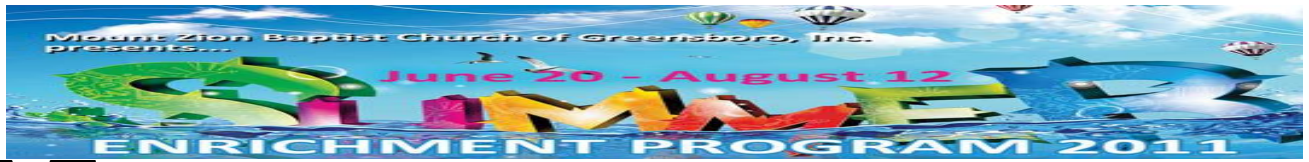




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June 2011

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Dear Parents:

I would like to officially welcome each of you here and encourage your presence and participation in all phases of your child's development while at the Mount Zion Summer Enrichment. We are anticipating a great beginning as well as a wonderful summer in nurturing young children.

We have a very capable and dedicated staff with many talents as well as professional credentials. We invite you to interact and get to know your child's instructor as well as the rest of the staff. Our staff functions as a team working together to provide a loving and caring environment to enhance each child's learning style.

Excellence for God is not an option - these words define our commitment to involve the community in fulfilling our mission to provide a quality education for all children. Mount Zion Summer Enrichment is a program which emphasizes spiritual, intellectual, emotional, physical and social development. We are excited about having your child with us this school year.

This handbook gives you general information about our program and ways in which you can help your child become a successful learner. If you want more information about a specific area, please feel free to contact the school office.

The staff and I welcome you again!

Yours in Christ,

Kevin Funderburk
Summer Enrichment Director



PHILOSOPHY OF EDUCATION

Mount Zion Summer Enrichment

“Train up a child in the way he should go, and when he is old he will not depart from it.”

Proverbs 22:6

The educational philosophy of Mount Zion Summer Enrichment is based on the belief that God is the source of all true knowledge and that the fear of God is the beginning of wisdom. We believe children should be guided and nurtured by trained staff in an inviting and safe environment which facilitates spiritual, intellectual, emotional, physical and social development. Parents, staff, church members and the wider community bear the responsibility of working together to help young children develop the fundamental skills and talents to become productive citizens in the community.

The school is operated as an inseparable, religious/educational ministry and integrated auxiliary of Mount Zion Baptist Church.

OBJECTIVES

The Educational Objective of Mount Zion Summer Enrichment is to provide a balanced program based on the Word of God, His standards and ideals. Emphasis is placed on the pursuit of excellence in spiritual, intellectual, emotional, physical and social development.

Spiritual Objectives

- > To help children develop a personal relationship with God based on sound biblical principles.
- > To assist children in the recognition that Christ's life is the perfect example for all to emulate.
- > To help children develop qualities for church leadership through planning and participating in daily devotions and other religious activities.
- > To help children realize that cooperation with God's plan for their lives brings the greatest satisfaction.



Intellectual Objectives

- > To assist children in developing basic skills: the ability to speak, read, and write clearly, effectively and efficiently and to think critically.
- > To develop intellectual curiosity, habits of accuracy, self-discipline, and to accept responsibility for their own learning.
- > To help children develop recognition that God is the center of the universe and of all knowledge and that all the true knowledge comes from Him.
- > To encourage children to continue intellectual development as a means to expanding understanding of God and God's place for him or her in this world.

