



TM

**AFTER SCHOOL  
PROGRAM**

# **2021-2022 Parent Handbook**

Presented by  
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Chief Operations Officer, YEA

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# Program Information

## Contact Information

St. James A.M.E. Church  
444 Lincoln Ave  
Pittsburgh, PA 15206

## Site Coordinator:

Claude Flowers  
Phone: (412)-273-0590  
Email Address: cflowers@yea-inc.org

## The Program

Camp AIM is an extension of the Youth Enrichment Association (YEA)'s Activating Independent Minds (AIM) After School Program. It is a six week program packed with exciting and unique activities that are geared to help campers gain or expand their knowledge, experience things that they would not normally get a chance to experience, and create lasting memories that they can share with their family, friends, and peers!

## Enrollment:

Parents of prospective scholars must fully complete the registration packet and provide all necessary documentation prior to being considered. Enrollment into the AIM After School Program is on a first come basis. Parents must complete registration and provide all supporting documents and materials to secure their child's spot. Then the parents must wait until they receive a letter, phone call, or email confirming enrollment into the program. Parents whose child is not accepted into the program will be placed on the waiting list and notified if spots become available.

## Orientation:

Once a child is accepted into the program, his or her parents, along with the child, must attend a mandatory parent orientation. The parents must also review the parent handbook and sign the handbook acknowledgement form. To continue enrollment in the program, parents and their child must adhere to the program policies, procedures, and guidelines.

## Attendance:

Please notify the program staff at least by 2:00 PM **or** the day before your child will NOT be attending the after school program. You may call the program staff at (412)-273-0590. Attendance is kept and checked daily. Your child **MUST** attend at 75% of the program period in order to remain an active participant. Service may be discontinued if your child's attendance drops below 75% without just cause.

# Program Information (2)

## Activities

- Art
- Music
- AIM Book Club
- Cooking
- One-on-One Tutoring (for select scholars)
- Empowerment Hour
- Gym/Recreational Activities
- Occasional Field Trips

## Program Philosophy

At the Youth Enrichment Association's **Activating Independent Minds (AIM) After School Program**, we believe that every young person should have the right to learn and grow in an environment that supports multiple aspects of life. In order for our youth to learn and develop skill sets, they must possess both a growth mindset and an independent mind.

**What is an independent mind?** At the YEA, we define an independent mind is one that has a natural will, desire, and eagerness to learn, seek, question, connect, and apply knowledge.

**How do we activate independent minds?** Unlike most after school programs, AIM takes an intentional approach in each aspect of our program to assure that there is meaning behind everything that we do. This allows youth to understand that there is a greater purpose or bigger picture to everything that we do. We challenge them to discover and understand those purposes on a daily basis.

We do our best to provoke and entice curiosity in our youth, then feed off of that curiosity to provide as much information and insight about the subject matter being shared. Program time is used to provide program participants with experiences that are above and beyond their normal school instruction or that he or she may not normally have the opportunity to experience.

## Open Door Policy

Parents are encouraged to visit throughout our program hours, without prior appointment, and observe their child in class and participate in any of the activities.

## End of Year Festivities

At the end of the academic year, we host our end of year program! This allows us to showcase the scholars' work, experiences, projects, activities, pictures, art work, and more to parent and community members. The program will be followed by a dinner reception!

## Withdrawal Procedures

If parents elect to withdraw their child, they must complete the scholar withdrawal form acknowledging that their child have been withdrew and will not be able to return the program term. They form also acknowledges the fact that parents understand that their child will NOT be automatically reenrolled if they change their minds.

# Guiding Principles

**RESPECT**

**SELF**

**INTEGRITY**

**ATTITUDE**

**LOVE**

**COMMUNITY**

# Scholar Behavior Policy

## Scholar Guidelines

In order for every child to fully benefit academically and socially, respectful behavior is a must. Staff must work diligently to make students' experiences within the afterschool program rewarding.

