



# Handbook 2022-2023

This handbook is a guide to the policies, procedures and rules of the SPACE. All parents/ guardians must read this handbook when enrolling a child in the SPACE. By signing the contract, parents acknowledge that they have received and read the handbook and agree to abide by the policies contained within. The SPACE reserves the right to make changes in content or application of these policies, procedures and rules as its board deems appropriate, and these changes may be implemented even if they have not been communicated, reprinted or substituted in this handbook.

## TABLE OF CONTENTS

Mission Statement . . . .	2
Statement of Faith . . . .	2
About the SPACE . . . .	2
About Gayton Baptist Church. . . .	2
Licensing . . . .	3
Enrollment . . . .	3
Financial Policies . . . .	3
Tuition. . . .	4
Accident or Injury . . . .	4
Accident Insurance . . . .	4
Alcohol, Tobacco & Drug Policy . . . .	5
Behavior Management . . . .	5
Calendar . . . .	6
Child Custody. . . .	7
Clothing . . . .	7
Communication . . . .	7
Confidentiality Notice . . . .	7
Dismissal. . . .	7
Electronics. . . .	7
Food. . . .	8
Illness. . . .	8
Inclement Weather . . . .	8
Leave of Absence . . . .	9
Medication . . . .	9
Parent Behavior . . . .	9
Part time students. . . .	9
Pick Up Procedures. . . .	9
Reporting Suspected Child Abuse . . . .	10
Security . . . .	10
Toys and Personal Property. . . .	10
Withdrawals . . . .	10

## **MISSION STATEMENT**

The mission of the SPACE (Short Pump Afterschool Child Enrichment) is to provide exceptional, safe, affordable afterschool care to children in kindergarten through grade five in a Christ-centered environment.

## **STATEMENT OF FAITH**

We believe that the Bible is the inspired Word of God and that it is significant for even the youngest of His children. We believe that children are gifts from God, entrusted to our care. It is our responsibility to train them in His ways and in His love.

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

Proverbs 22:6

## **ABOUT THE SPACE**

The SPACE (Short Pump Afterschool Child Enrichment) is a safe haven for students after school. The SPACE represents the best SPACE between school and home. The vision of the SPACE is to provide an affordable place for children to be encouraged to reach their full potential, emotionally, academically and spiritually. Bus transportation will be provided to the following schools: Carver, Gayton, Nuckols Farm, and Short Pump (dependent on availability). Children attending other schools or who are home-schooled are welcome to attend the SPACE, however, parents or guardians will be expected to provide their own transportation.

The SPACE's regular hours are 2 PM to 6 PM, Monday through Friday. The SPACE will also be open on half-days and full day teacher workdays from 7:30 AM to 6 PM. Due to safety concerns, the SPACE will be closed for all primary and general elections.

Camps will be offered during summer breaks. Go to [questcamp.org](http://questcamp.org) for more information.

## **THE SPACE ORGANIZATIONAL CHART**

Owned and Operated by  
Gayton Baptist Church

Administrative Board  
Elected Church Members

The SPACE Director  
Annette McMahan

The SPACE Financial Director  
Kristie Taylor

## **ABOUT GAYTON BAPTIST CHURCH**

Gayton Baptist Church was founded in 1989 in Short Pump, a suburb of Richmond.

Special events and programs at Gayton Baptist Church are open to all SPACE families and friends! We invite you to explore what's going on with Gayton Kids and for the whole family by visiting [Gayton.Church](http://Gayton.Church).

## **SUNDAY MORNINGS**

9:30 Blended Service in the Worship Center  
(Nursery, Preschool & Kids' Worship)

10:45 Nexus Modern Worship Service in the Gym  
(Nursery, Preschool and Kids' Worship)

## **WEDNESDAY NIGHTS**

5:30pm The Dinner Table

6:15pm Kids' Classes

\*September through May

## **LICENSING**

The SPACE, as a ministry of Gayton Baptist Church, operates as a religiously-exempt child care facility. We are guided by policies prescribed by the Virginia Department of Social Services for religiously-exempt day schools.

## **ENROLLMENT**

Families wishing to enroll in the SPACE must register online, pay the annual registration fee and submit the following:

- completed and signed registration form (online)
- handbook policies acknowledgement form
- Commonwealth of Virginia child health record
- copy of birth certificate

The SPACE maintains emergency records on each child. This includes parents' home and work numbers, special medical conditions, allergies and other information important to your child's health and safety. Please help us keep our records updated by making sure that any changes are submitted in writing to the director of the SPACE.

