.
2. Office staff will radio the child(ren) to the lobby to go home.
3. If a child is at the playground, ODG, or Word, we ask patience as children transition to leave.

### **PICK-UP AFTER 4:00PM**

1. No cellphone use. This is for the safety of children, staff, and other vehicles.
2. Have your security car pass or ID. The pass must be displayed on the driver's side dash, visible through the front windshield. Car pick-up passes from previous program seasons are not valid.
3. Enter from the back entrance on Ingleside Avenue to drive through the back lot to one of the two car lanes.
4. Staff will radio your child, and they will be sent to car pick up.
5. Campers will wait for a pick-up staff to escort them to their car. (Staff are not allowed to strap children into seat belts or car seats).
6. Please review Severe Weather Procedures on pg. 16.

\*We will need legal documentation for cases in which a legal guardian is not allowed to pick up their child. All of this is for the safety of your child, and we appreciate your full cooperation in the implementation of our system. We will not release a child without proper identification.

# LATE PICK-UP POLICY

Our After School Program closes at 6:00 p.m. After this time, we will charge a \$5.00 late fee for every 5 minutes a child remains at East Hill. You will be required to park and come to the front door. Please cooperate by picking up your child on time. Our staff have other responsibilities after 6:00 p.m. Please call us as soon as possible if there is an emergency that will cause you to be late. Frequently tardy parents will be asked to remove their children from the program.

## SEVERE WEATHER PROCEDURES

When we are experiencing bad weather that will alter pick-up, a yellow or red flag will be flying from the awning by our curbside pick-up. If a flag is out when you approach the pick-up area, then our pick-up procedure is altered until the dangerous weather has passed. What you should do when this occurs is described below.

### YELLOW FLAG ALERT: CAUTION

When a yellow flag is flying from the awning at pick-up, it means that conditions are too dangerous for our staff and the children to come out from under the awning. During Yellow Flag conditions:

1. Pick-up will continue with curbside service.
2. All cars will merge into the lane that is closest to the awning and there will be only one lane of traffic. We will call children's names when you get close to the pick-up area, and we will place your child in your car when you reach the awning.
3. Pick-up will be slower and we appreciate your patience and understanding.

### RED FLAG ALERT: PICK-UP STOPS

When a red flag is flying from the awning at pick-up, dangerous weather is a threat to everyone's safety. (Examples of threats include: lightning, severe thunderstorms, tornado warnings, hail, etc.) During dangerous weather outside pick-up will stop. During Red Flag conditions:

1. Park in a designated parking space; bring proper identification to the front door. Do not park in the pick-up drive-thru zone.
2. Park in a designated parking space and wait until the dangerous weather passes then come to the front door with proper identification. Approximately five minutes after the dangerous weather passes, we will resume pick-up.

*Our Severe Weather Procedure is solely for the safety of your children and our staff.*

# DISCIPLINE POLICIES AND PROCEDURES

*Please read through  
entirely and  
carefully, as our  
discipline policies  
have changed.*

## **FOR STUDENTS**

We expect all students to be well-behaved. Children will be expected to follow the staff's instructions at all times and observe the rules for each activity area. We ask parents to encourage this by supporting our rules with their children. Fighting, bullying, or any type of disrespect toward another person will not be tolerated. Students are to respect the staff, each other, and one another's possessions at all times. The use of appropriate language and behavior is expected at all times while under our care.

Children will not be subjected to discipline that is severe, humiliating, or frightening. Discipline will not be associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited. Staff and Administration will use Christian Biblical principles to lead the children to an understanding of appropriate behavior.

Staff, when having difficulty with a student's behavior, will:

1. Redirect child from negative behavior and offer consistent consequences for rule breaking.
2. Use positive reinforcement and kind language when disciplining children.
3. Take away time from a desired activity.
4. If needed, the child will be sent to the Administration. Child's disruptive behavior(s) will be documented and maintained in confidentiality.
5. Parent/guardian will be notified verbally.
6. Parent/guardian will be given written documentation for the disruptive behaviors that may lead to suspension and/or expulsion.
7. The Director and/or Assistant Director will request a conference with the child(ren)'s parent/guardian to discuss how to promote positive behaviors. The parent/guardian will be informed about the expected behavioral changes required in order to prevent suspension or expulsion.
8. The Administration reserves the right to suspend or expel a child from the program at any time if deemed necessary.



