

Our Mission

How we raise and influence our children today will effect our future. What they learn, see, and hear in these formative years can lead to a positive or negative view of the world. With this in mind, we want to provide a loving, safe, and secure atmosphere for children. By teaching and demonstrating Godly principles, our goal is to show them the importance of a positive lifestyle. We view every aspect of childhood - playing, learning, getting along, working with others, seeing themselves in a positive manner, among many other things - extremely important in the development of a child.

Children will find someone to pattern their life after or look up to. Understanding the extreme nature of this responsibility, our goal is to be "local heroes". We will endeavor to act as positive role models in actions, lifestyle, and behavior.

The importance of parent/guardian support is the key to working with children. Our goal is to establish good relationships with parents/guardians. As we work together in development of our children, we will know we made life-long investment in the future of our world.

Guidance:

In order to provide a safe environment for our children a few rules will have to be clear, reasonable and followed by all staff.

1. Appropriate behavior will be modeled by all staff.
2. The staff shall state limits and requests to the children in a positive way whenever possible. Minor misbehavior will be ignored when possible and children will be positively reinforced when behaving appropriately.
3. Time-outs will be used when the child requires a moment or short time to get him or herself together. Every attempt will be made to insure that children are never made to feel ashamed or belittled.
4. Physical punishment will not be permitted at our center.
5. If a child consistently exhibits developmental and/or behavioral problems, parents will be informed about the problem. If a problem continues after extensive efforts to correct it has failed, the family will be informed of the child's removal from the daycare. The staff will always try to give sufficient notice.

Medical and Illness Policy:

Children who have any of the following symptoms should be kept home:

- severe pain
- fever of 100 degrees or more
- constant coughing, wheezing, nasal discharge, sneezing (not sinus related), vomiting, or diarrhea.
- rash: body rashes, not obviously associated with diapering, heat or allergic reactions to medications
- sore throat or severe cough
- red eyes with discharge
- yellow eyes or yellow skin
- infected or untreated cuts with/without discharge
- difficult or rapid breathing
- blood in urine
- symptoms of communicable disease: sniffles, sore throat, headache, abdominal pain
- head and skin infections (ring worm, impetigo, lice)
- Also any reportable communicable diseases such as: chicken pox, diphtheria, giardia, hip influenza, hepatitis, herpes, measles, meningitis, mumps, pertussis, polio, rubella, shigella, tuberculosis.

(If your child should contract any of these communicable diseases, please notify the daycare).

If your child should become ill or discovered to have lice at daycare, he/she will be isolated from the other children and you will be called to **immediately** pick up your child. They can return to the daycare when approved by Rashel to have no lice or nits.

No medication will be given without written authorization. There will be a form to fill out for any medication administered. All medication must be in the original labeled bottle and prescribed for the child to whom it is to be administered.

We reserve the right to change the policy and/or rates when we deem necessary. In the event that this should happen, we will notify all parents or guardians.

We reserve the right to refuse service to anyone.

RIGHT BEGINNINGS

Afterschool & Summer Program Handbook

*A step in the right
direction!*



Right Beginnings
1000 S.W. 3rd St.
Spiro, Ok 74959
Tel: 918-962-3632
Director: Rashel Hill

Afterschool Program

The afterschool program provides children with a positive and safe environment. They have access to computers, video games, play-ground equipment, board games, art projects, study areas, and many other activities to keep them busy during the after school hours. They are provided with snacks throughout the after-noon.

Summer Program

Children are provided with a summer full of activities. Throughout the summer they are be busy with art projects, chapel services, public library days, special activity days (water day, game day, etc.) and weekly field-trips. Occasionally there will be extra cost for the field trips.

Enrollment Guidelines

Enrollment is open to children ages 5 to 12 years of age. All enrollment papers must be complete and on file before your child enters our program.

Each child entering will be on a two week probationary period. During this time, the staff will observe and discuss to see if the child can play well with the other children as well as obey the overseeing staff. If we see a problem in this area, the child will be unable to attend our program.

Afterschool Calendar

Afterschool program

- Open during the school year Monday - Friday after school until 6:00 p.m.
- Throughout the year when school is not in session: 7:00 a.m. until 6:00 p.m.

Summer Program

- Open during the summer from 7:00 a.m. until 6:00 p.m.

The School age program will be closed on the holidays as follows:

New Year's Day Memorial Day
Independence Day Labor Day
Thanksgiving Day and the day after
Christmas Eve Christmas Day

- We may close on days preceding or following holidays if there is no more than 6-8 children attending.
- Right Beginnings will also close one week during the summer. In this case we will give a one month notice to allow you to make other arrangements for your children.
- Right Beginnings will occasionally close for professional development workshops. Two weeks notice will be given.

Rates and Payments

Before/after school care \$6.00
Full day care \$13.00

There is a registration fee of \$25.00 per family that is not refundable. This will be for supplies.

- Balance information can be obtained by asking any Right Beginning staff. Payments are to be made out to Right Beginnings and placed in the mail box that is located in the afterschool room or given to Sarah Bridges.
- Account balances must be paid each Friday for the previous week. A late charge of \$25.00 will be added if not paid in full every two weeks.

Arrival and Departure:

Parents are responsible for notifying the staff member of the child's arrival. All children are to be signed out by parent or responsible party when leaving the daycare. No child will be released unless signed out. This will ensure the safety of your child.

Early Drop Off/Late Pick Up Fees:

If a child is dropped off before 7:00 a.m. or picked up after 6:00 p.m., there will be a charge of \$5.00 for the first 5 minutes and \$2.00 for every minute following. This will be charged to your bill at the end of the week. We reserve the right to dismiss your child from the program if you are continuously late in picking up your child after the 6:00 p.m. closing time.

Transportation and Field Trips:

Transportation can be provided to and from school and on field trips. The application form has the permission for transportation. Transportation will not be provided unless permission is given on this sheet.

Meals:

During the summer and on days when school is not in session, breakfast and lunch meals will be served. Meals will meet one third of daily nutritional requirements. Menus will be posted. Breakfasts will be served at app. 8:00 a.m. and lunch at 11:00 a.m. If your child misses breakfast or lunch (doctor's appointments, etc.) you will need to feed your child before they arrive at the daycare. A mid-afternoon snack will also be served after school.

Weather emergency:

In the case of severe weather or tornado, we have a safe room located in the building to which the children will be taken.