Physical Objectives

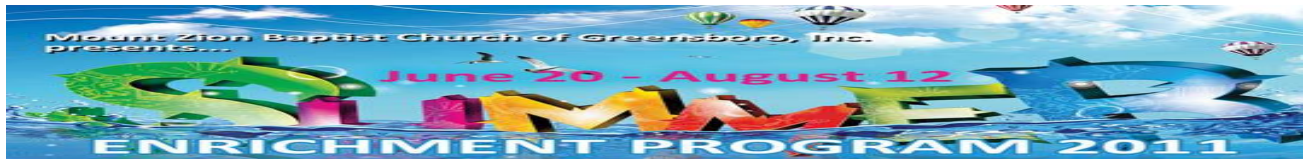
- > To encourage children in developing good health habits in the areas of diet, rest, cleanliness, self-discipline and exercise.
- > To teach children how to participate in physical activity for healthful benefits and enjoyment.
- > To show children the importance of a sound body and to understand the basic facts concerning health and disease, with particular emphasis on health maintenance.
- > To show children the strong sympathetic relationship between a healthy body and sound spiritual and intellectual development.

Social Objectives

- > To encourage children to develop acceptable social behavior in the society.
- > To help children develop a personal concern for his fellow man, recognizing the intrinsic value of every individual and respect for cultural differences.
- > To assist children in developing social graces regarding dress, language and deportment.

Emotional Objectives

- > To assist children in developing self-worth and positive attitudes and the joy of living by God's principles.
- > To assist children in developing conflict resolutions when confronted with disappointments and disagreements with others.
- > To assist children in developing an understanding of their emotions as they develop and grow.



Summer Enrichment Calendar

First Day of School	Monday, June 20 th
Independence Day	Monday, July 4 th (Closed)
After School Registration	Tuesday, July 5 th
Last Day	Friday, August 12 th

Inclement Weather

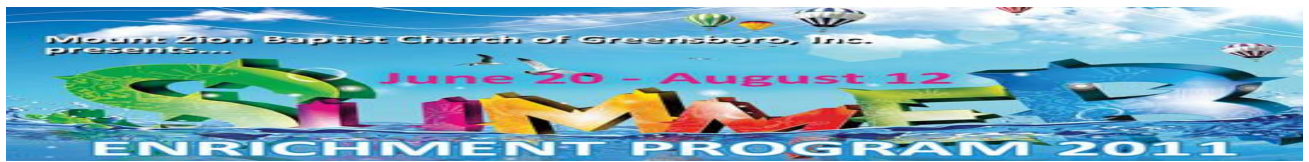


In the event we have severe weather, please call the Summer Enrichment Office for status of being open or closed. In addition, information will be placed on the local news broadcasts.

Diseases and Use of Medicine



Mount Zion Summer Enrichment personnel can administer only those medications prescribed by a doctor upon the written request of the parent/guardian. The physician must sign the authorization form for the medication for students. Medication must be in the original labeled container from a pharmacy or health care provider. Appropriate forms can be obtained in the school office. The form and the medications should be given to the school personnel. The students will come to the office at the prescribed time and the staff member will dispense the medication. No medication is to be kept by a student while at school. Report all contagious diseases immediately to the school. Students with contagious diseases and or a temperature above normal are not allowed to remain in school.



Daily Schedule

7am-6pm

7:00-8:30

Arrival/Breakfast/Quiet Games

(Breakfast ends at 830a)

8:30-9:00

Devotion

9:00-10:00

Christian Education

10:00-10:15

Break

10:15-11:30

Academics

11:30-12:45

Lunch (program provide)

12:45-1:15

Quiet Time/Reading

1:15-2:15

Character Education

2:15-3:15

Creative Expression

3:15-3:45

Snack/Break (program provide)

3:45-4:45

Group Dynamics

4:45-6:00

Clean-up, Board Games

Subject to change





Fees

Weekly Tuition:	\$90.00 (no prorated fees)
Multi-child Discount Rate:	\$5off/additional child enrolled in the program
Late Pick-up Fee:	\$10.00 / 1-5 minutes \$1 / 6+ minutes



DSS vouchers: Accepted (see Director for details)

The Finance Office is open during the following hours:

- Friday (8:00am-6:15pm)
- Monday-Thursday (8:00am-5:30pm)

There will be a \$15 service charge for returned checks. After the third returned check, we will only take cash, money order, or a certified check.

