**Bronx Dance Academy**

**3617 Bainbridge Avenue, Room 308**

**Bronx, NY 10467**

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[**www.mmcc.org**](http://www.mmcc.org)

**Trendsetters**

 **After School Program**

**Participant & Parent Manual**

**2017-2018**

**MMCC After School Program**

**@**

**Bronx Dance Academy**

**Room 308**

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This Parent and Student Manual has been developed to give you important program information. Please read this manual very carefully. We are committed to working with you throughout the year, so if there are any items in this manual that need further clarification, please feel free to call the After School Program. There is always room for your ideas and input, so please feel free to share them with us.

**About Mosholu-Montefiore Community Center**

Mosholu Montefiore Community Center’s (MMCC’s) mission is to build on individuals’ strengths to enhance the lives of Bronx residents, especially those who are most vulnerable, including those with special needs, immigrants and victims of discrimination, throughout their lifetime. MMCC is committed to respecting and protecting the dignity of Bronx residents of all ages, religions, races, ethnicities, sexual orientations, and economic conditions, and to providing programs to help them to overcome poverty, build inclusive communities, and live healthy and fulfilling lives.

Vision

Our vision is to foster the continued development of robust and vibrant communities in the Bronx neighborhoods that we currently serve through the delivery of high quality educational, health, employment, recreational, nutritional, camping, and social, leadership development, and human service programs. We will expand those services into new communities and service areas where our experience and proven approach will improve the quality of life for those in need, and will bring neighbors together in a spirit of friendship to pursue common goals and interests.

Approach

Mosholu Montefiore Community Center always utilizes a strength-based, participant-centered approach that focuses on people’s abilities and knowledge to help them overcome obstacles to success and the achievement of their goals. Because of our roots in the Jewish community, we stress the need to respect individuals of all religious, racial, ethnic and cultural backgrounds, sexual orientation or disabling conditions.

What we value:

* The strengths and diverse abilities and backgrounds of the individuals and communities we serve.
* Participants’ and families’ active involvement and leadership roles in MMCC programs
* A commitment to excellence and high standards for our programs and services;
* Our staff’s skills, knowledge, dedication, and our commitment to their professional development.
* Our lay leaders’ wisdom, dedication, oversight, and generosity.
* The information and resources provided by our umbrella organizations; UJA-Federation of New York, United Neighborhood Houses, and Boys & Girls Clubs of America.

**About the Trendsetter’s Afterschool Program**

Bronx Dance Academy has partnered with Mosholu Montefiore Community Center to design an engaging After School Program as a great choice for all students who want to spend their non-school hours learning new things, developing broader interests or hobbies and strengthening their reading and writing skills. We offer a variety of free activities five days a week during the school year. Enrollment applications can be picked up in Room 308 during regular program hours of 2:30-6:00PM.

Mosholu Montefiore Community Center has created a unique program design that supports Bronx Dance Academy’s mission of preparing all students for success and closing the achievement gap. The individual programs offered through the After School Programs are in line with Bronx Dance Academy’s instructional focus of creating a school community that is invested in ensuring our students have a strong foundation in literacy in an effort to develop high level readers and writers.

**PARENTS INTERESTED IN ENROLLING THEIR CHILD IN THE AFTER SCHOOL PROGRAM MUST:**

* Have a registered student at Bronx Dance Academy.
* Return a completed application with a picture of the student.
* Attend a program orientation.
* Help students select activities as instructed
* Ensure students maintain 75% attendance in the selected activities.

 **Hours of Operation**

The After School Program runs from September 11, 2017 to June 14, 2018. We are open every day that school is in session from 2:50-6:00 PM. There is no program on half days, during the breaks and any day when school is closed. However, there may be special events or trips for students to attend.

