

Zion's Community House

After School Program Handbook

2021-2022



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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 2021-2022 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 me or our ASP administration.

Sincerely,

Luther C. Day

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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.

After School Schedule

***We do allow students time to do homework with assistance, but please remember this is not a homework/tutorial program.**

- **2:30pm-3:30pm: Parent Drop-Off/School Pick-Up Time and Afternoon Meal**
- **3:30pm-4:00pm: Homework Time**
- **4:00pm-5:00pm: Free Time**
- **5:00pm-5:30pm: TV Time/Parent Pick-Up Time**

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.

School Pick-up locations:

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

***See administration for instructions about pick-up. And also if your school is not listed.**

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 and 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 the 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.

ASP Remind Code

**MANDATORY TO RECEIVE ALERTS/REMINDERS
ETC.**

Phone Number: 81010

Text Message Code: @zchas21-22

[After-School Fee\(s\)](#)

***Click the underlined and highlighted blue hyperlink above to see all fees for the ASP. It is also on our website.**

[Payment Schedule/Dates](#)

***Click the underlined and highlighted blue hyperlink above to see all fees for the ASP. It is also on our website.**

[Payment Policy](#)

Payment policy will be enforced. Please read the payment policy in its entirety.

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 HANDBOOK SIGNATURE PAGE](#)

Zion's Community House After School Program 2020-2021

***Click the underlined and highlighted blue hyperlink above to see all fees for the ASP. It is also on our website.**

***IT IS MANDATORY THAT THE LINK ABOVE IS FILLED OUT STATING THAT YOU HAVE READ AND UNDERSTAND THE CONTENTS WRITTEN IN THE HANDBOOK. IF YOU HAVE MORE THAN ONE CHILD IN THE PROGRAM, YOU WILL ONLY HAVE TO FILL OUT ONCE.**