I understand that there is no automatic reduction of fees when my child is on vacation or gone from the Mount Zion Summer Enrichment Program for any other reason.

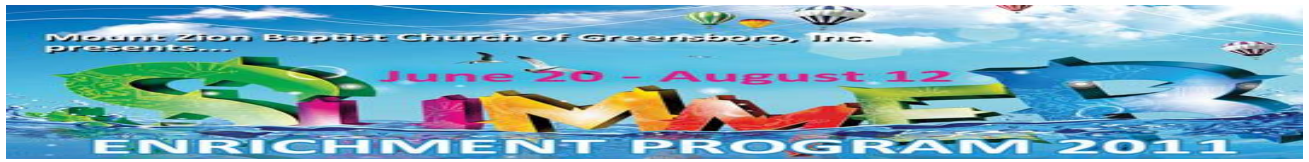
At least two weeks advance, written notice to the Director is required when withdrawing a child from the Mount Zion Summer Enrichment Program. If two weeks advance notice is not given, I pay two weeks from the time notice is given.

Attendance and Absences

One of the most important things you as a parent can do is make sure your son or daughter attends school regularly. While some absences for illness are unavoidable, nothing can replace the educational, cultural and social contacts students experience through regular participation in class. Students with good attendance achieve more than students who are often absent.

Prompt and regular attendance is important if the educational process is to be effective. We do, of course, understand that absences are sometimes necessary. **If a student is absent three (3) consecutive days without notification from parents he/she will be withdrawn from the program.**

All students must arrive by 9:00am.



Early Departure

If, for any reason, you need to pick up your child before the end of the regular school day, you should report to the office (or designated area) and sign your child out. The staff will call for your child to come to the office to meet you.

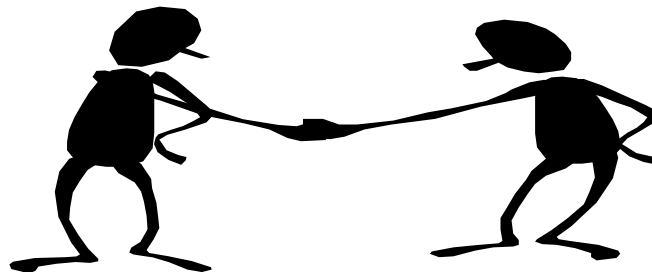
Students cannot and will not be released by the school to anyone other than a parent or legal guardian unless noted.

Parent/Guardian Concerns

Parents are encouraged to visit the school and their child's classroom. Please make arrangements with the teacher before coming. If you need to telephone your child's teacher, please call the office and leave a message with the school personnel for the teacher to return your call.

If a school problem arises for your child, please discuss it with the person involved, usually the teacher, or other staff, to obtain further information about why an action was taken. If you disagree with that person's decision, you should then take the concern to the director.

Most situations can be handled through this informal process. In some cases, however, you may choose to follow a formal procedure.



Dress and Grooming

Parents and students need to be aware of the importance of good grooming and appropriate dress and its effect upon the learning environment. Appropriate dress means no extremely short shorts, boys are to remove caps and hats while in the building. Shoes must be worn at all times for safety. Children wearing heels, flip-flops, clogs, etc. should bring a spare pair of sneakers to be worn during recreational time. Clothing should not display words or pictures that are obscene or suggestive. Parents who have questions regarding the appropriateness of grooming or clothing should feel free to contact an administrator for further information.



Student's Name: _____

Mount Zion Summer Enrichment Discipline Policy

Discipline is approached in a positive manner. All children will be encouraged continuously to exhibit self-control, positive actions and Christian behavior. More importantly, we strive to treat them with respect. Our rules and regulations emphasize safety as well as respect for God, self, and others. Appropriate behavior is taught and is expected. There are positive incentives for good behavior.