Currently, there will be no After School Program:

Sept 20-21 Rosh Hashanah

Sept 26 Curriculum Night

Oct 9 Columbus Day

Oct 31 Halloween

Nov 23-24 Thanksgiving

Dec 25-Jan 1 Winter Recess

Jan 15 Dr. Martin Luther King Day

Feb 16-23 Winter Recess

Mar 30-Apr 6 Spring Recess

May 28 Memorial Day

Jun 7 Chancellor’s Day**\***

Jun 15 Clerical Day**\***

***\*Possible trip day***

**THIS SCHEDULE IS SUBJECT TO CHANGE. PARENTS WILL BE NOTIFIED OF CHANGES.**

**Dismissal Procedures**

Dismissal begins at 5:30 for students that are not allowed to go home alone. All other students will begin dismissal once the pickup students have been taken to the designated waiting area. Students that need to be picked up will only be released to authorized persons listed on the application. All authorized persons picking up students, including parents, siblings, babysitters, etc. MUST show ID before a student can be released. In the event that your child needs to be picked up by someone not listed, you must submit written authorization or call the After School office and speak to Ms. Naima or Ms. Damaris.

**Academic Success**

Although we offer a plethora of enrichment activities, academic success is extremely important to the Trendsetters After School Program. We strongly believe in a healthy balance between school and play for young people. However, education is our first priority. We review the grades and progress of all students in after school. We also meet with teachers to help students catch up on missing assignments and projects. Students with missing work or unsatisfactory grades will be pulled from extracurricular activities and sent to Get It Together to work with a teacher or aide to complete assignments until caught up.

**Homework**

Power Up! is the homework help portion of after school. Power Up happens Monday through Thursday from 2:50 to 3:50 with a 15-minute snack time. During Power Up! Students are taken to grade specific classroom and are able to work on homework or other school assignments in a quiet setting. Once a student completes all of his/her homework or if he/she doesn’t have any homework, he/she will be expected to work on their math/reading skills using their IXL accounts provided by the school. Students should have a reading book with them each day. During this time, students are allowed to use their phones ONLY to listen to music through their headphones. Students must have a playlist already in their phone which can be played without assistance. Students are not allowed to share headphones or use their phone for any other purpose. Although we offer homework help, we are NOT responsible for ensuring that all homework is complete. It is your responsibility as a parent/guardian to review your child’s homework each day for completion and accuracy.

**Hygiene**

Good hygiene is critically important for everyone to practice. This means you must wash your body, mouth, hair, clothing and bedding in order to practice good hygiene. You must also use products that will assist in you having a healthy appearance. This goes for students as well. Poor hygiene is a program distraction and makes it difficult for staff, members and guests to interact effectively. Everyone must be clean and presentable daily. Many children in middle school are experiencing puberty and going through a host of physical changes. This is usually a good time to start discussing positive hygiene practices. If there is a problem, please see the Program Director.

**Health and safety policy and procedures**

If your child has a known medical condition (i.e. asthma, diabetes, allergies, etc.) please makes sure it’s written on the application and the director is aware of the situation. The After School staff is unable to administer medication of any type including but not limited to pills, asthma pumps and epipens. Please be sure your child knows when and how to take any needed medication.

If your child has any of the following conditions: Pink eye, ringworm, a fever over 100 degrees, vomiting or diarrhea or anything that may be contagious, your child should not attend after school until he/she has been seen by a doctor. In the event of an accident or illness, parents will be notified immediately and if parents are not reachable, the emergency contact person will be called. In the event of an emergency your child will be taken to one of the local hospitals by way of an ambulance for treatment. A staff person will escort your child and you will be notified.

If your child has any known food allergies, please be sure this is listed on their application!!