### All scholars will agree to the 4 respects:

- Respect themselves
- Respect authority
- Respect others
- Respect their environment

### If a scholar chooses not to follow these agreements, the following will happen:

1. Depending on the severity, the child will receive a warning.
2. If the behavior continues, a phone call will be made to the child's parents by the program coordinator or assistant coordinator. The inappropriate behavior and consequences will be discussed.
3. Continued inappropriate behavior on behalf of any child may result in suspension or expulsion from the program.

### As children learn self-control when adults treat them with dignity, staff will use discipline techniques such as:

- Guiding children by setting clear consistent limits for group behavior
- Visualizing mistakes as learning opportunities
- Redirecting children to a more acceptable behavior or activity
- Listening when children talk about their feelings and frustrations
- Guiding children to resolve conflicts and modeling skills that help them solve their own problems
- Patiently reminding children of the rules as needed
- Corporal punishment or abusive language of any kind is not permitted

Rules will be consistent, based on the understanding of individual needs and development and will promote self-discipline and acceptable behavior. Positive reinforcement will be used to guide the children. If a discipline problem arises and continues to persist, parents and the Site Coordinator will work together to resolve conflict. In an effort to ensure the uniform handling of discipline problems and corrective discipline procedures for certain situations, the following guidelines have been established:

# Scholar Behavior Policy (2)

## Prohibited Items:

Students should not have the items listed below during the program. If staff sees a child with an item, student should be asked to place the item in his backpack. If staff sees the item again, the items should be confiscated. The Site Coordinator should be informed of the offense.

- Electronic Devices \*except when permitted by staff\*
- External snacks, gum, and candy
- External toys, games, and fidgets
- Money
- Personal grooming items
- weapons of any sort

## Playground Rules

All scholars are to stay together with their group. Scholars must remain in eyesight of staff. All play outside is to be structured and monitored. All other rules apply at the playground as well.

## Dress Code:

The following things are considered dress code violations:

- hats/head gear (inside the building)
- hoods (inside the building)
- inappropriate languages/symbols
- open-toed shoes

## Zero Tolerance:

The Youth Enrichment Association has a **ZERO TOLERANCE** policy for the following offences:

- Bullying - a reoccurrence of physical and emotional harm towards another peer. (this includes intimidation, threats, exclusion, etc.)
- Fighting
- Major Forms of Disrespect Towards Staff (i.e. hitting, kicking, spitting, cursing at any staff member)

These offenses can lead directly to suspension or expulsion from the program. Suspensions and expulsions are issued at the discretion or under the guidance of the program director.

# Arrival/Dismissal Policies

## Scholar Arrival

Program doors open at 3:00 PM. Everyday when scholars arrive, they will be greeted by a staff member as they are checked-in. Scholars, depending on their school's dismissal time will have the opportunity relax and or socialize until homework assistance starts. Then directed to the appropriate area.

## Entering the Building

Enter the building at the main Sumpter Hall entrance door located near the parking lot. You will then be directed to the check-in table where you can sign your child in, receive important information/updates, and discuss any questions or concerns. Call the office at **(412)-273-0590** if you have issues entering the building.

## Vehicle Conduct Rules

Transportation will be by bus for field trips. The following rules will apply while on the bus:

1. No fighting, swearing or abusive language
2. Children must remain seated with feet under the seats until their stop
3. Children cannot have any part of their bodies out of the window
4. No eating or drinking on buses
5. Potentially dangerous actions will not be tolerated

## Departure - Pick-up/Walkers

Each child must be **signed out daily**, including walkers. A sign out sheet is provided with the child's name and an area for the parent (pick up) or the child (walker) to sign out. Parents must sign their full name. This ensures the safety of the children and gives you an opportunity to talk to the staff and to receive program information. We encourage you to visit the program and see the activities in which your child is participating at any time.

Anyone picking up a child **MUST be listed on the scholar's registration form** and **MUST show ID** before the child will be released. In case of emergency pick up situations, all authorization must go through the camp directors. Without permission from the camp director, a child will not be released.

## Departure - Bus

There will not be any bussing services this year! Each parent/guardian is responsible for their child's departure from program.