In order for our school to be orderly and for learning to take place, it is necessary for children to be aware of the rules they must follow. Listed below you find the rules which the school considers to be important in the overall daily operation of Mount Zion Summer Enrichment:

- ☺ Show respect for each other
- ☺ Respect the property of others
- ☺ Follow safety rules
- ☺ Remember to keep hands to self
- ☺ Demonstrate good behavior throughout the school

Finally, we realize that sometimes a child's energy may need to be redirected. Behavioral interventions will be in a positive, nurturing, and Godly manner. When a problem arises, it will be dealt with first by the after school instructor. If the problem persists (after 3 times), the director may intervene for assistance. The parent will be contacted if the student continues not to follow the directions of the program. Suspension is an action, which may be taken in severe cases.

We feel that these measures will assure a positive learning environment for all participants and teachers.

Please sign below and return this entire form to the after school staff.
Thank you!

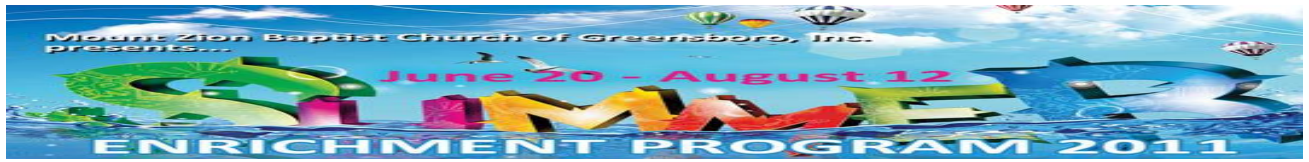
I have read and understand the Discipline Policy of Mount Zion Summer Enrichment Program.

Parent/Guardian Signature

Date

Student Signature (optional)

Date



Safety

Keeping all students safe is a primary responsibility of our school and depends on the cooperation of students, parents, staff, and the community.

All students are to be reminded of transportation safety. Parent(s) should remind students of proper van behavior, including waiting at the designated area, showing respect for the van driver, keeping all parts of their body and objects inside the van, and keeping the van clean.

Parents can help school staff by reporting unsafe situations and by cooperating with security measures such as signing in at the office when visiting the school.

Church officials have the right to search students and their belongings, if there is a reasonable suspicion that they are concealing evidence of misconduct. Church officials may also search a student's locker or desk at any time because they are school property and students may use them to store only things which may lawfully be brought to school.

Personal Property

Students should only bring to school those materials that are necessary for the instructional program. Gum, candy, radios, cassette/CD players, and other electronic devices are not allowed at school. Toys, games, and athletic equipment should be left at home. If such items are brought to school, they will be collected by a staff member and returned to the parent when they visit the school. Finally, Mount Zion is not responsible for any items brought to the after school.

Mt. Zion Property

Mt. Zion is a beautiful and well-maintained facility that belongs to all of us. As such, we must all assume responsibility for keeping it that way. Littering and acts of vandalism will not be tolerated.

Each student is responsible for using church/school property in an appropriate manner. Students must take care of textbooks, media books, and all instructional materials. Parents must pay lost or damaged materials.



Field Trips



Field Trips supplement classroom activities. Every attempt is made to keep costs reasonable and to make provision for students who need financial assistance so that all students can participate. Field trips are used to extend and enrich the educational opportunities of all students. Trips are carefully planned and characterized by pre-trip discussions and post-trip follow-up. Students may be denied permission to participate in field trips as a result of inappropriate behaviors. Parents will have the opportunity, upon occasions, to help chaperone. A field trip form must be completed before any student can participate.

Getting Involved

Children do better in a school if their parents are involved. There are many of ways that you can become involved with your child's education:

- **Visit the school.** Parents are welcome at any time. If you would like to visit on a regular school day, please call ahead for a mutually convenient time. That way, you will be able to observe everything you would like to see.
- **Read the notes and newsletter, which come home with your child.** The School newsletter and notes from teachers can give a better understanding of the school and his or her progress.
- **Volunteer.** There are dozens of ways you can help your child's school: make things, chaperone field trips, tutor a child having difficulty, be a listener for a child who needs a friendly adult, share your job, travels or hobby with a class. Working parents will find volunteer opportunities in the evening and weekends, too.

