

# S.H.I.N.E. 4 Him

## **Policies and Procedures 2010/2011**

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**Mission Statement:** To provide a Christian setting to instill Godly Character and discipline in our children and to build on the educational foundation of the home.

**Participation in S.H.I.N.E. is a privilege and responsibility and must be treated as such.** In order to provide a quality learning environment for our children, we as their example must all strive to give our very best each and every time we meet. This includes being on time, being prepared, and adhering to the policies and procedures put in place by S.H.I.N.E. leadership. We believe if we take our commitment seriously and with respect, so will our children.

### **Attendance Policy:**

- **Faithful attendance** by all involved in S.H.I.N.E. is imperative to a successfully functioning group.
- A parent must be present at all times when their child is participating in S.H.I.N.E. **Children cannot be dropped off.** If the regular parent can not be present, another S.H.I.N.E. teacher may bring and be **responsible for your kindergarten and above age children** for the entire S.H.I.N.E. day. S.H.I.N.E. leadership must be notified in advance, and must receive your signed consent form. (Available to print out at shine4him.com) **Children under kindergarten are not allowed** to attend S.H.I.N.E. **without their parent.**
- S.H.I.N.E. may be cancelled for a number of reasons. All **cancellations** will be posted on the “General S.H.I.N.E. Announcements” page. Make sure you **check the website before leaving for ANY AND ALL S.H.I.N.E. EVENTS.** We will make every effort to have cancellations posted 1 hour prior the co-op event.
- Please plan to **arrive** by 8:45 a.m. and stay until all classes are complete.
- In the case of an **absence**, please follow these guidelines:

#### **If you are the main teacher in the class:**

1. Contact your helper - They will take your place as **lead teacher** for that day. All helpers should have a copy of all lessons plans for the class. Make arrangements to get all required materials for the class to your helper before hand.
2. Find a sub to be the **helper** in your class for that day.
3. **Call** Jackie O’Connor at 417-987-1473 and let her know who your subs are.

#### **If you are the helper in the class:**

1. Find a sub to replace you as **helper** in your class for the day.
2. **Call** Jackie O’Connor at 417-987-1473 and let her know who your subs are.

**Absences without making prior arrangements will not be tolerated.** If this happens more than 2 times, the family will be evaluated by the S.H.I.N.E. leadership and leadership will decide if this S.H.I.N.E. is right for that family.

### **Communication Policy:**

ALL S.H.I.N.E. communication is done on our website at [www.shine4him.com](http://www.shine4him.com). All parents and youth students are responsible for checking the website for general and class **announcements every Saturday.** If you are a lead teacher of a class, you will be required to **post class updates** on the website every **Friday by Midnight.**

### **Cancellation Policy:**

S.H.I.N.E. may be cancelled for a number of reasons. All cancellations will be posted on the “**General Announcements**” page. Make sure you check the website before leaving for **ANY AND ALL S.H.I.N.E. EVENTS.** We will make every effort to have cancellations posted 1 hour prior the event.

### **Behavioral Expectation:**

- Adults and children are expected to behave in a **Christ-like manner at all times.** We are to be uplifting and encouraging to each other in our words and deeds. We should all guard our words and tongues (James 3).
- **Disagreements** and conflicts are to be handled **privately** (Matt. 18:15-17) and with respect for the other person’s feelings. Peacekeeping and true resolution should be the motivating factor. Mediation will be provided if disputes cannot be resolved by those involved.
- Should a member (child or adult) refuse to adhere to these or any of S.H.I.N.E.’s guidelines and express unwillingness to change their behavior after resolution is sought by leadership, they will be evaluated by the S.H.I.N.E. leadership and the leadership will decide if S.H.I.N.E. is right for them.

## Discipline Policy:

### **Discipline Problems:**

Discipline problems defined as, but not limited to: any disrespect for teacher or fellow classmates, obstinate behavior, talking out of turn, arguing, roughhousing, and running when not involved in p.e. class, will be addressed immediately by the teacher.

#### First Offense:

The **teacher or helper** from that class will attempt to rectify the problem within the classroom.

#### Second Offense:

The helper will find the **parent** of the child and all three will work **privately** together to resolve the situation.

#### Third Offense:

The parent will be asked to **keep the child** with them for the rest of the day on a non-participatory level.

### **Aggressive Behavior:**

Aggressive behavior defined as, but not limited to: bullying, pushing, kicking, and name calling, **will not be tolerated**. Should aggressive behavior occur, the following action will be taken:

#### First Offense:

The child will be taken to their **mother**.

#### Second Offense:

The child **may not return** to S.H.I.N.E. for 3 weeks. At that time the Leadership Committee will reevaluate if the child may return to S.H.I.N.E..

If the S.H.I.N.E. leadership sees that a child is continuing to be a problem, that child will be evaluated by the S.H.I.N.E. leadership and the leadership will decide if S.H.I.N.E. is right for them. Any and all conflicts between children and adults should be discussed and handled **privately**. S.H.I.N.E. leadership will be available to step in for mediation when needed.