**DISIPLINE POLICIES**

* As you are the expert regarding your child’s needs, we ask that you maintain open lines of communication with the program supervisors on how to best work with your child. Please let us know if your child is having difficulty at home, at school, with peers, etc. so we can address behaviors accordingly.
* If your child exhibits any negative behavior in the after-school program, they will be spoken to about why their behavior is inappropriate. Your child might be disciplined by having to be away from their group for a short period of time if their behavior warrants such consequence. The Trendsetters After School Program communicates with the administration and teachers of Bronx Dance Academy regarding student behavior. If negative behavior persists, the parent/guardian will be contacted by the program supervisors to address the matter.
* Cursing, teasing, disrespectful behavior, stealing, lying, bullying, and certainly physical fighting of any kind are behaviors that will not be tolerated at the after-school program. A child who exhibits these behaviors and becomes a disruption to the program may be suspended or discharged at the Program Directors discretion. FIGHTING IS AN AUTOMATIC WEEK SUSPENSION FROM THE PROGRAM!
* Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to such behavior that: requires constant attention from the staff; inflicts physical or emotional harm on other children or staff; ignores or disobeys rules or policies. If a child cannot adjust to the program settings and appropriate attempts have been made by the staff in cooperation with the parents for improvement, the child will be discharge from the After-School Program.

 **In the case of disorderly conduct, assault, arson, vandalism, defiance, fighting, using illegal substances, or any other endangering behavior, the youth will be immediately terminated from the program without going through the protocol listed above. The parents, the school and or the Police Department will be notified of incident.**

**T-Shirts**

**If you are in a program that requires you to wear a program T-Shirt, you must wear it during the activity**. One free program t-shirt is usually given out to members involved in certain programs. They will be given away free of charge.

**Withdrawal from the After School Program**

Parents wishing to withdraw their child from the program must meet with the Program Director. Withdrawing your child from the program means he/she will no longer be able to use the facilities, participate in any of the activities and your child will not be allowed in the building during after school hours. He/she will also not be allowed to re-enter their groups or activities until the next registration period. If you wish to re-enroll your child later, you must see the director and she will inform you when the next enrollment will take place.

**Expectations of the Parents**

We expect each of our parents to make sure all registration forms are completed and submitted in a timely manner. We expect your child’s records to be up to date including changes of address, telephone numbers, emergency contacts, etc. We expect you to pay attention to any communications from the After School Program. Although homework help is offered, you must continue to work with your child to make sure their assignments are complete to ensure their academic success. We expect our parents to attend parent meetings and program events.

**Club Meetings & Open Houses**

Club meetings happen once per season and are designed to be an open dialog where all of our members discuss the program, special events and changes to be implemented during the next season. During Club Meetings we sometimes invite a guest who presents information relevant to our group’s population. We use the information gathered to be included when we evaluate the program. Club meetings are important and we expect our members to be in attendance. Open House is when parents/guardians are welcomed to share in the after school experience by trying out programs and seeing what a typical day in after school is like.

**Visitors**

Visitors are not allowed in the After School Program. The Participant Guidelines clearly states Bronx Dance Academy’s After School Program is for registered members only.

**Working Papers**

All of our members should have working papers by the time they reach their 14th birthday. Working papers can usually be obtained from your child’s school. The After School Program does not give out working papers. If your child has working papers, we would like to keep a copy on file along with a resume, in the event an opportunity that fits your child’s interest or skills becomes available. We do this for members only. If your school is closed or doesn’t offer working papers, you can go to One Fordham Plaza, 8th floor and ask the receptionist which office to go to for working papers. There are also locations closer to our community, contact 311 for additional information.

**Trips**

Throughout the school year, the After School Program will offer a variety of trips at no expense to our students. We try to take as many students as possible, however, most trips have limited seating and are available on a first come first serve basis. For each trip, a permission slip is given out with all the information, including the deadline to return the slip to us. Because space is often limited, ***students who return permission slips and do not attend the trips, will be banned from going on trips for the remainder of the year***. Some trips are rewards for good behavior and/or good attendance. Pop up trips happen with no warning and students will need to return their permission slips by the next day. Trips and buses have to be purchased in advance and are based on headcounts. The deadlines for when permission slips are due will not be extended.

