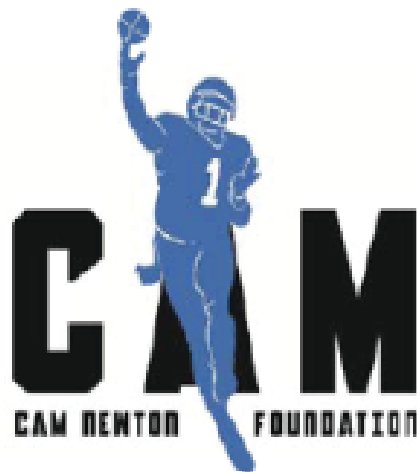


The Cam Newton Foundation

Tutorial Program

2019 – 2020

Handbook



FOREWORD

Dear Parents and Guardians:

Welcome to the Cam Newton Foundation Tutorial Program!

This handbook is designed to give parents and guardians a helpful insight into the Tutorial Program offered by the Cam Newton Foundation. It includes detailed information about our tutorial program. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

The Tutorial Program strives to provide an atmosphere where children can be enriched and remediated on standards that they have/are struggling with. The staff always welcomes suggestions and ideas that will help us to make your child's time during the Tutorial Program beneficial and rewarding. We encourage you to share your thoughts and ideas with us at any time.

From the *Zion's Community House Director's Corner*:

“We want to offer a service where we help the people of Coweta County”
said Luther Day, director of Zion's Community House

If you have any questions please feel free to call at 678.673.6205

Sincerely,

Administration

Zions Community House of Faith Hope and Charity
121 Temple Ave Newnan, GA 30263

For concerns about your child and/or questions about schedules, tuition, policies, or staffing, please email cnftutors@gmail.com.

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VISION STATEMENT

Every student will receive A's and/or B's in all of their classes. Every GA Milestone taken by our students will fall under the proficient and distinguished levels. Students will be college and/or career ready and great asset to their community.

MISSION STATEMENT

The Cam Newton Foundation is committed to providing tutors, staff, and curriculum that foster the holistic development of our students during their primary, secondary and postsecondary education.

THE CAM NEWTON FOUNDATION TUTORIAL PROGRAM

The Cam Newton Foundation Tutorial Program is based in Newnan Georgia at the Zion's Community House. We are going into our fifth year of operation for this nonprofit tutorial program. The program focus is enrichment and remediation for grades K-12th.

Our staff is composed of Certified Teachers, High rated professionals, and interns. Our staff is equipped to have group and individualized tutorial sessions with students.

Prospective parents may visit the Program by contacting the Program Director at cnftutors@gmail.com to schedule an appointment.

ADMISSION PROCEDURES

Once an application has been submitted for the student, a conference will be set up between the director and the parent to make and discuss a plan for the child.

Once a child is admitted into the program that child is guaranteed the same placement in the following year's Tutorial Program (subject to attendance). For the duration of a child's enrollment in the Program, a guaranteed enrollment for three days per week will be given to all of the child's brothers and/or sisters who are entering Kindergarten.

Enrollment applications for the following school year are available on at Zions Community House or can be found on the website <https://zionscommunitycenter.com/>

TUITION

The Tutorial Program is staffed and funded by the Cam Newton Foundation.

SCHEDULE OF OPERATION

The tutorial program follows the Coweta County School System Academic Calendar, so when the students are out of school the program does not operate. On regular school days, the Tutorial Program operates 5:30 p.m. – 8:00 p.m. for children in grades K – 12th grade.

Half-Days and Snow Days

The Tutorial Program will be closed whenever schools have half days or closed due to inclement weather.

Transportation

Unless students are a part of the after-school program at Zions Community House, parents are responsible for dropping students off. All parents are responsible for picking students up from the center by 8:00 pm. Please indicate on the application if additional people are allowed to pick up your child.

DAILY ARRIVAL & PICK-UP PROCEDURES

The program begins at 5:30 pm (no earlier). Parents must come into the center and sign their child in and out. All parents must come and pick up students by 8:00 pm. **NO EXCEPTIONS.** The Tutorial Program utilizes a checkout system to ensure that each child is dismissed to the proper person at the end of the tutorial. Children will not be allowed to leave the Tutorial Program unattended. **Parents must walk into the center and checkout with the staff member at the front desk.** Children will not be released to anyone other than a parent, guardian, or person listed on the child's application form unless the child's parent notifies the front desk prior to pickup time. If a staff member is unfamiliar with any person picking up a child, the staff member will ask to see a picture identification before the child is released.

Late Pickup Policy for the 8:00 p.m. Dismissal Program

The Tutorial Program closes at 8:00 p.m. We ask parents to arrive by 7:55 p.m. to allow the children enough time to tidy up and gather their belongings. If an 8:00 p.m. arrival is unlikely, please take a moment to call us at 678-673-6105. A 15-minute grace period will be extended to all parents however a \$10.00 late fee will be charged after 8:15 pm. Staff are unable to remain on site after 8:00 p.m. for activity updates or consultations about children. We will be happy to discuss special requests or exchanges of detailed information over the telephone or at a meeting scheduled during program hours.