# DISCIPLINE POLICIES AND PROCEDURES CONT.

## ***SUSPENSIONS & EXPULSIONS***

Zero tolerance actions warranting suspensions from our program may include:

1. Physical violence towards another student or staff member(s), including hitting, biting, slapping, kicking, and/or any inappropriate touching.
2. Uncontrollable outbursts or tantrums, including throwing items at students or staff members.
3. Consistent use of inappropriate language, including harmful slurs and/or threats to harm.
4. Exposure of their private parts to other children or contact with other children's private parts.
5. Threats regarding bringing weapons or dangerous items to the program.
6. Presence of inappropriate materials, such as viewing mature content on phones, chrome books, magazines, etc.
7. Destruction of East Hill property, due to behaviors that are not permitted.

Actions warranting expulsion from our program:

1. After 3 suspensions, the 4th consequence will be expulsion from the program.
2. Bringing weapons or dangerous items to the program, including guns, knives, etc.
3. Continued physical or verbal abuse to other children and/or staff.
4. Failure of child to adjust to our program's environment and expectations after a reasonable amount of time.
5. Consistent uncontrollable outbursts and/or tantrums.

# DISCIPLINE POLICIES AND PROCEDURES CONT.

## FOR PARENTS

1. Parents may not administer physical punishment in the Tindall Christian Activity Center, Preschool Building, or anywhere on the grounds.
2. Full support from the parents regarding our discipline policies and procedures with their children is essential. If you have any concerns or questions, we ask that you address this respectfully and not in front of your child, other children, or other parents as we feel this may potentially undermine the authority of both the parent and the Director.
3. Discipline issues will be discussed with the legal guardians.
4. You may not speak directly to your child's leader regarding discipline and behavior. They have been instructed not to speak to parents about these matters and are to focus on the children. You may address the Director and Assistant Director with any concerns.
5. Parents may not address other campers directly concerning issues regarding their child.
6. If at any time a parent, guardian, or person present disrupts or disturbs camp operations by arguing, yelling, using inappropriate language, or exhibiting aggressive behavior, he/she will be asked to leave the grounds immediately.
7. Parents who choose not to comply with the above procedures will be asked to withdraw their child from the program.

It is truly our hope that we can help you with any concerns you have, so please feel free to contact us via phone or set up a meeting time to address any issues that might arise.



# SPECIAL ABILITIES

It our desire to serve all children utilizing the resources we have available in our children's ministry. We have had many children participate in our programs for their entire childhoods who have been diagnosed with autism, down syndrome, ADHD, and other special abilities. While we do not offer Early Intervention services, we can offer a space for a child to rest and reset if overstimulated.

Our programs will seek to offer as many accommodations for children with behavioral disabilities and/or special abilities as are possible. With that said, we recognize that our environment may not always be the most suitable fit for every child and family.

On the occasion that a child is continuing to not thrive in our program environment, we will begin a process of meeting with parents/guardians to discuss all possible accommodations. Our staff will provide the accommodations decided upon. Then, if necessary, the Director will suggest withdrawal from our program alongside offering recommendations for alternative childcare programs.

We agree with the National Association for the Education of Young Children's definition of inclusive child care: "Early childhood inclusion embodies the values, policies, and practices that support the right of every infant and young child and his or her family, regardless of ability, to participate in a broad range of activities and contexts as full members of families, communities, and society. The desired results of inclusive experiences for children with and without disabilities and their families include a sense of belonging and membership, positive social relationships and friendships, and development and learning to reach their full potential (pg. 2)."

We believe all children are created and designed perfectly in God's image, and our hope is to glorify God in the inclusive, loving care our staff provides and in all decisions we make. Thank you for trusting us with the care of your children!

