



**Parent & Student Handbook
2022-2023**



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History of FAM Church

FAM Church launched in 1937 when an evangelist by the name of Winnie Wood came from Texas to Mulberry, set up a tent in the northwest area of the city and began revival meetings. People responded to those meetings and Winnie gathered those who gave their lives to Jesus and formed a new church. In 1938 a building was completed on NW 8th Street complete with flaps for windows, sawdust floors, and wood heaters. This established First Assembly of God Tabernacle as a permanent fixture in Mulberry.

In 1961 Pastor T.A. Williams, the fifth pasture of the first assembly begin a building project that was completed during the Ministry of the sixth Pastor, Reverend Leon Boswell in 1964. In 1980 the present building was built by Pastor Wayne Blackburn in dedicated on October 19, 1980. Since the completion of the current building a family life Center in student life center have been added to the campus.

The most important thing about being a part of a church is to know where it is going; therefore, we have a mission, vision, and core values which lead, guide, and direct our church.

Mission

Connecting Kids to Christ

Purposes

Live

(Evangelism and Ministry)

To live like Christ to others, and to live a life of ministry to those inside and outside the church. (1 John 2:6)

Love

(Worship and Fellowship)

To love Jesus by centering our lives as Jesus has loved us. (Acts 2:46-47)

Learn

(Discipleship)

To learn by continually growing towards maturity in Christ. (Second Peter 1:8 NLT)

Hours of Operation:

2:30pm-6:30pm (School Day)

7:00am-6:30pm (Holiday Breaks/Summer)

Holiday Closures:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and the Day After

Christmas Eve

Christmas Day

Inclement Weather:

In the event we experience inclement weather, the children and staff's safety is our primary concern. While we will make every effort to conduct business as usual, if severe weather hinders the normal operation of our offices/programs, the status of the church and programs will be at the discretion of the senior pastor and will generally go by Area school closings. Please contact the FAM Kids Club Director.

Grades:

VPK-5th Grade

Transportation:



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During the school year, a FAM Kids Club 15 passenger van will pick up students from Purcell Elementary, Sikes elementary, Willow Oaks Elementary, Mulberry Christian Academy, and Scott Lake after classes end. They will be assigned to FAM Kids Club and will be picked up in the bus loop. If your child will not be riding the van to FAM Kids Club for any reason or will be absent and will not be attending for the day, please let us know so we are not waiting for them at the school. Once the child is picked up the van driver will sign in the student for the day. There will be visual sweeps done by two employees to make sure all students are off the van upon drop off. In case of emergency, the center will be notified in addition to proper authorities and parents, depending on the nature of the emergency. The student files will be transported in the van.

Drop Off & Pick Up:

When dropping off your child at FAM Kids Club, both the parent and the child will enter the building and the parent will check in their child using the student checking system. Upon pick up, parents will enter the building and use the student check out system before leaving. Only approved individuals which are listed on the child's FAM Kids Club Release Form (Must have at least 2 approved persons) will be allowed to pick up the student. At pick up proof of photo ID is required. If a person not listed on the Release Form is going to pick up the child there must be a written notice of pick-up change which can be emailed to famkids@myfamchurch.com (a phone call will not suffice).

Supervision:



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Safety is our top priority. At FAM Kids Club we always follow the churches policy/procedure of two adults with children. We are always with students in do a headcount at the beginning of the afternoon and match it to the number of students checked in. We do a headcount anytime we change locations each child must ask for permission to use the restroom and will receive a bathroom pass. When the passes returned, we know the child is back.

Sick Policy:

Under no circumstances may a parent/guardian bring a sick child to FAM Kids Club, if the child shows any signs of illness see (SYMPTOMS REQUIRING REMOVING OF CHILD FROM PROGRAM) or is unable to participate in the normal routine and regular program day. Sick children will expose all children and staff members who they come in contact with. These people can in turn expose the other children. If other children become ill due to exposure to your sick child, either because he/she was returned to the program before a full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.