ATTENDANCE PROCEDURES

In order to ensure that every child is successful, attendance is very important. We encourage all of our students to be well rounded, so we expect them to participate in extracurricular activities. But we do expect to be notified and upon their return that they submit a note from the parent to the Program Administrator. This also applies for other unforeseen events that may come up.

An unexcused absence will initiate the following actions (Assessed monthly):

- The 1st unexcused absence will be documented, and
- The 2nd unexcused absence will be documented, and a call will be made to the parent. The student will be placed on probation for two weeks (Meaning that it is MANDATORY that they attend every session of tutorial for the next week or be dismissed from the program). If the student does not have any more unexcused absences the student will be removed from probation
- If the child has three unexcused absences the student will be placed on probation for 4 weeks.
- If the student gets to the fourth unexcused absences the student will be asked to sit the program out and reapply the next semester.

PROGRAMMING

The Tutorial Program strives to meet each child's need through intellectual activities by carefully designed schedule of educational, enrichment, and remediation activities. Throughout the school year, it is important that you submit milestone scores from the previous school year, student progress reports and any major assignment grades, so we can tailor the child's tutorial around his/her needs. If a child does not wish to participate in an activity the parent will be called, all activities have been designed to help remediate or enrich the student.

Homework Policy

The Tutorial Program stresses the importance of homework and sets time aside every day for the children to complete/ review their assignments with tutors. Homework time is from 5:30 pm – 6:30 pm. Staff members are available to supervise the homework area and to assist the children with their work, however, a child who needs individual help with his or her homework must ask. Because of the number of children who require assistance during homework time, the staff members are unable to check each child's homework for accuracy or provide the type of one-on-one homework help that is available from a private tutor.

We HIGHLY encourage the children to do their homework prior to coming to the center. If the assignments are completed before coming to the center it will give tutors enough time to check for accuracy, assess what concepts the child is struggling with, and/or assign the child to a one on one tutorial session. Children who do not wish to use homework time to complete their homework may use the time to read a book or complete an enrichment activity but this is not social time.

Mastery of the Standards

The focus this school year will be Math, Literature, and all Georgia milestone courses. Student progress will be monitored throughout the program. Students will be assessed in the program, and progress reports will be used to determine if the students have mastered the standards for their grade level. It is imperative that all school progress reports, the program progress check forms, and milestone scores are submitted to the program administrator, so student progress can be monitored. Standards that are not mastered will be on the student plan for remediation.

Enrichment/Remediation time is from 6:30 pm – 7:30 pm. Students will not be able to work on homework during this time unless the tutor has set up an individualized tutorial session for that student. Students who decided they do not want to participate in the activity will have the following consequences:

- 1st Infraction: Redirected
- 2nd Infraction: Receive a verbal warning.
- 3rd Infraction: Receive a written warning.
- 4th Infraction: A parent will be called.
- 5th Infraction: A parent conference will be set up.
- 6th Infraction: Student will be suspended for a week.
- 7th Infraction: Student could possibly be removed from the program.

(See the behavior section on the handbook.)

Dinner

Dinner is provided at 7:30 pm – 8:00 pm. If your child has any food allergies, dietary restrictions, please notify the Program Coordinator, Program Administrator, as well as list on the child's application.

HEALTH POLICY

If a child becomes ill while attending the Program, a parent or emergency contact person will be notified. A child who is not feeling well should be picked up within one hour of notification. The Program will provide a quiet rest area while the child waits.

Children who attend the Tutorial Program should be well enough to follow the normal routine of the Program. Children who have a contagious condition, head lice, rash, fever, vomiting, or diarrhea etc., may not attend the Tutorial Program and must be fully recovered before returning to the Tutorial Program.

Please report any changes of emergency contact information, employment, telephone numbers, or addresses to the Program Administrator as soon as they become available. Although this information will be kept confidential, it will be shared with appropriate staff members to facilitate communication with parents or guardians in emergency situations.

Accidents or Acute Illness

In the event of an accident or acute illness, every effort will be made to notify the child's parents and physician prior to treatment. If a situation requires immediate attention, 911 will be called and the child will be transported to the hospital by ambulance.

Medication Policy

The Tutorial Program will dispense prescription and non-prescription medication only when the written permission of the child's doctor and parent or guardian is on file at the Tutorial Program and the proper form filled out with the front desk. All medication administered by the staff of the Tutorial Program must be current and, in a pharmacy, labeled container. An adult must bring the medication into the Program. Children are not allowed to transport medication. Expired medications will be returned to the families.

BEHAVIOR MANAGEMENT POLICY

The children and staff of the Tutorial Program are asked to treat each other with respect, tolerance, kindness, and consideration. The rules and behavior expectations utilized by the Tutorial Program will be explained to the children clearly and reinforced in a consistent manner.

