

# Zion's Community House

After School Program Handbook  
2019-2020



121 Temple Ave  
Newnan, GA 30263  
678-673-6105 / 404-557-1209  
Zionscommunitycenter.com

“Get involved in your commUNITY”

## From The Director

I am excited for your child to join us for the 2019-2020 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.

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.zionscommunityhouse.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

Monday - Friday: 2:30 p.m. -5:30 p.m.

\*Tutorial: Monday, Tuesday, Thursday  
5:30 pm to 8:00 pm

**\*Students will be in attendance from 2:30 pm to 8:00 pm on Tutorial days**

## **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**  
**Western Elementary School\***  
**Smokey Road Middle School**  
**O.P. Evans Middle School**

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

**Payment policy will be enforced**

**\*Please read payment policy in its entirety**

### After-School Fee(s)

Transportation Included	Transportation NOT Included
1 Child: \$40.00/week	1 Child: \$35.00/week
Monthly: \$140.00	Monthly:\$135.00
2 Children:\$70.00/week	2 Children: \$65.00/week
Monthly: \$260.00	Monthly: \$255.00
3 Children:\$100.00/week	3 Children: \$95.00
Monthly: \$480.00	Monthly: \$475.00
4 Children : \$130.00/week	4 Children :\$125.00
Monthly:\$500.00	Monthly: \$455.00

### Payment Policy

After-School tuition is a weekly fee. Each tuition payment is due prior to the week of attendance of participating student(s). 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.

**\*Hours are subject to change!**

**2019-2020 Payment Schedule-\*Teacher Workdays/Holidays**

<b>Week</b>	<b>Payment Due</b>	<b>Late Fee Added</b>
<b>Week 1: Aug. 5-Aug.9</b>	<b>August 2nd</b>	<b>August 6th</b>
<b>Week 2: 8/12-8/16</b>	<b>August 9th</b>	<b>August 13th</b>
<b>Week 3: 8/19-8/23</b>	<b>August 16th</b>	<b>August 20th</b>
<b>Week 4: 8/26-8/30</b>	<b>August 23rd</b>	<b>August 27th</b>
<b>Week 5: 9/3- 9/6</b>	<b>August 30th</b>	<b>September 4th</b>
<b>Week 6: 9/9-9/13</b>	<b>September 6th</b>	<b>September 10th</b>
<b>Week 7: 9/16-9/20</b>	<b>September 13th</b>	<b>September 17th</b>
<b>Week 8: 9/23-9/27</b>	<b>September 20th</b>	<b>September 24th</b>
<b>Week 9: 9/30-10/4</b>	<b>September 27th</b>	<b>October 1st</b>
<b>Week 10: 10/7-10/11*</b>	<b>October 4th</b>	<b>October 8th</b>
<b>Week 11: 10/14-10/18</b>	<b>October 11th</b>	<b>October 15th</b>
<b>Week 12:10/21-10/25</b>	<b>October 18th</b>	<b>October 22nd</b>
<b>Week 13 :10/28-11/1</b>	<b>October 25th</b>	<b>October 29th</b>
<b>Week 14: 11/4-11/8</b>	<b>November 1st</b>	<b>November 5th</b>
<b>Week 15: 11/11-11/15</b>	<b>November 8th</b>	<b>November 12th</b>
<b>Week 16: 11/18-11/22</b>	<b>November 15th</b>	<b>November 19th</b>
<b>Week 17: 11/25-11/27</b>	<b>November 22nd</b>	<b>Thanksgiving Break</b>
<b>Week 18: 12/2-12/6</b>	<b>November 27th</b>	<b>December 3rd</b>
<b>Week 19: 12/9- 12/13</b>	<b>December 6th</b>	<b>December 10th</b>
<b>Week 20: 12/16 -12/20</b>	<b>December 13th</b>	<b>December 17th</b>
<b>Week 21: 12/23-12/27</b>	<b>Christmas Break</b>	
<b>Week 22:12/30-12/2</b>	<b>Christmas Break</b>	