In the event a child becomes ill and needs to be picked up, the parent(s)/guardian(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s)/guardian(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up. In the event a child complains about not feeling well during the school day, the parent will be contacted.

Symptoms requiring removal of child from program:

Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally (a child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)

Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.

Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.

Vomiting: 2 or more times in a 24 hour period. Note: please do not bring your child if they have vomited in the night.

Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.

Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.

Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

Tuition And Fees

Tuition:

School Year: **\$50/week** **Check or Cash Only**

Holiday Breaks: **\$25 Per Day** (must notify in advance of days attending)

Summer: **\$80/week** **(Withdrawal Fee \$250)**

Tuition payments can also be paid via Pushpay

Registration Fee:

The registration fee for FAM Kids Club is \$50 per child per term (School year).

The registration of our summer program is \$80 for a child and a \$5 discount is applied for each additional child.

Extra-curricular Activity Fee:

There is a one-time **\$35 per child** fee for extracurricular activities during the school year. There is a two-time (once per month) **\$35 per child** fee for extracurricular activities during the Summer Program. This fee will go towards supplies for crafts, games, and field trips.

Additional Fees:

\$2 per minute per child that is picked up after 6:30 PM. **(CASH)**

\$20 processing fee will be applied to any checks returned for non-sufficient funds (NSF)

\$250 withdrawal fee for the summer program if a child is removed before the end of the program.

Late Tuition Fee:

There is a **\$20 per day** late tuition fee. FAM Kids Club tuition payment is due each Friday by 6 PM, regardless of vacation and absences. This fee must be paid each week your child is enrolled. A bounced check will have an additional fee of \$20 per incident.

** If tuition payment is not made by Monday at drop off, any given week, the child will not be able to attend. We understand family emergencies arise, please notify the FAM Kids Club Director or a staff member.

Discounts:

A **\$5 weekly discount** for each additional child in a family will be applied to the tuition total. For example, Tuition for child A is \$80 per week, \$75 for a child B, and \$70 for child C etc.

For every referral you will receive \$10 off a week

***If your child/children have been seen by our staff defacing, damaging, or destroying property/equipment and toys you are responsible for the repair and or replacement of the damaged or destroyed item(s).**

FAM Kids Club Behavior Code of Conduct

This code has been developed in order to provide children with advice on the behavior that is expected of them when attending and using the facilities of FAM Kids Club. It has been shaped by the views of children and young people.

Purpose:

The purpose of FAM Kids Club is to provide a safe, educational, and fun program for students after school. During each day students will fill their afternoon with crafts, outdoor play, snacks, reading time, homework help and small group activities.

Basic principles:

This code of behavior for children and young people is intended to:

- identify acceptable behavior for children.
- promote self-respect and self-control;
- raise children's and young people's self-esteem and self-confidence.
- encourage individual responsibility for behavior and outline the consequences of poor behavior;
- encourage children and young people to recognize and respect the rights of others;
- encourage cooperation at all times and in all situations;
- promote the values of honesty, fairness and respect;
- anticipate and resolve any conflict that may arise;

- ensure that children and young people are aware of when sanctions will be put into place.

Dos and don'ts:

Children are expected to:

- cooperate with each other
- be friendly
- listen to each other
- be helpful
- follow this code of behavior and other rules
- stick to the e-safety policy and agreement when using the internet, social networking sites, mobile phones etc.
- have good manners
- join in and participate
- respect each other's differences
- treat staff and volunteers with respect
- report anything that worries or concerns them to a staff member.

Children shouldn't:

- pick on or make fun of each other
- bully each other
- yell or shout at others
- be abusive
- use equipment to be abusive or to cyberbully – for example, by using mobile phones to send nasty messages, taking and sharing photos without

permission, sending nasty emails, or “trolling” (leaving unkind comments on a webpage or social network profile).

Breach of this code of conduct:

This code of conduct is only useful if it forms part of a process for guiding children to receive appropriate support.

It is the responsibility of our staff to ensure that all children and young people attending FAM Kids Club are informed of this code of conduct and to confirm with them that they have seen, understood and agreed to follow it. Children must also be made aware of the consequences if they breach the code.

