

PARENT HANDBOOK

Midweek at Mount Calvary (MWMC) Children's Program

Mount Calvary Lutheran Church of Gunnison, Colorado

711 North Main Street, P.O. Box 662, Gunnison, CO 81230

Edition: **August 1, 2023** for September through December 2023 semester

Pastor Robert Carabotta's mobile number: 970-209-7275

What is Mid-week at Mount Calvary (MWMC)?

Mid-week at Mount Calvary is a Wednesday afternoon program for children ages five through twelve where they learn the Bible ("Our Father's Word"), arts and crafts ("Our Father's Gifts"), and vocational and recreational activities ("Our Father's World"). MWMC begins at 2 PM and ends at 6 PM, starting September 6th, and meets each Wednesday, except Wednesdays during school breaks and summer break.

Commitment

The application that you signed for enrollment of your child(ren) in the MWMC program is a commitment for the full semester. If you need to disenroll your child(ren) from MWMC, two weeks written notice of the same must be provided to the staff. All fees paid are used to fund the MWMC program, and as such are nonrefundable.

Cost and payment options

Cost: The cost for enrollment in this midweek children's program is \$80/month for one child and \$70 for each additional child, of the same family. The monthly cost cannot be prorated.

Due date for payment and late fees: The due date for monthly payment is the first Wednesday of each month. If payment is not received by the 2nd Wednesday, a \$5 late fee will be assessed thereafter per child. If payment is late beyond three (3) weeks, the child(ren) may be suspended or dismissed from the program.

Fee for late pick-up: If your child is not picked up by 6 PM, a fee of \$15 each additional 15 minutes, per child, will be assessed.

Payment options: The parent can write a check to Mount Calvary Lutheran Church, memo line: MWMC (or Mid-week at Mount Calvary) or pay cash for the exact amount and receive a written receipt.

Drop-off day, times and sites

Although the activities begin at 2 PM on Wednesdays, parents may bring their child(ren) to the church (711 North Main Street) as early as 1:45 PM and sign their child(ren) in at that time.

If a parent wishes to have the school bus drop their child(ren) off for MWMC, they must register with the public school (by way of the public-school website, transportation link) to ride by Bus to arrive at the Main and Denver stop, where a MWMC staff member will meet them and walk them to the church. Please inform the pastor of your child(ren)'s registration with the school bus route so that he and the staff will know which children to expect at the bus stop and which children to sign-in as a parent proxy. If a bus-registered child does not arrive at the bus stop, a parent of that child will be promptly informed of the child's absence. Please inform the pastor if your child will not be arriving on the bus on any given Wednesday.

Sign-in and sign-out

The parent(s), or their authorized alternate person as designated on the registration form, who drops off the child and/or picks up the child must sign the child in and sign the child out on the sign-in sheet within the building.

Alternate drop-off and/or pick-up person

Any alternate drop-off/pick-up person the parent(s) authorize to transport their child must be listed on the registration form. *Any changes to the list of drop-off/pick-up persons must be submitted in writing and in-person by a parent to the pastor in advance.* Any authorized alternate person must present a valid photo ID to a MWMC adult leader when dropping off and/or picking up the child.

Program Closure for Inclement Weather or Sudden Emergency

Because public schools inform of their closures due to inclement or severe weather or because of an in-school lock-down event, the MWMC children's education program will be closed on those Wednesdays that public schools close for those events.

Child's allergies and/or health concerns

We provide snacks to children enrolled in MWMC. If your child has any food allergies, please indicate the same on the registration form and update our staff of any additional allergies that your child may have developed. It is your obligation to update this information if there are any changes.

The MWMC staff may administer first aid to a child in the event of an injury and will contact emergency services in the event of any injury to my child for which emergency medical services appear appropriate in the discretion of MWMC staff. All expenses for such emergency services will be paid by parent(s).

The staff of MWMC will not administer medication to a child. But if it becomes necessary for us to call emergency services for the care of your child, first responders will need to know of any medication or other allergies. Therefore, if your child has an allergy to a medication, please indicate such information on the registration form and update our staff of any changes to that information. It is your obligation to update this information if there are any changes.

If your child needs to self-carry medication, such as an inhaler or EpiPen, please provide us with a completed Self-Carry Form before your child's participation at MWMC. You can obtain a Self-Carry Form from your child's doctor and have the doctor complete it.

Absences due to sickness

Any child or staff member who is experiencing symptoms of sickness must remain absent from MWMC until such symptoms are resolved.

Staff

All adult leaders who comprise the staff of MWMC are/will be background checked, drug tested and fingerprinted to ensure the safety of the children and the integrity of Mount Calvary

Lutheran Church of Gunnison, Colorado's ("Mount Calvary") MWMC program. Those who serve as substitutes for the adult leaders also are/will be screened the same way.

Policies and practices

MWMC is a children's educational program of Mount Calvary and as such its teaching, policies and practices are in accordance with those of the Lutheran Church-Missouri Synod. Mount Calvary admits children to this Christian education program on the understanding and assurance that the integrity of its program will be upheld and reserves the right to discontinue a child's enrollment if deemed appropriate by Mount Calvary for the safety of the child and/or other participants.

Mount Calvary also has the right to disenroll any child whose participation becomes disruptive in the sole discretion of Mount Calvary. This disruption may arise through no fault of the child, such as circumstances when divorced parents disagree regarding the child's attendance or when family disagreements cause negative interactions at Mount Calvary. Such disruptions may also arise from any child who is disruptive in class because, for example, the child refuses to, or is unable to, follow instruction. While Mount Calvary does not anticipate that such circumstances would arise frequently, Mount Calvary will maintain an atmosphere that is consistent with the Christian faith for all involved in the program.

Parent(s)/Guardian(s) Agreement

By signing and dating below, you acknowledge that you have received the Parent Handbook, have read the same and agree to comply with the policies written therein:

Printed name _____

Signature _____ Date _____

Upon completion of this page, please return this completed page to Pastor Robert Carabotta or mail it to him at the P.O. Box listed at the heading of the Parent Handbook.

The due date for completion and delivery of this form is September 1, 2023.