

FLAMING SWORD INTERNATIONAL MINISTRIES, INC.  
DBA FLAMING SWORD CHRISTIAN ACADEMY

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## **Before and After School Care**

Dear Parents,

We want to welcome you to Flaming Sword Christian Academy's Before and After School Child Care Program. We want every child enrolled in our program to have a warm, enriching experience. We also want every parent to feel welcome as they drop off and pick up their child(ren). Customer service is very important to those of us at the Before and After School Care.

Your monthly invoice will include the charges for the before/after school care, according to the program which you indicated on the contract. As a FSCA program, we follow all school board policies.

We look forward to working with you and our staff to give your child(ren) a quality before and after school experience.

**Wanda Hatmaker, CEO**

**Flaming Sword Christian Academy**

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**BEFORE/AFTER SCHOOL CARE PROGRAM**

**Hours of Operation**

**AM Session:** 6:00 am until school begins at 8:00 am

**PM Session:** After school is dismissed at 3:00 pm until 6:00 pm

FSCA does not discriminate on the basis of race, color, national origin, age, or handicap in admission or access to programs, activities, or employment. Any person having inquiries concerning FSCA's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Dr. Wanda Hatmaker, FSCA, 230 Legion Rd., Hope Mills, NC, 910-764-3500.

**ENROLLMENT**

Only children who attend FSCA, may attend. A child is enrolled for the entire school year on days that school is in session. Part time enrollments are accepted. Each child should have a completed enrollment form including health care information on file with FSCA office. Parents must make changes of address or contact phone numbers to the administration office by editing information at the earliest convenience.

**ENROLLMENT POLICY FOR CHILDREN WITH SPECIAL NEEDS**

FSCA's program is responsive to individual differences among children. All attempts are made to meet the individual needs of each child by working closely with families, teachers and specialists. Providing special materials, defining a behavior plan, training staff, adjusting ratios and adapting the space are just a few of the ways FSCA's program meets the needs of individual children.

**CHECK IN / OUT OF CHILD**

We would appreciate parents signing their child(ren) out of each day. A child shall be released from the facility ONLY to the child's custodial parent(s) and/or guardian or a person authorized IN WRITING by the parent(s)/guardian to receive the child. A parent log is available to sign out their child(ren) each day.

**INCLEMENT WEATHER / SNOW DAYS**

We will not be open if there is no daycare, preschool, or school for the day due to inclement weather or other issues.

- FSCA WILL only be opened an additional hour after parents are notified that school is dismissed early due to inclement weather.

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## **FULL DAY OF CARE**

This is not a baby sitting service but it is a service to help our working parents have an easier transition with their children before and after school. Therefore, FSCA is working on providing full day care during the Christmas, Easter holidays. Information will be made available to parents on the website and through email notification when the information is ready for distribution. Please remember that if you need and choose full-time (all day) care during the holidays, there is an additional charge per day as listed on the front of the Before/After Care Agreement. If FSCA is closed for other reasons (inclement weather, emergencies, etc.) so is the before/after care. However, according to the contract for full time students enrolled in the program, when the school is closed for 10 days or more during a school month (such as August and December), your charges for before/after school care will be also be adjusted.

## **EMERGENCY CARE**

Emergency child care is available to any FSCA for a fee of \$25.00 per day per child. If at all possible, please call the school office as soon as possible to let me know you will need the service for that day. If the ratio is too full, we may not be able to help you.

## **LATE PICK UP**

Before/after care program closes at 6:00 pm. For your child's peace of mind, please notify the staff if you will be later than usual picking up your child. Failure to pick up child(ren) by 6:00 pm will result in a \$25.00 per 15 minute or any part thereof, per child charge and will be added to the family's account. The site clock will be used as the exact time. Repeated late arrivals (more than three within a 3 month period) will result in withdrawal of your child(ren) from the program. *Legal authorities will be contacted for children left at the program more than thirty minutes (30) after closing time.*

## **MEDICATIONS**

No medications will be given in before and after school child care.

## **ILLNESS**

If children have been exposed to a communicable disease requiring notification at the before/after care program, parents of enrolled children shall be notified. If you have concerns, call the school office. School rules apply when a child returns from an illness.

## **ACCIDENTS**

If a major injury to a child occurs, the staff will immediately call for professional help. Parents' designated emergency contact or the child's doctor will be notified immediately. IF THE EMERGENCY IS SUCH THAT IMMEDIATE ATTENTION IS NECESSARY, THE STAFF HAS WRITTEN PERMISSION FROM THE PARENT OR GUARDIAN TO CALL 9-1-1.

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### Sample Daily Schedule

6:00 am – 8:00 am	Breakfast (bring your breakfast with you) Choices: games, puzzles, reading, art, technology, movies, etc.
7:55 am-8:00 am	Clean-up, restrooms, wash hands
8:00 am	Dismissal to class
3:00 pm-3:30 pm	School dismissed Children are checked in as they come to the site area
3:30 pm-4:00 pm	Restroom, wash hands, snack
4:00 pm-5:00 pm	Movie Time/Game Time (they need some relaxation time)
5:00 pm-5:30 pm	Circle Time/Round Up Activities
5:30 pm- 6:00 pm	Staff get children ready for departure and center closes

As children will be leaving at various times, beginning at 4:15 PM – 6:00 PM, therefore, homework will not be a priority for the provider since she will be involved in getting children ready to leave at various times.

### **DISCIPLINE**

**Staff will follow the guidelines set by FSCA.** This concept includes setting limits, giving children guidance in solving problems, redirecting behavior and recognizing misbehavior as an opportunity to teach children acceptable behavior and develop self-control.

Many choices and activities are offered in our program. Activities are varied and interesting enough to eliminate boredom-related discipline problems. Situations may happen at home that effect your child's behavior. Please feel free to discuss these matters with staff members if you think awareness of home issues may be helpful.

Staff members will not use corporal punishment, but will refer the matter to Dr. Hatmaker. Food will not be withheld or portions changed as punishment.

Children with discipline problems will:

- a. Be asked to stop
- b. Be asked to talk about the problem
- c. Be asked to discuss other options
- d. Be redirected
- e. Have their space or activities limited
- f. As a final resort, sent to Dr. Hatmaker

Children may need to sit down for a short time to calm down in a "Safe Spot". The child may be asked to complete a Think Sheet or draw a picture of the problem. If a problem is repeated several times in one day, or over a short period of time, staff will talk with the parents. Parents may also request a conference with the Dr. Hatmaker. The provider may set up a plan for the

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child that limits their space, activities or friends for an extended time to keep the child and others safe.

If the misbehavior continues, or students demonstrate behaviors listed below and do not correct them, parents will be asked to make other arrangements for care.

- Harassment (sexual or racial)
- Leaving designated area without permission
- Verbal or physical acts of violence
- Use of crude or profane language or gestures
- Behavior tantrum

**FSCA's is not a mandated program and attendance is considered a privilege.** Therefore, cooperation and support from all parents are essential. Staff and parents are expected to demonstrate mutual respect. Parents who are uncooperative and disrespectful to the staff will be asked to make other child care arrangements. If parents have an issue with the provider, please contact Dr. Hatmaker immediately, to see if we can find a resolution.

We look forward to working with you and your child(ren).