Following the 3 Strike system

1. If a child breaches the code of conduct, the most appropriate sanction for a minor or first-time breach will be to remind him or her about the code of conduct and ask him or her to comply with it. Children will be given the opportunity to reflect, enabling them to plan a positive response, with support from either staff or mentors;
2. If, having followed the above step, the child continues to exhibit inappropriate behavior, she or he should be referred to the appropriate member of staff who will give her or him a formal, 1st Strike warning;

Supportive interventions may need to be identified at this stage. The action should also be recorded in the discipline book and parents/guardians informed.

3. Any further persistent inappropriate behavior will result in a more serious sanction being imposed FAM Kids Club. This is the 2nd Strike warning.

Again, supportive interventions may need to be identified at this stage. This action should also be recorded

4. If these interventions are still not effective in helping the child to change his or her behavior, a 3rd Strike warning may be needed, with further sanctions. It may be that at this point, FAM Kids Club staff will discuss with the child and his or her family a possible referral for further support from other services.

Use of child protection procedures:

If staff at FAM Kids Club become concerned that a child's behavior suggests either that he/she may be at risk of significant harm or that he/she may present a risk of significant harm to other children, FAM Kids Club's child protection procedures will be followed, and a referral may be made to the local authority children's social care department.

Such a referral would be discussed with the child and his/her family at the earliest possible opportunity, except in situations where this would possibly endanger a child's safety or interfere with a police investigation.

Parent Code of Conduct

FAM Kids Club recognizes the importance and value of a mutually supportive relationship between the staff and parents. The education and safety of a child is best served when the staff and parents share a commitment to collaboration, open lines of communication, mutual respect, and when roles, responsibilities, and expectations are clearly defined. The Club reserves the prerogative to enroll students and families who fully embrace the mission, vision, policies, and procedures adopted by the Club, including our commitment to diversity and respect for individual differences. It is a further expectation that parents will address any concerns in a positive and supportive manner, avoiding public actions or criticism detrimental to the Club or its employees. The addendum to this code of conduct further clarifies expectations intended to ensure an orderly, respectful, and secure educational environment.

Addendum

The specifics referred to in this addendum to the Parent Code of Conduct, are representative of, but not limited to, conduct expectations for parents:

- Recognize that the education and safety of each child is the joint responsibility of the parent, student, and staff.
- Demonstrate that both parents and the staff cooperatively in the best interest of the child
- Treat members of the FAM Kids Club faculty, staff, security personnel and others employed by the Church, in a professional and respectful manner
- Exhibit a good example for students in their conduct, language and behavior while on campus or at Club activities (field trips)
- Refrain from negative gossip or unsubstantiated criticism that disparages the reputation of the club or its employees, including on WhatsApp, Facebook, Twitter and other social media sites
- Refrain from using social media to fuel discontent or criticism of individual club employees, other parents, students, or church programs or services
- Seek to clarify a child's version of events with the club's view in order to avoid misunderstanding and to bring about a successful resolution to any dispute
- Contact the church directly when you have a question or need clarification of a club matter rather than depending upon the interpretation of parents or other non-official church sources
- Ensure that children attend club regularly and arrive to and are picked up on time
 - May not threaten or approach any student, staff or faculty member in an abusive or intimidating manner
- Refuse to comply with any reasonable request from a club/church employee in the performance of his/her duties
- Anyone not respecting the above guidelines may be asked to leave church/club premises and in some cases, may be prohibited from access to FAM Kids Club.

FAM Kids Club Handbook Acknowledgement

I, _____ certify that I have read and fully understand

(Parents/ Guardians Name)

the policies and procedures which have been set forth in the FAM Kids Club handbook and have gone over the code of conduct with my child/children. These include but are not limited to Drop Off/Pick Up procedures, Tuition, Fees, Late payments, discipline guidelines, dismissal policies and parent/student code of conduct.

Parents/Guardians Signature

Date

Parents/Guardians Signature

Date