## **FINANCIAL POLICIES**

Account balances are due in the office by 6 pm (or online by midnight) on the 1st and 3rd Fridays prior to the weeks of service. You may pay tuition by dropping a check in the tuition box in the SPACE entry hall, pay online at [shortpumpspace.org](http://shortpumpspace.org) or mail your payment. To make online payments, go to [www.shortpumpspace.org](http://www.shortpumpspace.org) and click on the payment link. You may set up an automatic payment schedule online that allows for your account to be drafted on the 1st and 3rd Friday or you can initiate each transaction separately. If you set up an automatic payment, please remember that it is up to you to change the amount when your bill changes (for a full day or holiday, for example). You may pay additional weeks in advance. There is a \$25 fee for returned checks and future payments may be required to be cash only. All accounts with outstanding balances after that time will be assessed a \$15 late fee. Account summaries will be sent monthly for your records.

All students must be signed up for a minimum of one specific weekday (ie. Tuesday) per week. If you need additional or different days on occasion, you may request a change from the director in advance. We will accommodate your request as long as there is a seat on the bus and adequate staffing. There will be a \$3 per occurrence administrative fee for all changes.

**TUITION****Part Time**

Days per week	Weekly Rate
One Day	\$ 30
Two Days	\$ 60
Three Days	\$ 90
Four Days	\$120

**Full Time**

Five Days	\$120
-----------	-------

**Extras & Others**

Registration Fee (due annually)	\$ 40 for returning students \$ 50 for new students
Additional Hours/Days (fee is in addition to regular tuition rate)	
Henrico half-days	\$ 15
Teacher workdays	\$ 30
Administrative Fees	
Daily Schedule Change Fee (per occurrence)	\$ 3
Late Fee	\$ 15
Returned Check Fee	\$ 25

A 10% discount is applied to tuition for the second child in a family.

Sliding scale tuition rates are available for families earning less than \$70,000 annually (proof of income is required)

**ACCIDENT OR INJURY**

If a child sustains an injury while at the SPACE, an accident report will be filled out by the staff and a copy given to the parent at pick up. All minor injuries will be treated with basic First Aid.

In the event of a serious injury, every effort will be made to contact a parent. If we cannot reach you, we will call the child's physician and/or the paramedics. Until the arrival of the ambulance, the director is responsible for all decisions about the care of the child.

**ACCIDENT INSURANCE**

The SPACE does everything possible to minimize accidents. Our facility and fire alarm system are inspected on a regular basis. If an accident does occur, we appreciate your understanding and cooperation. In the event of a doctor or emergency room visit, it is the responsibility of the parents of the child to submit bills to the financial director of The SPACE. We will forward these to our insurance company. Information that appears on your child's registration form will also be sent. Illness is not covered, and cannot be compensated for under Gayton Baptist Church's insurance program.

## **ALCOHOL, TOBACCO AND DRUG USE**

Any child found to be in possession of alcohol, tobacco, or illegal drugs will be immediately removed from the program and proper law enforcement authorities will be notified. Children are prohibited from possession of over-the-counter or prescription drugs at any time.

## **BEHAVIOR MANAGEMENT**

It is our goal for every child to have a positive experience at the SPACE. Guiding behavior is an important part of what we do. Expectations will be explained thoroughly. Positive reinforcement will be woven throughout our afternoon.

The following general discipline measures may be taken if a child's behavior is unacceptable:

Redirection to more appropriate behavior

Verbal reprimands by a staff member

Time out in a quiet area

Revocation of privileges

Conversation with a parent at pick-up

A note home about the child's behavior

An email sent to parent

Unacceptable behaviors include, but are not limited to:

Aggressive behavior toward other children or adults (kicking, biting, etc.)

Destruction of property belonging to The SPACE or other people

Disobedience of instructions, policies, or procedures

Disrespectful verbal or physical behavior.

If an offense is egregious, the parent will be notified to come get the child. Under no circumstances will corporal punishment be used.

We rely on parents to partner with us. Parental involvement and reinforcement is critical to a child's success.

## CALENDAR

Our 2022-2023 session will run from September 8th until June 18th and will generally follow the Henrico County Public School calendar. Please note that the SPACE is not open on Election Day.