**2019-2020 Payment Schedule-\*Teach Workdays**

<b>Week</b>	<b>Payment Due</b>	<b>Late Fee Added</b>
<b>Week 23: 1/6-1/10</b>	<b>January 6th</b>	<b>January 7th</b>
<b>Week 24: 1/13-1/17</b>	<b>January 10th</b>	<b>January 14th</b>
<b>Week 25: 1/20-1/24*</b>	<b>January 17th</b>	<b>January 21st</b>
<b>Week 26: 1/27-1/31</b>	<b>January 24th</b>	<b>January 28th</b>
<b>Week 27:2/3-2/7</b>	<b>January 28th</b>	<b>January 4th</b>
<b>Week 28:2/10-2/14</b>	<b>February 7th</b>	<b>February 11th</b>
<b>Week 29: 2/17-2/21</b>	<b>February 14th</b>	<b>February 18th (MWBREAK)</b>
<b>Week 30: 2/24-2/28</b>	<b>February 21st</b>	<b>February 25th</b>
<b>Week 31:3/2-3/6</b>	<b>February 28th</b>	<b>March 3rd</b>
<b>Week 32:3/9-3/13</b>	<b>March 6th</b>	<b>March 10th</b>
<b>Week 33: 3/16-3/20**</b>	<b>March 13th</b>	<b>March 17th</b>
<b>Week 34: 3/23-3/27</b>	<b>March 20th</b>	<b>March 24th</b>
<b>Week 35: 3/30-4/3</b>	<b>March 27th</b>	<b>March 31st</b>
<b>Week 36: 4/6-4/10</b>	<b>April 3rd</b>	<b>April 7th (Spring Break)</b>
<b>Week 37: 4/13-4/17</b>	<b>April 10th</b>	<b>April 14th</b>
<b>Week 38: 4/20-4/24</b>	<b>April 17th</b>	<b>April 21st</b>
<b>Week 39: 4/27-5/1</b>	<b>April 24th</b>	<b>April 28th</b>
<b>Week 40: 5/4-5/8</b>	<b>May 1st</b>	<b>May 5th</b>
<b>Week 41: 5/11-5/15</b>	<b>May 8th</b>	<b>May 12th</b>
<b>Week 42: 5/18-5/22</b>	<b>May 15th</b>	<b>May 19th (All fees are due)</b>
<b>May 25th- May 29th</b>	<b>Summer Break Begins</b>	
<b>June 1st,2020</b>	<b>Summer Enrichment</b>	<b>Program Starts</b>

### **Homework Policy**

There is a designated time frame for homework during ASP hours. There will be a 30 minute homework time Monday-Thursday. During homework time, it is the participant's responsibility to work on an academic assignment. ASP staff will assist with homework, but they are NOT tutoring during this allotted time frame. Students who participate in tutorial on Monday, Tuesday, and Thursday will also have time to do homework during their homework time. It is NOT the ASP responsibility to assist in completing your participant's homework.

### **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 behaviors.*

### **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.*

### **Consent Forms**

All participants and Parent information application forms:

- All participants must have permission to take part of programming at Zion's Community House and all activities.
- Must have permission for participant(s) to take part in physical fitness activities.
- Participants must have consent to be transported under supervision of designated staff members.

\*Please sign all consent forms on [Zion's Community House](http://Zion's Community House)



**PARENT and STUDENT PARTICIPANT SIGNATURE PAGE**  
**Zion's Community House After School Program 2019-2020**

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

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Participant(s) Name: \_\_\_\_\_

Name of Guardian: \_\_\_\_\_

Signature of Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

### *After school Schedule*

2:30-2:45 Prepare for students  
2:45-3:15 Light meal (Group 1)  
3:15-3:20 Clean-up/Prepare for HW  
3:20-3:50 Homework/Activity  
3:50-3:55 Pack-up (All items go on shelf)  
3:55-5:10 Free Time  
5:10- 5:20 Clean- up

### **Middle School**

3:50-4:00 Light meal/Clean up (Group 3)  
4:00-4:20 Homework  
4:25-4:30 Pack-up (All items go on shelf)  
4:30-5:10 Free Time  
5:10-5:20 Clean up

- \*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.**



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