



DOMINION
CHURCH



DOMINION
Learning Center

Dominion Learning Center

Parent and Student

Handbook 2021-22

Dominion Church: OUR BEGINNING

Starting off in the chapel of Kistler-Hardee Funeral Home, we quickly grew to needing more space. Moving into the gymnasium of the Darlington YMCA, we were able to get our vision planned out and began putting it into existence. Pastor Kyle Meyer and his wife Jami knew planting Dominion Church was a calling placed on them by God. Strongly relying on God to use them to build a church for the people. Come as you are! Experience Jesus freely. See what He has in store for your future. Encounter Purpose! Dominion Learning Center is a continuation of the vision the Lord has given Dominion Church to reach the Darlington community. Dominion Learning Center is here to see change in Darlington County. We seek to create a safe, fun, engaging, and Christ-centered atmosphere for children to learn and grow into who God created them to be.

NON-DISCRIMINATION STATEMENT

Dominion Learning, a weekday ministry of Dominion Church, admits children of any race, color, nationality, and ethnic origin and affords to all the rights, privileges, programs, and activities generally accorded or made available to children at a summer camp and after-school program. Dominion Learning does not discriminate against race, color, nationality, or ethnic origin in the administration of educational policies, admissions policies, finances, athletics, and other administered programs with respect to employment of staff. The program does reserve the right to operate within the religious standards set forth by Dominion Church without adapting those standards for preference of attendees, employees, participants, local schools, or families it serves.

ADMINISTRATION

Senior Pastors
Senior Director

Kyle and Jami Meyer
Jami Meyer

Assistant Director

Bridgett Davis

DominionLearningCenter@gmail.com

843.615.3858

It is against Dominion Policy for parents to contact staff member's personal cell phones or the bus transporters. Please use Director's cell for emergency use.

DLC will use the BrightWheel app to communicate between the center and parents/guardians. Instructions to join this app will be given after enrollment. Email is always a useful way to communicate as well.

AGE AND SCHOOL REQUIREMENTS

All children attending the program must be between the ages of 5-14 years old (K-8)

No five-year old will be accepted who is not currently enrolled in kindergarten.

TRIAL PERIOD AND TERMINATION

A two-week trial period is given for adjustment. During this time, the parents or the provider may decide to terminate care, without prior notice. Payment for the full two-week care must still be made. After the trial period, care can be terminated with two weeks written notice from caretakers. Payment for the two weeks will be accepted in lieu of notice. Any violation of the rules/policies may be just cause for termination. Immediate termination can occur for behavioral problems or failure to abide by Dominion policies. If a child has a diagnosis or behavior/emotional need that is not disclosed to the center it may result in immediate termination of care. When registering for the school year, you are registering for the duration of the entire year. Your rate will be adjusted automatically for extended camp weeks during winter and spring breaks. You must notify the director in advance of one week if you do not plan on your child attending camp weeks or you will be charged the full rate. A full weekly rate is due regardless of how many days are attended within the week.

PRIVACY

Dominion will not share any child or parent information with any party on the phone or in person unless it is related to mandated reporting or involves a state program or government agency involved with CPS or DSS. Dominion keeps all records secure.

PAYMENT POLICY

Weekly fees are due every Friday for the following week; and if not paid by Tuesday of that week, a \$15 late fee will be charged. Fees unpaid after 1 weeks will result in the child being dismissed. A drop box is located in the building for money orders/checks. Make check payable to Dominion. Online payments can be made via Text2Give. We DO NOT except cash payments. Billing will be sent through the BrightWheel App.

New School Year Registration: \$100 per child

Weekly After-school Only: \$65.00

Full Care weeks during Summer and/or School Closures \$110.00

Summer Camp Registration: \$150

*WEEKLY FEES ARE DUE
WHETHER YOUR CHILD ATTENDS OR NOT.*

Payment is due every week, even the holiday weeks.

For After-school only attendees, assuming school is operating in a normal session, if the school closes two or more days during the week for holidays or vacation, the full rate of \$110 will be due. In the event of public emergency Dominion will work to serve the needs of Darlington County to expand care options.