### 2022-23 Calendar

<b>August 29:</b>	First day of the SPACE
<b>September 2:</b>	Student Holiday - The SPACE is closed
<b>September 5:</b>	Student Holiday - The SPACE is closed
<b>October 5:</b>	Student holiday - The SPACE is open 8 AM - 6 PM
<b>October 24:</b>	Student holiday - The SPACE is open 8 AM - 6 PM
<b>November 8:</b>	Election Day - The SPACE is closed
<b>Nov. 23-25:</b>	Thanksgiving holiday - The SPACE is closed
<b>December 19-30:</b>	Winter Break - The SPACE is closed
<b>January 2:</b>	The SPACE reopens following Winter Break
<b>January 16:</b>	Martin Luther King Jr. holiday - The SPACE is closed
<b>January 27:</b>	Student half day - The SPACE opens at 11 AM
<b>Feb. 20:</b>	Student holiday - The SPACE is open 8 AM - 6 PM
<b>March 31:</b>	Student half day - The SPACE opens at 11 AM
<b>April 3-7:</b>	Spring Break - The SPACE is closed
<b>April 21:</b>	Student holiday - The SPACE is open 8 AM-6 PM
<b>May 29:</b>	Memorial Day holiday - The SPACE is closed
<b>June 9:</b>	Last Day of School

## CHILD CUSTODY ISSUES

The SPACE assumes that both parents have the right to pick up their child. Written notification and copies of all legal documents must be on file with the SPACE before we will refuse to release a child to a parent. Omitting the name of a parent on the child's registration form is not notification that a parent is restricted or has forfeited their right to pick up a child.

Please be aware that, unless court documentation states otherwise, each parent has the right to make changes in the authorized pickup list.

## CLOTHING

All clothing should comply with Henrico County Public School guidelines and be free of any questionable sayings or images. All jackets, hats, coats, and accessory clothing should be clearly marked with the child's name. Keep in mind that we will be spending time outside even on colder days. Please be sure your child is dressed appropriately.

## COMMUNICATION

Strong communication is very important. The director will use email, print and the REMIND app to communicate with parents. Please take time to read through emails for important information. Please let the director know of any concerns you have.

If your child will have a schedule change, please call or email the director at the SPACE by 12:00. Having accurate bus lists help the process go much more smoothly.

### **CONFIDENTIALITY NOTICE**

All information provided about children, families, and staff shall be privileged communication. Please let us know if your child has a special condition, is under a doctor's care, is taking medication, or is having difficulty adjusting to certain circumstances. If you have any questions, concerns, or information to share, please contact the director.

Names, phone numbers, emails and addresses will not be given out without express consent. However, in cases of suspected abuse, permission to release information is not required.

### **DISMISSAL**

The SPACE may dismiss a child for the following reasons:

The SPACE staff are unable to provide a safe environment due to a child's behavior.

Repeated efforts to correct disruptive behavior have been unsuccessful.

Parents fail to comply with the financial policies of the SPACE.

Parents are continually late to pick up their child at the end of the day.

Parents consistently fail to comply with the policies of the SPACE as outlined in the handbook.

### **ELECTRONICS**

Electronic devices and cell phones are not permitted at the SPACE. If a child brings an electronic device or phone, the director will hold it and return it to the parent at pick-up.

### **FOOD**

The SPACE provides an afternoon snack on school days and teacher workdays. On full days, children should bring a morning snack and a lunch from home. Both must be "nut free". Please do not send any food that requires refrigeration or heating. Be sure to include all required eating utensils with your child's lunch. Individual afternoon snacks may not be brought to the SPACE except with the special permission of the director.

### **ILLNESS**

Parents will be called if their child becomes ill. We request that your child be picked up promptly. If a parent cannot be reached, the emergency contacts will be called. It is important that this information be current, so please let the director know of any changes.

Please keep your child home if your he/she has any of the following symptoms: fever(above 100 degrees), vomiting/diarrhea, sore throat, croup, an unexpected rash, any skin infection, pink eye or other eye infection, a yellow or green nasal discharge. He/she must be symptom free for 24 hours to return to the SPACE. If your child has not attended a full day of school because of illness, he/she may not attend the SPACE.

Unfortunately, we cannot refund tuition when your child is sick or unable to come on a scheduled day. You may request that your child attend another day during the same week, subject to availability. Any change will be subject to a \$3 administrative fee. If your child is sick for an extended period of time, please contact us to discuss options.



