

Zion's Community House

After School Program Handbook

2020-2021



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Newnan, GA 30263
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zionscommunitycenter.com

“Get involved in your commUNITY”

From The Director

I am excited for your child to join us for the 2020-2021 academic school year. I want to take a moment to introduce you to the uniqueness of Zion's Community House: After School Program.

With that being said, ZCH realizes that the academic school year is for developing leadership skills, decision making, self-esteem, and conflict resolution! Thus, we structure the After- School Program in a way that places more developmental activities such as team building, arts/crafts, and creative thinking. Staff are trained to provide a caring, motivating , and safe environment for your child. This blend, over the past two years, has proven a successful combination, and we will continue this daily structure.

Students will make lifelong friends and learn from our exceptional staff. They'll acquire and strengthen new activity levels as well as values based on social and academic skills. However, the most important note is that they will have FUN!

This handbook will help you prepare you and your child for ASP. We encourage you to read and become familiar with Zion's Community House: After School Program policies and procedures, especially due to COVID-19.

If you have any questions throughout your registration process or while your child attends ZCH After School Program , please don't hesitate to contact myself or our ASP administration.

Sincerely,

Luther C. Day

Luther C. Day

Zion Community House Director

678-673-6105

[Zion's Community House](http://www.zioncommunityhouse.com)

Vision

Zion's Community House aims to provide character development, healthy choices, and life-skills to assist participant(s) in becoming a productive member of the community.

Mission

Inspire children to thrive and develop a healthy lifestyle.

Hours of Operation

***Hours are subject to change!**

Monday - Friday: 2:30 p.m. -5:30 p.m. (Face to Face)

Monday - Friday: 8:00 a.m. -5:00 p.m. (Virtual)

*Tutorial: Monday, Tuesday, Thursday (Details TBA)
5:30 pm to 8:00 pm

After School Schedule

TBA

**This will be determined once schedules are given to parents during
Open House**

- *All students will eat at the first table (no exceptions)
- * No Chromebooks are given out until after homework/activity time unless doing assignment
- *All students are responsible to wipe down his/her spot after meal
- * All students will only be fed during the allotted times
- *Snack Closet will be open during free time, only
- * No kids should be outside unless an employee is outside with them
- * Homework/activity time will be extended on Wednesday by 15 minutes.

Items that should be cleaned off the Table, Chairs, and Floors.

Nutrition

ZCH will incorporate a light nutritious meal daily. This meal will be given during the designated meal time frame. If your student has any allergies, please list them on your student's application. We also provide access to a variety of snacks, which student(s) can purchase at their own expense.

Transportation

ZCH van will pick-up your student from his or her school upon request. Student(s) will be considered a car rider for school pick-up. Guardian(s), you also have the option of dropping-off your student(s) at the ZCH center. THIS IS ONLY FOR FACE TO FACE STUDENTS.

School Pick-up locations:

Ruth Hill Elementary School
Elm Street Elementary School
Atkinson Elementary School
Jefferson Parkway Elementary School
Odyssey Charter School
Tiny Treasures Too
***Western Elementary School**
Smokey Road Middle School
O.P. Evans Middle School

***See administration for instructions about pick-up.**

Virtual Daily Instruction Policy

Students must bring all supplies and instructions needed for daily virtual classes, this includes chrome books as well. They should also bring their daily schedule for virtual learning. ASP staff will assist and monitor students during this time, but students main focus and point of instruction is with their teachers. It is also still important that parents monitor students' learning and progress with assignments and stay in contact with teachers daily if you have questions.

DAILY MANDATORY ITEMS: Mask, Computer, Computer charger, headphones, school supplies, and school schedule

Discipline Actions

The after-school 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 behavior

Safety Policies

- 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 is 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, 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 an after school program setting.

Remind Code

MANDATORY

Phone Number: 81010

Text Message Code: @aspvirtual

Payment policy will be enforced
 *Please read payment policy in its entirety

After-School Fee(s)

Face-to-Face Students

(2:30pm-5:00pm After School Service)

After-School Pick-Up Locations

*If your school is not listed, please see the front desk. Drop-off may be the option for you.

- 2:30pm pick-up
- 3:30pm pick-up

# OF CHILDREN	PICK-UP PRICE	DROP-OFF PRICE
1	\$35.00	\$30.00
2	\$60.00	\$55.00
3	\$90.00	\$85.00

Virtual Students

(8:00am-5:00pm After-School Service)

DROP-OFF ONLY.

*Students must bring all supplies and instructions needed for daily virtual classes, this includes chrome books also. Breakfast, Lunch, and Snack will be served.

# OF CHILDREN	PICK-UP PRICE
1	\$60.00
2	\$100.00
3	\$135.00
4	\$145.00

Payment Policy

After-School tuition is a weekly fee. Each tuition payment is due prior to the week of attendance of participating student(s) or that Monday before drop-off or pick-up. There are no price adjustments for students who are not participating in the program for the full week. A **\$10 late fee** will be added the following school day if tuition is not paid. Any account with a balance owed on Friday for the week of attendance will be considered in default. If an account becomes default, the student(s) will not be allowed to attend ASP until the balance is paid in full.



PARENT and STUDENT PARTICIPANT SIGNATURE PAGE
Zion's Community House After School Program 2020-2021

Dear Students and Parent(s)/Guardian(s):

This handbook was developed as a guide for students and parents and to answer commonly asked questions that come up during the course of the after-school program. Our goal is to create a positive atmosphere where rules are enforced firmly, fairly, and consistently to all camp participants. We ask that you familiarize yourself with this handbook by reading it and ask that you sign this page as evidence that you are aware of our policies and procedures. Signing below is evidence that parents and participants have or will read and understand the contents of this handbook. It also grants permission for camp photographs or videotapes to be used in media presentations that are made available to other educational institutions or through a cable television station or network. Parents understand that their child's image, name, work product, and grade may be revealed in the presentation(s) but that no other information about their child or his/her work will be revealed without prior consent.

Luther C. Day

Luther C. Day

Participant(s) Name: _____

Name of Guardian: _____

Signature of Guardian: _____

Date: _____