CHECK RETURN FEE

There will be a \$35 charge for any check returned by the financial institution (this includes checks returned for insufficient funds and/or stop payment). Upon a second time in 1 year that a check is returned only cashier's check, money order, or online payments will be accepted.

LATE PICK UP FEES

Dominion closes at 6 PM each day. Please be sure your child is picked up by that time. Penalty charges will be added if late. If late pick up happens more than once, your child will risk program dismissal.

MEALS

For full day: Breakfast is provided. Participants must pack a peanut free lunch to bring daily.

All-programs: Afternoon snack will be provided. We serve flavored water, juice, or milk. No soda or candy allowed. **We Are a Nut Free Campus.**

HOURS OF OPERATION

After-school only:

Monday – Friday 2:00 PM – 6:00 PM

Summer/ School Break Camps:

7:30 AM– 6:00PM

DROP OFF AND PICK UP PROCEDURE

Please use the designated entrance of the Dominion Life Center to sign your child in/out. Children are not allowed to enter or leave the building alone, and only an employee is allowed to open the secure door to the building. For social distancing measures, parents will not be allowed to enter the facility for drop-off and pick-up and must make an appointment to enter. All adults must present a Valid ID to pick up a child and be a designated care giver on the original paperwork for registration. We reserve the right to refuse to release a child until contact with the parent has been made to verify a change of pick-up. Parent will agree to show I.D. regardless of an employee that is familiar with them.

HOLIDAYS CLOSINGS

Schedule of holiday closings:

9/16 Labor Day 4/15 Good Friday 11/24-25 Thanksgiving 12/24 Christmas Eve
12/31 New Year's Eve 5/27 Developmental Day

After School will open and pickup students early for scheduled calendar early dismissal days. When no school lunch is provided, please pack a lunch that day.

After School will be open all day (7:30-6:00) and will run a schedule like camp on the following days when schools are closed to students:

10/12/21 11/24/21 1/3/21 1/17/21 2/18/21

After School will be open all day (7:30-6:00) during the Winter (Christmas) and Spring (Easter) breaks fees are still due for these holiday weeks even if the child does not attend. If the child attends any part of a specific holiday week the full rate is charged.

Anticipated School Camp Weeks for 2021:

12/20-23 12/27-30 2/21-25 4/18-22

DISCIPLINE POLICY

Dominion Learning requests parental support in helping maintain appropriate conduct. Children's behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

Our goal is to ensure that children at Dominion Learning are lovingly cared for in a safe, orderly environment. To reach this goal, children are expected to maintain kingdom standards, words, actions, and attitudes. The following behavior is expected from all children but limited to:

- Children are expected to show respect for administration, teachers, staff members, other parents, and other students
- No physical contact with another child or staff member will be tolerated (hitting, kicking, fighting, biting, throwing, inappropriate touch, etc.)

Dominion uses verbal warnings, time-out, parental meetings, and suspension to enforce proper behavior.

Dominion does not use or support corporal punishment.

INCLEMENT WEATHER/EMERGENCY CLOSINGS

If schools close early due to any impending weather or emergency situations, After School buses will run early to pick up students. If the road conditions do not allow buses to run, we will notify parents as quickly as possible. In almost all cases of school closings, the school system makes an early enough decision to allow buses to run.

If we must close before 6:00 due to inclement weather or another emergency, we will notify parents/guardians as quickly and efficiently as possible via a group text, phone call, or the BrightWheel App.

When schools make the decision to not open, Dominion will usually follow suit and not open also. Full weekly payment will still be required as those days will be made up at some point during the year.

MEDICAL EMERGENCY

In case a serious accident or sudden illness requiring medical attention occurs, the following procedures will be taken:

- A 911 phone call
- Child's parents (or emergency contact) notified
- Child and director or adult employee in charge along with health records are taken to the nearest hospital by ambulance.

In all cases an emergency report is completed, and a copy given to the parents to sign and put in the child's student record.