Lost and Found

Please label your child's personal belongings such as caps, purses, coats, sweaters, lunch boxes, etc. If items are lost, please have your child check lost and found in the office. Any items that have been found will be there.



Parent/Guardian Agreement

In order to record my understanding of my rights and responsibilities as Parent/Guardian of _____, who is enrolled in Mount Zion Summer Enrichment Program. I agree to abide by the requirements written below and all policies in the Parent/Guardian Handbook.

In return for this promise of continual fulfillment of all policies, the Mount Zion Summer Enrichment Program agrees to provide care for the above-named student which meets the standards and guidelines as set forth below and in the Parent/Guardian Handbook.

Tuition payments will be made by cash, check, or money order on Friday afternoons. There will be no prorated fees.

If my child is not picked up by 6:00pm, I will pay the required late fee.

I understand that there is no automatic reduction of fees when my child is on vacation or gone from the Mount Zion Summer Enrichment Program for any other reason.

At least two weeks advance, written notice to the Director is required when withdrawing a child from the Mount Zion Summer Enrichment Program. If two weeks advance notice is not given, I pay two weeks from the time notice is given.

I have received a copy of the NC Childcare Summary Law.

Summer Enrichment Delinquency Policy

Policy:

Parents of Summer Enrichment must maintain current tuition accounts throughout the summer.

Procedures:

Parents are required to pay their child (ren)'s tuition the Friday prior to the week of service. If the payment is not made by the close of that business day, a late fee of \$10.00 will be assessed. All parents are given until the close of business on the following Monday to make all payments. Any one who is delinquent will be duly noted and a list will be generated and distributed to Summer Enrichment director. A phone call indicating the amount owed and instructions requiring immediate payment will be executed on Tuesday. Subsequently, written letters will be distributed to assure that the parents receive the proper correspondence.

Payments not received by Tuesday will result in the child being dismissed from the program until the payment is made in full (including late fees) and a payment for the following week posted. There will be no payment arrangements made. The only exception will be circumstances deemed extenuating.

Parent/Guardian Signature

Date



Aquatics Policy for Mt. Zion Summer Enrichment

Aquatic Activities include anything with a body of water such as swimming, swimming instructions, wading water parks or boating.

Supervision of Aquatic Activities

- For every 25 children there must be at least one person who has a current life guard training certificate. This person cannot be counted in staff-child ratios.
- Children under 3 may not participate in aquatic activities unless it is necessary for the child's IFSP or IEP plan.
- The NC Division of Child Development ratio for swimming is as follows:
 - 3 to 4 years old is 1 to 8
 - 4 to 5 years old is 1 to 10
 - 5 years or older is 1 to 13
- A minimum of two teachers is required at all times regardless of the number of children swimming.
- When you are supervising an aquatic activity you must be able to see, hear and respond quickly to all the children that you are responsible for at all times. This includes the pool area, seating, bathroom and changing areas.
- Ratios and supervision must be maintained at all times. One half of the supervision required must be in the water at all times.

Discipline during Aquatic Activities

- Children that exhibit behavior that is a danger to themselves or others during aquatic activities will be removed from the water and separated from the other children. Once the negative behavior has been addressed the child will have the opportunity to rejoin the group. If the behavior persists a member of management will be notified for assistance.
- Supervision of the child separated must be maintained at all times.

Aquatic Safety Hazards

- In the event of a threat of severe weather the teachers and children will seek shelter in a safe secure place out of danger.
- Teachers will scan the area for hazards such as glass, broken items etc, prior to children entering the pool area. Children may enter the pool area once the hazard has been removed.
- Any obvious health risks such as release of bodily fluids in the pool children will be asked to leave the water until the health risk is resolved.
- Teachers must ensure that the *pool safety rules* are posted in the pool area and at the first visit to the pool will review with the children.