## **INCLEMENT WEATHER**

The SPACE will follow the inclement weather protocol described below in order to ensure the safety of your children and our staff.

Should the elementary schools be closed due to impending weather reports, the SPACE will be closed.

Should the elementary schools close early due to inclement weather, the SPACE will be closed. Parents are reminded to have a back-up plan in place with schools; ie: a relative or neighbor will get your child off of the school bus until you arrive home, or a parent or neighbor will pick them up at school.

The SPACE may also close early if conditions merit this to ensure safety. An email and REMIND notification will be sent to families with at least one hour advance notice of the earlier closing time. When this happens, we ask that families arrive as early as possible to pick up their children.

Should inclement weather occur on a full day of SPACE, the SPACE will notify parents of open/closed status by email by 6:30 AM. Note: Tuition will be credited for any days that the SPACE is closed due to inclement weather or unforeseen circumstances.

If Henrico County Schools are closed for an extended period of time following inclement weather, the SPACE will open if the following conditions are met:

- (1) The parking lot and sidewalks have been adequately cleared to provide safe access to the building.
- (2) Sufficient staff to provide appropriate care is able to safely and comfortably arrive at the SPACE.
- (3) A minimum attendance can be met. An email will be sent the prior day asking parents if they will be utilizing the SPACE if open.

Final determination will be made as early as possible by the administrative staff in consultation with the ASQ Board and church staff.

## **LEAVE OF ABSENCE**

Situations may arise in which an enrolled child must take a leave of absence from the SPACE. A leave of absence of 5 or more days will be granted for the following: extended, non-elective hospitalization of the child, death of a parent or sibling, loss of parent's job.

Tuition will be waived and a child's place held as long as the SPACE is notified within five business days after a death or hospitalization. A child who goes on a leave of absence will be guaranteed a spot for up to 3 weeks, after which the spot will be forfeited..

## **MEDICATION**

The SPACE staff are not authorized to administer medication other than an epipen or benadryl for a severe allergic reaction. These should be supplied directly to the director, in original

packaging, along with a note detailing consent for the medication to be administered. Children are prohibited from possession of over-the counter or prescription drugs.

Note: Items such as chapstick and sunscreen do not require written authorization and are permitted.

### **PARENT BEHAVIOR**

Any profane or threatening language or abusive or unsafe behavior exhibited by any adult while on the grounds of Gayton Baptist Church may result in the related child being removed from the program, as well as notification of the proper law enforcement authorities.

### **PART TIME STUDENTS**

If your child does not come on his/her regularly scheduled day, you may make up that day by sending him/her on another day that same week, if there is seating available on the bus. Because seats on our bus are limited, please confirm the switch with the director in advance. If your child does not make up the day that week, you will forfeit the cost of the missed day. There will be a \$3 per occurrence administrative fee for all changes.

### **PICK-UP PROCEDURES**

Parents are asked to enter the building through the designated doors in the rear of the church building. Your child must be signed out each day. Please take all of your child's belongings with you at pick-up.

If a child is not picked up 15 minutes after closing, The SPACE will call the emergency contact numbers. After 45 minutes, Social Services will be notified. Additionally, a fee of \$2 per minute will be collected from a parent who is late for the 6 PM pick-up. This fee increases to \$5 per minute after 6:15

Authorized pick-up of your child is an issue that we take very seriously. When you register your child, you are asked to list those individuals who are authorized to pick up your child. If anyone other than an individual on your authorized pick-up list is going to pick up your child, you must let the staff know in writing by email in advance.

If we have not met the person picking up your child, we will ask him/her to show a picture ID (driver's license) for identification purposes. We will only allow an authorized adult to sign out a child in our care.

### **REPORTING SUSPECTED CHILD ABUSE**

The Code of Virginia (Section 63.1-248.3) requires any person providing full or part-time child care for pay on a regular basis to report suspected child abuse or neglect.

### **SECURITY**

The building is inspected by the County on a regular basis to ensure safe conditions. All building doors remain locked unless supervised.

**TOYS AND PERSONAL POSSESSIONS**

Please leave toys and other personal possessions at home. If needed for school, toys or other personal possessions should be left in backpacks while at the SPACE. The SPACE cannot be responsible for anything lost or stolen.

**WITHDRAWAL**

We require at least two weeks written notice from the parent or guardian to withdraw your child. If you withdraw from the SPACE for any reason, your spot will be forfeited. If you request readmission, and we have a spot available, a new registration fee will be required.