# Arrival/Dismissal Policies (2)

## Late Pick Up/Before & After-Care

Dismissal for after school begins at 6:30 pm and closes at 7:00 pm. The late pick-up policy is as follows:

- There is **NO grace period** for after school!
- A **\$25 late pick-up fee** will be issued to the parent/guardian **per occurrence**.
- If you are likely to arrive a little later than the allotted pick-up time, please inform the program staff as soon as possible, so that the proper arrangements can be made.

## Lost & Found

Lost and found is kept in the supply closet in a bin in the main entrance hallway. The Lost and Found bin will be available at check-in and check out for parents to check for any lost items. Please put your child's name on all of his/her items. We will keep lost/found items for one month. At the end of each month, we will donate or discard the lost items. Please do not allow your child to bring toys or valuables to the afterschool program. We will not be responsible lost or stolen items.

# Program Cancellation Policy

## **Inclement Weather Days/In Service Days**

The Youth Enrichment Association reserves the right to close the all programs because of bad or inclement weather or an emergency at the program site. The program directors will make every attempt to notify you of the cancellation. In the case of of a cancelation alternate activities or programing may or may not be provided.

## **\*\*\* COVID-19 Site Closures\*\*\***

The Youth Enrichment Association reserves the right to close the all programs as a result of any actual or potential COVID-19 exposures or outbreaks.

Refunds/prorates **will not** be issued to parents as a result of weather, emergency, or COVID-19 related closures.

## **Closed Dates**

The following days are scheduled as NO PROGRAM days

- ALL PPS Closure Days (even if not stated below)
- ALL PPS Half-Days (even if not stated below)
- November 02 - Election Day
- November 11 - Veteran's Day
- November 25-26 - Thanksgiving Break
- December 03 - PPS Half Day
- December 22 - January 03 - Winter Break
- January 17 - MLK Day
- January 31 - PPS Closed
- February 01 - PPS Closed
- February 04 - Half Day - Closed
- March 04 - Half-Day - Closed
- April 11-15 - Spring Break
- May 30 - Memorial Day
- June 03 - Last Day of After School

# Emergency Policy

## Emergency Information

Every effort will be made to reach you or other contacts on your child's application in the event of an emergency. If we are unable to reach any of the persons listed, we will take the necessary actions for the health and safety of your child. An emergency medical form must be submitted with your child's application prior to enrollment. Should there be any changes in the emergency contact numbers, please notify the program directors immediately, so we may update your child's file.

## Medication Policy

Medication that needs to be administered to a child while attending the afterschool program should:

- Be given directly to the program staff via in the original container
- Accompany a written note from the prescribing doctor that directs the program staff to administer the medication. The note should include: dosage information, dates and time of dosage, parent's name, parent's phone number, physician's name and physician's number.

# Parent Handbook Summary

- **Site Coordinator:** Claude Flowers    **Office Phone:** (412)-273-0590
- **Location:** St. James A.M.E. Church, 444 Lincoln Ave, Pittsburgh, PA 15206
- **Program Time:** 3:00 PM - 7:00 PM
- **Partners:** Youth Enrichment Association, Inc. and St. James A.M.E. Church
- **Closed Dates:** Nov 02, 11, 25-26; Dec 03; Dec 22 - Jan 03; Jan 17, 31; Feb 01, 04; Mar 04; April 11-15; May 30; Jun 03
- **Enrollment:** First come, first served basis; completed registration form; and camp deposit
- **Attendance:** Child must attend at 75% of the program time
- **Entering building:** Main entrance of Sumpter Hall near parking lot door
- **Transportation:** Provided on all program field trips, all must follow the rule of the bus. Parents must have given permission to transport child.
- **Pick-ups:** all person picking up students must show ID and be listed on your child's enrollment forms.
- **Emergency Information:** All changes in phone/address must be reported to the program staff immediately to insure communication between the program and parent in the event of an emergency.
- **Administering Medication:** Must have letter from doctor and be in original container
- **Withdrawal procedures:** Must be received in written to be placed in your child's records; No refunds
- **Lost and Found items:** Lost items can be claimed at check in and check out tables daily
- **SCHOLAR BEHAVIOR POLICY:** refer to pages 6 and 7.

