



# Handbook 2026-2027

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.

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## **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: 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 most full day teacher workdays/holidays from 8 AM to 6 PM. Due to safety concerns, the SPACE will be closed when the church is used as a voting precinct for 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**

10:00 Worship in the Worship Center

11:00 Bible Study

Nursery, Preschool & Kids Ministry are available during the worship service and Bible Study

## **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 registration form (online)
- Commonwealth of Virginia child health record
- Copy of birth certificate
- Completed Child ID Verification form

Enrollment must be confirmed on the Intent Form which you will receive in April. The Intent Form along with a non-refundable one-month (4 weeks) deposit must be received by April 30 to ensure your child's spot for the fall. The deposit will be applied to your child's final full payment for the following May. We require a one month notice by email from the parent or guardian to withdraw your child or reduce their number of days per week. If you withdraw from the SPACE for any reason, your spot and your deposit will be forfeited. If you request readmission, and we have a spot available, a new registration fee will be required.

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 30th for the following month of service. Monthly statements will be emailed. You may pay tuition by handing a check or cash to a SPACE staff member or paying online. Please note that you will be responsible for the fee incurred by the online site. All accounts with outstanding balances will be assessed a \$15 late fee. If your account falls more than a month behind, your child care will be suspended until a payment plan is established and followed.

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 30th of each month 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 months in advance. If paying for a month at a time presents a hardship, please reach out to arrange a payment plan.

There is a \$25 fee for returned checks and future payments may be required to be cash only.

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.

Your account will be charged for your child's scheduled days even if he/she does not attend. This will include half days and full days that your child does not attend which fall on days they would normally attend the SPACE. You will not be charged for days when the SPACE is closed.

### TUITION

<b>Part Time</b>		<b>Additional Hours/Days</b>	
<u>Days per week</u>	<u>Weekly Rate</u>	(fee is in addition to regular tuition rate)	
One Day	\$ 35	Henrico half-days	\$ 20
Two Days	\$ 70	Full days	\$ 35
Three Days	\$ 105		
Four Days	\$140		
		<b>Additional Fees</b>	
		Registration Fee (due annually)	\$ 50
		Daily Schedule Change Fee	\$3 per occurrence
		Late Fee	\$ 15
		Returned Check Fee	\$ 25
<b>Full Time</b>			
Five Days	Weekly Rate \$ 140		

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 \$87,000 annually (proof of income is required)

### **ABSENCES**

Please notify the SPACE by email no later than 12:00 if your child will be absent. Payment is required even if your child does not attend.

### **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
- An email sent to parent

In order to ensure a safe environment for all, the following behaviors will result in a phone call to a parent to pick their child up from the SPACE:

- Leaving a supervised area without permission
- Aggressive behavior toward other children or adults (kicking, biting, etc.)
- Destruction of property belonging to Gayton Baptist Church, The SPACE or other people
- Continued disobedience of instructions, policies, or procedures
- Disrespecting leadership (to include but not limited to yelling or name calling) as determined by the SPACE director
- Using inappropriate language as determined by the SPACE director

In the event arrangements are not made to pick up the child in a timely fashion, removal from the program may be exercised. 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.

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.

## CALENDAR

Our 2026-2027 session will generally follow the Henrico County Public School calendar.

### Tentative 2026-27 Calendar

August 24:	First day of the SPACE
September 2:	Open House, 4:30-6:00
September 4:	Student Holiday - The SPACE is closed
September 7:	Student Holiday - The SPACE is closed
September 9:	Sign-ups open for ALL Sept., Oct. and Nov. half days and holidays <b>Deadline to sign up or cancel is September 11</b>
September 21:	Student Holiday - The SPACE is open 8 AM - 6 PM
September 28:	Student Holiday - The SPACE is open 8 AM - 6 PM
October 28:	Student Half Day - The SPACE opens at 11:30
November 2:	School Holiday - The SPACE is closed
November 3:	Election Day - The SPACE is closed
November 9:	School Holiday - The SPACE is open from 8 AM - 6 PM
November 25-27:	Thanksgiving holiday - The SPACE is closed
December 21-January 1:	Winter Break - The SPACE is closed
January 4:	The SPACE reopens following Winter Break
January 5:	Registration opens for the SPACE 2027-28
January 11:	Sign up opens for ALL Jan, Feb and Mar holidays and half days <b>(Deadline to sign up or cancel is January 12)</b>
January 18:	Martin Luther King Jr. holiday - The SPACE is closed
January 25:	Student Holiday - The SPACE is open 8 AM - 6 PM
February 2:	Registration opens for Quest 2027
February 15:	Student Holiday - The SPACE is closed
February 16:	Student Holiday - The SPACE is open 8 AM - 6 PM
March 10:	Student Holiday - The SPACE is open 8 AM - 6 PM
March 26:	Student Half Day - The SPACE opens at 11:30 AM
March 29- April 2:	Spring Break - The SPACE is closed
May 31:	Memorial Day holiday - The SPACE is closed
June 4:	Last Day of the SPACE - The SPACE opens at 11:30 <b>(Sign up opens May 20, deadline May 21)</b>

## CHILD CUSTODY QUESTIONS

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.

## **ELECTRONICS**

Electronic devices including cell phones and smart watches 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.

## **HEALTH**

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 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.

## **HEAD LICE**

Due to the close proximity of our kids to each other and the ease by which head lice can spread, children must be lice and nit free to attend the SPACE or Quest. If either are found, your child will remain in the office until someone is able to pick them up.

## **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.

## **PICK-UP PROCEDURES**

Parents are asked to pull to the curb outside of the SPACE entrance, and children will be sent out. If no one is at the door, please call the posted TRACFONE number.

If a child is not picked up 5 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 pick up 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 a one month notice by email from the parent or guardian to withdraw your child or reduce their number of days per week. If you withdraw from the SPACE for any reason, your spot and your deposit will be forfeited. If you request readmission, and we have a spot available, a new registration fee will be required.