***After School Basics…***

**PROGRAM POLICIES FOR PARENTS AND FAMILIES**

* A complete student enrollment packet must be submitted before your child can begin the after-school program. If we do not have this packet, your child cannot begin the program as it has important information needed for your child’s health and safety.
* Students can be picked up early if needed. However, anyone arriving to pick up a student after 5:00PM, will have to wait until regular dismissal begins at 5:30PM.
* **Dismissal begins at 5:30PM and ends at 6:00 SHARP! Everyone must be out of the building by 6:00PM. There will be a late charge of $20.00 for students picked up after 6:00PM. An additional $1.00 will be charged for every additional minute after 6:15 !!!!!!!!!!!!!!!!!!!!!!!!! A late fee notice will be given at the time of pick up. This fee must be paid by the end of the week, otherwise your child may be suspended until this is cleared up. CHRONIC LATENESS WILL RESULT IN SUSPENSION FROM THE PROGRAM UNTIL THE PARENT MEETS WITH THE PROGRAM DIRECTOR!**
* Only those individuals who are indicated on the student enrollment form as being authorized to pick up your child will be allowed to do so. If you need to send someone who has not been previously authorized to pick up your child you must contact the After School office at 718.653.8716 in advance. We will not allow your child to leave the building with anyone we cannot identify as having permission from the parent/guardian. **ANY PERSON COMING TO PICK UP A CHILD MUST PRESENT PHOTO IDENTIFICATION TO THE AFTER-SCHOOL STAFF AND CANNOT LEAVE THE BUILDING UNTIL THE CHILD HAS BEEN OFFICIALLY SIGNED OUT.**
* If your child will not be attending the after-school program on a particular day, you must notify us in writing or by telephone at 718.653.8716 before 2:00PM so that we know not to expect your child to be at the program. Excessive absences with no explanation could be cause for your child to be discharged from the program. Letters must be legible and need to include the students name and class, the date, a telephone number you can be reached at and your name.
* The after-school program will not take responsibility for any lost, stolen or damaged property under any circumstances. Please do not allow your child to bring cell phones, video games, and excessive amount of money, or any other valuable items to the after-school program.
* It is the parent’s responsibility to update the After School Program of any changes in address, telephone numbers, emergency contacts, medical conditions, authorized/unauthorized pickups, etc.
* Medical Notes must be submitted when a child is out or picked up early due to medical or dental appointments.
* Students must register for at least 3 days a week with at least one leadership component.
* Pay attention to any communication from the after-school program.
* Cooperate and communicate with program staff.
* Although homework help is offered, you must continue to work with your child and make sure their assignments are complete to ensure their academic success.
* Attend Parent meetings.
* Become involved in the after-school program as needed.
* Parents should only video tape after-school related events for personal use.  No videos should ever be on YouTube or any other web site.  This is a liability to the agency.
* The after school program will only speak to parents/guardians regarding a child in the program. Siblings, grandparents, babysitters, etc. are not able to obtain information, make changes, request releases, etc.
* **Holidays and Weather Alerts:** Mosholu Montefiore Community Center policy is to follow the New York City Public School Closings. If there is no school due to weather closing, there is no after school program.
* **Clothing and Belongings:** We generally recommend comfortable clothes and sneakers. Sneakers are a must for all sports and dance programs.
* After-school staff is trained to make every effort to keep a child from getting into a car with a parent/guardian or assigned pick-up person under the influence of drugs or alcohol.
* The After-School program is licensed by the NYS Dept. of Health. We are obligated to report suspected cases of abuse or neglect.
* Students are not allowed to leave the building to go to the store. Once a student leaves the building, he/she will not be allowed back into the program that day for any circumstances.
* Students are not allowed to bring outside food into the After School Program.
* Students who sneak out of the building or leave without permission will automatically be suspended from the program for FIVE business days. No exceptions.