Children will be given reminders and redirection in order to encourage positive behavior. A child who is unkind verbally will be asked to apologize. A child who uses supplies or equipment inappropriately will be restricted from using the supplies or equipment for a short period of time.

When a child is disruptive or needs time to regain self-control, he or she will be removed from the group. Time out periods will last approximately three to five minutes and will not exceed fifteen minutes. After a time out, the teacher and child will discuss behavior options before the child returns to the group.

Under no circumstances will a child be subjected to neglect, physical punishment, verbal abuse, or denial of restroom facilities. Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the wellbeing of the child or others in the Tutorial Program.

If a child has specific behavior issues, every effort will be made to implement a behavior management program consistent with efforts being made at the child's home and school. If a child's behavior indicates that the Program is not able to meet his or her needs, the Program Coordinator will contact the child's parents to arrange a meeting. A parent or staff member may also request a meeting. With the parent's permission, program staff, and other professionals providing services to the child may be asked to attend the meeting.

Within ten days of the meeting, in keeping with the conclusions of the meeting, an action plan will be developed that establishes reasonable, attainable objectives for the child. A copy of the plan will be given to the staff and to the child's parents. A log will be kept of the child's progress.

If Administration feels the Program cannot accommodate the needs of the child, or if the objectives established for the child are not met, the Program reserves the right to terminate the child's participation in the Program one weeks' notice.

Any child who does not accept the physical boundaries of the Program, or exhibits behavior that threatens his or her wellbeing, or the wellbeing of others, is subject to dismissal without notice. Any inappropriate behavior by a parent, including verbal abuse of a child or staff member, or confrontations with staff members in the presence of a child, is grounds for termination of the family's participation in the Tutorial Program without notice.

DISCIPLINE ACTIONS

The tutorial program strives for an atmosphere that enhances a child's sense of belonging, accomplishment, security, and self-esteem. Staff members are trained to deal with the usual issues that arise when children interact. We believe that if participants are provided with positively structured activities, they will respond with positive behaviors.

- It is the policy that staff members are prohibited from using physical discipline in any manner for behavioral management of children. **No form of physical discipline is acceptable.**
- This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors.
- Disciplines such as using time-outs and other non-physical methods of behavior management will be implemented.
- In employing this procedure, staff members should observe the following guidelines:
 1. **Oral warning –Document including date and facts** -The Staff should talk with the participant and state clearly what the problem / behavior is and what the student should do instead
 2. **Written warning –Retrain to correct procedure/practice** - If the participant continues to exhibit problem behavior, the Staff should give a written warning to the participant.
 3. **Written warning with a day of suspension** - If the problem behavior continues, the student should be removed from the activity (but remain visible to the staff). Sometimes a short “time out” is all that is needed; not limited to 1 day of suspension. The student should be warned at this point that further disruptive or inappropriate behavior will result in contact with the participants parent
 4. The final step with problem behavior is contacting parents to inform them that the student may not continue participation in the after-school program
- Uncontrollable or unusual behavior should be reported immediately to supervisor and parents.
- If a youth is unruly or fails to comply with verbal warnings or instructions from staff, participants will be asked to leave, or the participant's parent will be contacted to pick up the participant.

- In the event of a fight or physical altercation, staff will verbally redirect students involved and will try to avoid physical intervention

Dismissal from program (*Zero Tolerance*)

- Damaging or destroying property
- Use, possession, manufacturing, or distribution of illegal drugs, drug paraphernalia, or controlled substances (except as expressly permitted by law);
- Misconduct related to weapons, firearms, explosives, or dangerous materials or devices, including possession of such an item on premises or brandishing of any such item in a manner that harms, threatens, causes fear to, or otherwise endangers others.
- *In keeping with the philosophy of maintaining a positive experience for our participants and to ensure the safety of each child, we have a no tolerance policy for extreme behaviors. These behaviors include, but are not limited to, insubordination, possession of a weapon or any dangerous material (fireworks, etc.), possession of an illegal substance (i.e. drugs, alcohol, drug paraphernalia, etc.), sexual and/or verbal abuse (including racial slurs or comments regarding sexual orientation), or violation of the “hands-off” policy, which states that no participant is to make physical contact with another participant in a manner that is inappropriate to a after school program setting.*

COMMUNICATION

The Tutorial Program maintains an open-door policy. Please feel free to direct questions or concerns related to any facet of the Tutorial Program to Administration at any time.

Any questions regarding, policies, staffing, activities, or a child’s participation in the program may be directed to Administration at cnftutors@gmail.com.

In a concern involving a staff member arises, please speak directly to Administration to schedule a meeting with the staff member and parent to discuss and resolve the concern.

The first priority of the staff is to focus as much attention as possible on the children. In order to meet the needs of the children and the staff during Program hours, we ask that parents limit their conversation with tutorial staff members to subjects involving their child. The Administrator on site are available to answer all other questions that arise. Please feel free to call us at any time.