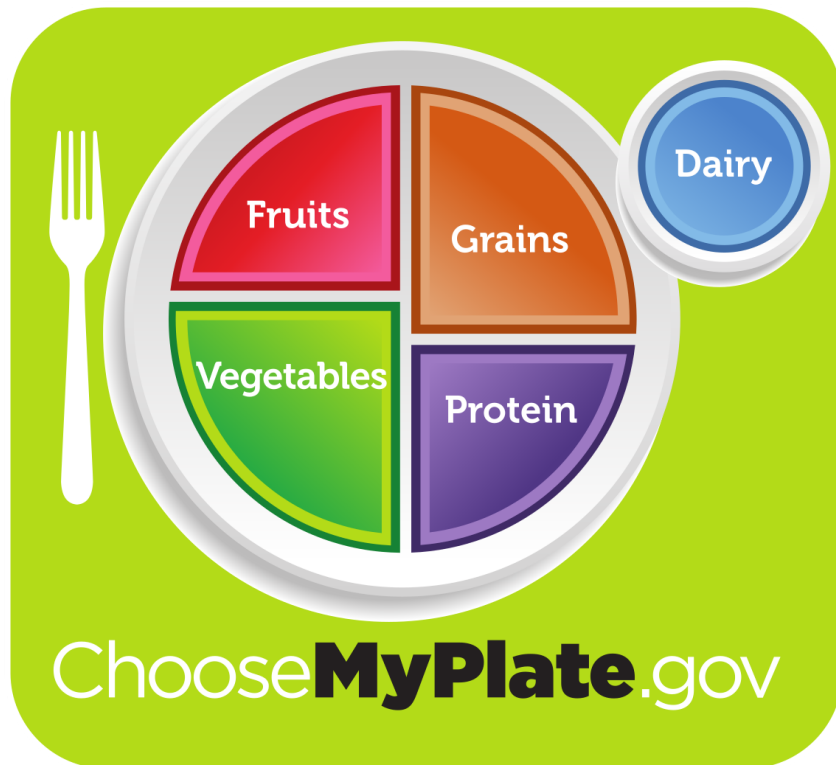
# Food & Nutrition

## Snack

Everyday we provide with our program participants with two snack items to curb their hunger and sustain them until dinner is served.

## Dinner

We also provide a hearty and nutritious dinner each day. Meals served during lunch always meet the MyPlate standards and comprise of at least one full serving of each food group.



## Food Service Provider:

Our food service providers depend on the capacity of our host-site. Some host sites require the use of their own food service. If a kitchen is available for use, we will have a certified caterer prepare dinner each day. If there is not a kitchen available for use, we will have meals delivered daily to the site by a certified food service provider. Services may vary depending on the site.

# Tentative Schedule

Program Leadership Arrive	2:30 pm
Program Staff Arrive	2:45 pm
Brief Staff Meeting	2:45 - 3:00 pm
Scholars Arrive	3:15 - 4:15 pm
Homework Assistance	4:15 - 5:00 pm
Enrichment Activity/Tutoring	5:00 - 6:00 pm
Dinner	6:00 - 6:30 pm
Dismissal	6:30 - 7:00 pm

# Logistics

## Scholar Arrival

Everyday when campers arrive they will be greeted by a staff person and their attendance will be marked. Campers will be instructed report to the assigned wind-down area, then place their belongings in a designated area. Before starting the day, the scholars will gather and be briefed on the schedule or activities for the day.

## Scholar Dismissal

We conclude the day with dinner and dismissal. During dismissal scholars who are being picked up will need to be signed out by an approved parent or guardian. Scholars who will ride the bus (if provided) will be checked in on the bus by a staff member as they get onto the bus. Scholars who are walkers will need written and signed permission and will be checked out by a staff member.

## Transportation

### To Site

Campers can arrive to the site using three methods: bus (if provided), parent drop off, or walk in. Parents will confirm how their children will arrive at site and are required to notify program staff of any changes.