**Daily Procedures**

1. Students are picked up from their last period classroom each day by their assigned group leader. Attendance is taken and then students are taken to their homework rooms or the cafeteria. Students are not allowed to go to their locker during after school. We encourage students to be mindful of what they need for after school when they go to the lockers during regular school hours.
2. Students with notes from parents to go home will be sent to Room 308 by a group leader. Due to an increase in forged letters, a parent will be called for confirmation before a student is dismissed!! It is a good practice for parents to call in addition to sending the letter. Students without letters wishing to call a parent to go home early will have to wait until after 3:15PM or once all authorized releases are complete.
3. From 2:50-3:50PM, students will have snack/supper and complete their homework. The order is dependent upon grade.
4. At 3:50PM, students will begin to transition to their selected programs.
5. At 5:15PM, pick up students will prepare for dismissal and be brought to the cafeteria. At this time, no more students will be released until 5:30PM. At this time, parents will begin signing out their children.
6. Between 5:45-6:00PM, students who go home alone will be dismissed.

**PARTICIPANT GUIDELINES**

 AS A MEMBER I UNDERSTAND THAT:

1. I have the right to be spoken to with respect and I will speak to others respectfully at all times including my peers, staff and all visitors to the program site.
2. I MUST deal with conflict peacefully and will not use aggressive behavior to resolve my problems.
3. Words can hurt. Therefore, foul language and insensitive comments are not allowed.
4. Loitering (hanging out) is not allowed in front of the school, in the hallways, stairwells or the bathrooms and if caught I could face suspension or termination from the program.
5. Members must be properly prepared for their programs. This included specified supplies and/or wardrobe.
6. M.M.C.C will not replace any lost, stolen or damaged items. If you decide to bring/wear expensive jewelry, clothing or items such as iPods, electronic games or gadgets, you bring it at your own risk.
7. Members do not destroy equipment, furniture and property of the After School Program. All property is treated with care and consideration at all times.
8. Any member caught vandalizing the building in any way will be terminated from the program and reported to the authorities.
9. Alcoholic beverages, drugs, drug paraphernalia, weapons and any form of illicit activity will not be accepted and may result in termination and possible arrest. If anyone enters the After School Program high, your parent will be called.
10. Attendance is important and if I sign up for a specific activity, I will be expected to attend.
11. Members are to report any suspicious events, odors or individuals to the program staff **immediately**!

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**PARENT AGREEMENT**

\_\_\_\_ I understand that in order for my child to participate in the program he/she must be a registered student of the Bronx Dance Academy, attend a program orientation and submit a completed.

\_\_\_\_ I understand that my child must follow guidelines in this manualwhich are the rules and regulations for Bronx Dance Academy’s After School Program.

\_\_\_\_ I understand I will be expected to attend parent meetings at least twice a year.

\_\_\_\_ I understand if I am asked to come in to meet with staff I will respond accordingly.

\_\_\_\_ I understand as a parent I can make an appointment to meet with staff in person simply by contacting the program director by telephone.

\_\_\_\_ I understand that my son/daughter **must** meet the 75% attendance requirement expected by all members.

\_\_\_\_ I understand that my son/daughter **must** participate in at least one leadership activity every season.

\_\_\_\_ I understand that parents are not allowed to hang out in the building during program hours. There will be events for parents to come in and see what their students do.

\_\_\_\_ I will support all program activities such as meetings, membership drives, trips, presentations and community designed events.

\_\_\_\_ I understand my son/daughter will be under the supervision of MMCC staff while at the After School Program or on trips.

\_\_\_\_ I understand all serious incidents will be reported to the Executives at M.M.C.C, the administration at Bronx Dance Academy and if necessary, the New York City Police Department.

\_\_\_\_ I understand cell phones are not allowed to be used during program activities, this includes outdoor activities. Parents that want to speak to their child during program hours must call the desk. 718.653.8716.

\_\_\_\_ I understand I should have a copy of my child’s program schedule so I know where he/she is during their time at the program site.

\_\_\_\_ I understand my child will lose privileges if he/she refuses to abide by these rules.

**I have received a copy of the 2017-2018 Participant & Parent Manual for the Trendsetters After School Program at Bronx Dance Academy and I understand and agree with the policies and procedures**.

Participant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_

Parent/Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_