It is extremely important that emergency contact information remains current.

Please report any changes immediately to the BrightWheel app and updated written forms.

All costs involved in the emergency treatment and/or the cost of an ambulance is the parent's responsibility.

For minor injuries like bumps and bruises, a staff person will provide first aid. Parent/Guardians will be notified when the child is picked up and within the BrightWheel app.

MEDICATIONS

We will dispense prescription and nonprescription medication to your child with proper documentation. You must fill out the permission form in your child's application and sign each medicine on the log provided in the office. Be sure to write the date and time the medicine is to be given. All medication must be in the original container and all prescription medicine must have the child's first and last name on it. NO EXCEPTIONS! All medicine will be kept in a locked cabinet or lock box. Please do not put medication (even OTC) in your child's bag. Give it to an adult employee. The adult employee who administers the medicine will sign the log and note the time when the medication was given.

SICKNESS

If a child becomes ill, you will be called to pick him/her up. We will make him/her as comfortable as possible while waiting. If a student is absent or leaves early due to illness associated with fever or other symptoms, that student must be fever free and symptom free (ex. nausea, diarrhea) for 24 hours prior to returning. We reserve the right to make decisions as necessary for the wellbeing of all children and employees.

SYMPTOMS REQUIRING REMOVAL FROM CENTER

Communicable Diseases: Not permitted by law in childcare. Some of those illness (but not limited to) are infectious conjunctivitis (pink eye), impetigo, ringworm, chicken pox, strep throat, infectious diarrhea, scabies, lice, measles, mumps, flu, coronavirus, and hepatitis A. If your child is thought to have a communicable disease you will be notified and asked to pick him/her up. We must be notified once the doctor diagnoses the illness so we can notify other parents. Your child will be accepted back into care when no longer contagious with a doctor's note.

24 HOUR RULE: YOUR CHILD MUST BE FREE FROM
ANY OF THE AFOREMENTIONED SYMPTOMS FOR A MINIMUM OF 24 HOURS BEFORE HE/SHE
CAN RETURN UNLESS YOU HAVE A DOCTOR'S NOTE STATING THAT YOUR CHILD FEELS WELL
ENOUGH TO ATTEND AND PARTICIPATE IN ALL REGULAR ACTIVITIES.

MEDICAL CARE

We are here to care for the well child. A child will be sent home if any of the following exists:

Any communicable disease already listed.

Fever of 101 degrees or higher – The child may return when symptom free for 24 hours.

Diarrhea – Three or more loose stools in a 24-hour period. The child may return when symptom free for 24 hours.

Vomiting – If your child vomits at you will be called to come pick him/her up. The child must stay home until 24 hours have passed with no vomiting episodes.

Continuous Crying or Extreme Irritability – The child may return once he/she begins to behave appropriately.

Rash – A child with a rash will not be permitted to attend without a doctor's note stating that the rash is not contagious.

Lice – The child must be treated with an appropriate pediculicide the same day.

Hand, Foot & Mouth Disease – Children should be kept home until the sores heal and a doctor states that he/she is no longer contagious.

Coughing--due to the recent Covid-19 pandemic, children who cough continuously will be sent home to determine if the child needs to be quarantined or tested for the virus.

Dear Parent/Guardian and Student,

Please read the Dominion Learning Handbook carefully.

The handbook serves as a guide and is in no way an all-inclusive statement of rules, regulations, and philosophy of Dominion Learning under Dominion Church. The administration reserves the right to determine appropriate and acceptable actions due to conduct or non-payment.

After you have read the handbook, please sign this contract, and return to the administrative office on or before your child's first day of attendance. In addition to the handbook, parents must also sign and initial the WAIVERS and LIABILITY form, complete all appropriate registration forms, as well as provide the child's immunization record and birth certificate.

Thank you for allowing us to serve your family.
We look forward to a wonderful year!

I, the parent or guardian for _____ have received and read the DLC Handbook and understand the policies thereof.

Parent or Guardian Signature

Date

Printed Legal Name

Bridgett Davis, asst. director

Date