### **Safety:**

- Children must remain in their assigned rooms.
- The **doors** will be **locked at 9:00 a.m.**
- If for some reason you are late to a S.H.I.N.E. meeting you will need to knock and have someone open the door for you. **DO NOT use the church's main entrance**. You will need to walk students 4th grade and under to their appropriate classrooms. Please do not let them run to class on their own.

### **Disaster Plan:**

- In case of **Fire** all teachers need to take their attendance sheet and escort their class outside to the football field. Once outside and safely away from the building the teachers will have their class **SIT DOWN** and take roll again making sure all students are accounted for. If you are missing a student, quickly report this to a member of leadership. **DO NOT GO BACK INSIDE THE BUILDING**. Keep your students together and quiet and await further instructions.
- In case of **Tornado** all teachers need to take their attendance sheet and escort their class to their assigned hallway. Once there teachers will have their class **SIT DOWN** and take roll again making sure all students are accounted for. If you are missing a student, quickly report this to a member of leadership. Keep your students together and quiet and await further instructions.

### **Supervision:**

- All students are to remain in the Gym before and after S.H.I.N.E.. Congregating outside on the parking lot or grass is not acceptable. Students **4th grade and under must be walked back out to vehicles** by leadership, teachers, or their parents, if they forget something. Youth age students must walk straight to the car and back inside after getting permission from an adult to do so.
- There will be 3 **door monitors** in place before and after S.H.I.N.E. to ensure that all students follow these rules for their safety.
- **No student**, even teenagers, will be **allowed to leave** the building by themselves after S.H.I.N.E.. They must all **leave with the responsible parent(s)**.
- Youth students need to go directly to their assigned classroom to clean as soon as they are dismissed from their 4th hour class and are to **return** to the Gym and remain there until their parent comes to get them. Linger and talking extensively in the halls will not be permitted.
- There are to be at least **two adults** with each class, and elementary students are not to be unattended at any time (i.e. rest room breaks, drink breaks, etc.).
- Youth age students, grades 5th and up will be allowed to move in the hallways alone, as long as they stay in control and are respectful.
- As per church policy **no student is allowed in the supply room**. Students may carry supplies to the top of the stairs only.

- **P.E. Teachers** - It is acceptable for the students to go **outside** for regulated P.E. classes as long as these guidelines are met:
  - Students must **never leave your sight**.
  - Students may not run laps around the church, or play games in the parking lot.
  - Reduce the time spent on the parking lot as much as possible for the student's safety.
  - Your class must **re-enter the church through the co-op entrance**.
- **Snack/Lunch Time**
  - Third period youth teachers will eat in the **Gym** along with all the **Youth** students.
  - Third period teachers of **4-6 year old**, and **7-9 year old** classes will eat in the **Fellowship Hall** along with their students.
  - 0-3 year old class will stay in their class room.

#### Miscellaneous Rules:

- Each child is required to bring a **backpack**.
- Each family will have a space on the stage in the gym to put belongings. To respect church property only parents and youth students are allowed on the stage.
- Electronic devices, including but not limited to: cell phones, mp3 players and laptops, **may not** be used by students unless required for the class. **Internet usage must always be monitored by teachers.**
- **Classrooms** are to be left after each class period **the way that you found them**. Chairs and tables need to be moved back where they belong. Pick up obvious trash. Do not let students leave the class room until the room is back to normal.
- **All of S.H.I.N.E.'s communication is done on the website.** All S.H.I.N.E. and class announcements will be updated every **Friday by Midnight**.
- Do not give out the church's phone number as a way to contact you during a S.H.I.N.E. day. Please bring a cell phone if someone will need to reach you.
- Be respectful of the church building and leave the church as we found it or better.
- Leadership reserves the right to, at any time prayerfully re-evaluate weather or not a family should continue in S.H.I.N.E.

#### Illnesses:

- Parents are asked not to bring any child to a S.H.I.N.E. day that is sick or has been sick within the last 24 hours. If you think there is any possibility that your child could infect another child or is cranky, fussy, has a sore throat, diarrhea, or a fever, please keep them at home. Teachers have permission to bring a sick child to you during the day. If this happens, S.H.I.N.E. leadership asks that you take a sick child home immediately. Again, if you are unable to attend a S.H.I.N.E. day, please follow the absence guidelines laid out in attendance policy section of these policies and procedures.

#### Registration Fees/Funding for S.H.I.N.E.:

- Registration **fees** are \$90 for one child, \$100 for two children, and \$110 for three or more children for the year. The 5<sup>th</sup>-12<sup>th</sup> grades may have additional fees, depending on the classes they take.
- Registration **fee** must be paid in full to be included in our schedule. (Fee deadlines are subject to change from year to year.)
- Any monies collected by S.H.I.N.E., such as registration fees, fund raiser money, additional fees required for projects, etc. are used to purchase supplies and other needs of the S.H.I.N.E. and are **non-refundable**.