**NOTE:** Parents or legal Guardians are required to disclose any physical, emotional, or behavioral limitations, needs, or concerns about their child in writing prior to registration. The Administration reserves the right to deny your registration if it is determined that our program is not suited or staffed to meet your child's needs. Unfortunately, we are not staffed or equipped to provide one-on-one care for children with certain needs. Furthermore, we reserve the right to withdraw any child from the program at any time if behavioral and/or emotional problems with a child disrupt the camp's operations, another person's safety is jeopardized, or if we determine the child makes it unreasonably difficult to meet the needs of the general students.

# B/ASP 2023-2024 CALENDAR

Dates for closures and All-Day Rees are subject to change due to any changes in LCS Calendar or staffing availability.

AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

NOVEMBER							DECEMBER							JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
							31													

FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1	2		1	2	3	4	5	6
4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
							31													

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

<b>B/ASP BACK IN SESSION</b>
<b>ALL-DAY RECREATION AND BREAK CAMPS</b>
<b>B/ASP EARLY RELEASE DAYS (12:20 - 6PM)</b>
<b>DATES CLOSED</b>
<b>TUITION DUE DATES</b>

# EAST HILL BAPTIST CHURCH

(850) 224-9911

[www.easthill.net](http://www.easthill.net)

All are welcome to visit our other activities and services at any time. If you haven't selected a church home, we hope that you'll take time to visit with us.

There is a place for every member of the family on Sunday mornings at East Hill Baptist Church. Bible study begins at 9:45 a.m. with small group Bible teaching for every age group. At 11:00 a.m., your family may worship together in the Sanctuary. Children's church is provided for children K5 through 5th grade and childcare is offered for younger children and infants. We welcome your presence in worship.

Please call our church office at 224-9911 if you'd like more details about youth activities, music groups, children's activities, opportunities to serve the community,

## SUNDAY

9:45AM Bible Study (every age group)

11:00AM Morning Worship

## WEDNESDAY

5:00PM Supper in the Fellowship Hall

6:00PM Kids Adventure Night

Youth Small Groups and Fellowship

7:00PM Family Swim Night (Summer Only)

## YOUTH EVENTS

Everything we do as EHBC Student Ministry is completely centered around Christ. From our worship gatherings on Sundays and Wednesdays to our events and activities planned throughout the week, we seek to make Jesus known so that others can come to know Him.

We have so many areas for students to get plugged-in:

- Weekly Gatherings (Sunday Morning/Wednesday Evening)
- Monthly Activities (Bible Study, Outdoor Activities, Gym Nights, Lock-In's, And So Much More)!
- Yearly Events (DNow Weekend, Summer Camp @ Strength To Stand Camp – Panama City Beach)

If you are looking for a place for your student(s) to get involved with a youth group, know they are welcome here. We would love to have your student(s) become a part of our faith family!

# EAST HILL BAPTIST CHURCH

(850) 224-9911  
www.easthill.net

## STAFF

*PASTOR: REV. DAN SOWELL, DAN@EASTHILL.NET*

*MINISTRY ASSISTANT: CAROL O'CAIN, CAROL@EASTHILL.NET*

*YOUTH LEADER: JARED JERNIGAN, JARED@EASTHILL.NET*

*CHILDREN'S LEADER: CARRIE LAJEUNESSE, CARRIE@EASTHILL.NET*

*MUSIC DIRECTOR/ORGANIST: LYDIA COX, LYDIA@EASTHILL.NET*

## A LETTER FROM THE PASTOR

Dear Parents,

For many years it has been our privilege to serve families in our community through our Weekday Children's Ministries. We are very happy that your children will be participating in our program this school year. Thank you for entrusting them to our care.

At East Hill Baptist Church we are excited about God's love and the life that He offers. We want to be a spiritual home where everyone can experience new life in Jesus Christ and know God's love through ministry, Bible study and worship in the context of a caring fellowship.

I invite you to consider making your home with us at East Hill. Whether it's our Summer Day Camp or Before & After School Program, Vacation Bible School or Weekday Preschool, Youth Activities, Bible Studies or Worship Services, there is a place for you and your family with us.

Sincerely Yours in Christ,

A handwritten signature in blue ink, appearing to read 'Dan Sowell', is centered below the text.

Dan Sowell, Pastor