### From Site

Campers can depart from the site using three methods: bus (if provided), parent drop pick-up, or by self dismissal. Parents will confirm how their children will get home and are required to notify program staff of any changes.

### Field-trips

Our program will provide transport from each host site to and from the field trip site. Field-trip information will be shared with parents at least a week prior to the scheduled field trip.

## Late Pick-Up Policy

During the required orientation, each parent will be informed of the late pick-up policy and will sign a form acknowledging their understanding of the policy. If parents do not arrive by the designated pick-up time, they will be charged flat fee of \$25.00 per occurrence. After the third consecutive occurrence, parents are required to attend a conference to establish a plan that avoids late pick up in the future. 30 minutes past pick-up time the scholar will be transported to the nearest police station where the parent will have to retrieve the camper.

# Staff Expectations

## General

Staff are expected to display overall professionalism at all times. It is also expected that staff members are actively engaged with campers and possess an intentional, positive, and caring attitude when they interact with scholars. This expectation extends to all program partners, vendors, and guests as well.

## Dress Code

Each staff member will be required to apply the following dress code:

- Casual Attire
- ID badge and lanyards
- Staff shirts (on designated days)
- Closed-toed shoes
- Articles with the appropriate size and length
- Articles without inappropriate symbols and words.

## Punctuality

Each staff member will be required to report on time to the site each day of programming. Staff members who will be late should alert the site supervisors at least an hour before the start of their shift.

Staff members who will be absent for more than a day, must request to take off at least two weeks in advance. Staff who will be absent for a single day must inform the site supervisor at least 24 hours in advance.

## Clearances & Training

Each staff member will be required to attain all required clearances (FBI Fingerprint, ACT 34 State criminal background, and ACT 151 child abuse clearances). Our program will cover the cost of those clearances. Each staff member will also be required to attend all mandatory trainings prior to starting at the program. Staff members will be required to attend mandatory professional development training sessions throughout the duration of the program.



# Scholar Expectations

## General

It is expected that all scholars regularly attend and actively participate in the program. It is expected that scholars embody the program's guiding principles and follow the rules and expectations outlined in the policies and procedures. It is also expected that scholars display a positive growth mindset during the program..

## Rules & Expectations

(in brief)

1. Respect (staff/adults, peers, property/space, and others)
2. Attendance (attendance rate of 80% or higher)
3. Cellphone (cell phones are only allowed during the wind-down and dinner/dismissal time. During program time, cell phones will be collected by group leaders and stored until dinner/dismissal.
4. No Contraband: gum, drugs, weapons, toys/games, personal grooming items, and any other item deemed contraband. Confiscated items will be disposed of without reimbursement.,
5. Dress code: no hats/head gear, hoods, inappropriate language/symbols, and open-toed shoes.
6. Zero Tolerance for: bullying, fighting, any major forms of disrespect towards staff members

## Behavior & Discipline

1. Verbal Warning
2. Reprimand (exclusion from activity, alternate assignment)
3. Write-up: conversation with site coordinator, parent contact,
4. Suspension: write up, conversation with site coordinator, parent/scholar meeting
5. Expulsion: write-up, conversation with Director of Programs

# Parent Expectations

## General

It is expected that parents will communicate and engage with staff in a positive manner. It is expected that parents are engaged in certain aspects of the program and are invested in the success and well-being of their child(ren). It is also expected that parents are accountable not only for themselves but for their child(ren) as well.

## Required

1. Complete ALL necessary paperwork.
2. Attend program orientation.
3. Read and acknowledge the parent handbook.
4. Sign the parent handbook receipt form.
5. Pick-up scholar(s) on time.
6. Display professionalism at all times.

## Highly Encouraged

1. Show a genuine interest in the well-being of the scholar(s).
2. Check-in on homework, grades, and reflect on daily activities.
3. Attend the parent engagement events (AIM Parent University)
4. Volunteer.
5. Communicate effectively with program staff.

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# Thank You!



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