Aquatic Field Trip and Transportation Policies and Procedures

- Existing policies and procedures will be followed during times of aquatic play.
- Policies are made available upon hire in the staff handbook, as included in original application that is submitted to DCD by **Mt. Zion Summer Enrichment**

- *An annual review of Mt. Zion Summer Enrichment Aquatics Policy will be required by all teachers involved in aquatic play.*



Summary of the North Carolina Child Care Law for Child Care Centers

What Is Child Care?

- The law defines child care as:
- three or more unrelated children under 13 years of age
 - receiving care from a non-relative
 - on a regular basis, of at least once a week
 - for more than four hours per day but less than 24 hours.

It is only when all of these conditions exist that regulation is required. The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development. The purpose of regulation is to protect the well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110. The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

Star Rated Licenses

Centers that meet the minimum licensing requirements will receive a one star license. Programs that choose to voluntarily meet higher standards can apply for a two through five star license. The number of stars a program earns is based upon the education levels their staff meet, the history of their compliance with licensing requirements, and the program standards met by the program.

Child Care Centers

Licensing as a center is required when six or more children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious-sponsored programs are exempt from some of the regulations described below if they choose not to be licensed. Programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

Child Abuse or Neglect

Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned. North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services. In addition, any person can call the Division of Child Development at 919-662-4499 or 1-800-839-0829 and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith.

Parental Rights

- Parents have the right to enter a center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

How to Report a Problem

North Carolina law requires staff from the Division of Child Development to investigate a child care center when there has been a complaint. Child care providers who violate the law or rules may be fined up to \$1,000 and may have their licenses suspended or revoked. If you believe that a child care provider fails to meet the requirements here, or if you have questions, please call the Division of Child Development at 919-662-4499 or 1-800-839-0829.

Reviewing Files

A public file is maintained in the Division's main office in Raleigh for every regulated center. These files can be viewed during work hours or requested via the Division's web site at www.ncchildcare.net or requested by contacting the Division at 1-800-839-0829.

Centers must, at a minimum, meet requirements in the following areas.

• Staff

The administrator of a child care center must be at least 21, and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must have training in child development each year and must undergo a criminal records background check.

• Ratios

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes for licensure are shown below.

Age	Teacher : Child Ratio	Maximum Group Size
0-12 months	1:5	10
12-24 months	1:6	12
2 years old	1:10	20
3 years old	1:15	25
4 years old	1:20	25
School age	1:25	25

Small centers in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.

• Space and Equipment

To meet licensing requirements, there must be at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well-maintained, and age-appropriate. Outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

• Records

Centers must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills practiced with safe evacuation of children must also be maintained.

• Curriculum

The Division of Child Development does not promote or require any specific curriculum over another. Child care programs should have a plan of curriculum appropriate for the ages of the children enrolled. Activity plans must be available to parents and must show a balance of active and quiet activities. Rooms must be arranged to encourage children to explore and use materials on their own.

• Health and Safety

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed programs to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) and must have space and time provided for rest.

• Transportation

Child care centers providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratio must be maintained.

• Discipline

Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in discipline policy must be shared with parents in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all centers. Religious-sponsored programs which notify the Division of Child Development that corporal punishment is part of their religious training are exempt from that part of the law.

The law and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child care resource and referral agencies can provide help in choosing quality care. Check the telephone directory or talk with a child care provider to see if there is a child care resource and referral agency in your community.

For more information about quality child care, parents can call 1-800-CHOOSE-1 or visit the Resources in Child Care website at www.ncchildcare.net. For more information on the law and rules, contact the Division of Child Development at 919-662-4499 or 1-800-839-0829, or visit our homepage at www.ncchildcare.net.

This summary shall be posted for the public to view in accordance with GS 110-102



Division of Child Development
 NC Department of Health and Human Services
 319 Chapanoke Road
 Raleigh, NC 27603

October 2003