



Welcome to the Bridge 2 Success (B2S) Out-of-School Time or Summer Camp Programs

Welcome to Bridge 2 Success (B2S)!!!

The Parent Enrollment packet contains information needed for the day-to-day operation at B2S. Additionally, information provided ensures B2S is in compliance with the various funding agencies and laws governing our operation. *Included:*

Information needed for every child's folder:

- B2S Enrollment Form (2 pages)
- B2S Parent Agreement
- Medical Information and Permission Form
- My Child's Allergies
- Immunization Registry Authorization to Release Form
- Waiver of Liability, Assumption of Risks and Indemnity Agreement
- Emergency Contact Form (2 pages)
- B2S Parent Survey Form
- Youth Positive Prevention Program/Qualifying Criteria for B2S Participation

Parents will receive the following:

- Welcome to Bridge Summary Sheet
- Frequently Asked Questions (FAQ's) and Facts
- General B2S Information
- Monthly Afterschool Program Schedule

B2S Staff use only: -Interim Reports, 9-Week Grade Reports and Staff Observations:

- B2S Pre-Assessment and Service Plan
- B2S **must** receive copies of interim reports and 9-week grade reports
- Academic Performance (Pre and Post Assessments)

Please know that the Staff at B2s is extremely excited that you have selected our Program for child/children.

Thank you!!



General Information for Bridge 2 Success (B2S)

Out-of-School Time and Summer Camp Programs

3409 Baseline Road, Suite B

Little Rock, Arkansas, 72209

When children are out of school/summer:	drop off time is 7:30 AM and pick-up 4:00 PM
When children are in school:	drop-off time is 3:00 PM and pick up 6:00 PM
(middle and high school students)	drop-off time 4:00 PM and pick up 7:00 PM
Virtual School (Alternative Method of Instruction--AM)	drop-off time is 9:00 AM and pick up 4:00 PM

(Note: there is a **\$5.00 per minute late fee** for children picked up after closing times—see details below.)

1. **Immunization Records** (up-to-date) or a religious, medical, or philosophical exemption is required for every B2S participant. B2S acquired an Authorization to Release Official Immunization History from the *Arkansas Department of Health* which requires parental completion of the form and a valid/acceptable form of identification.
2. **Apparel:** Each child should wear comfortable clothes, no sandals are permitted, only athletic or closed toe shoes and socks. Bring a jacket as well, if your child is often cold.
3. **Cell phones** are **NOT** to be used during program times except in an emergency or to speak to parents/guardians. We would prefer children do not bring any electronic devices but understand the security a cell phone may provide. **B2S WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN PHONES.** Please make your child/children aware of the phone policy before attending our program.
4. **Late pick-up Fee:** We understand that problems may disrupt schedules. However, in order to compensate staff staying late, **\$5.00 for every 1-minute** is charged and is due at pick up or prior to your children returning to the program.
5. **Check-In and Check-Out:** A sign in/out book is located on the table at the front entrance. Children sign the check-in sheet upon arrival, however, parents **must** come in the building and sign your child out. If anyone other than yourself is picking your child up their name must be included in the registration information or you must advise us in. Please let the person picking up your child/children know that a valid ID will be required, so they will be prepared. Make changes to your list of pick up persons as often as needed to keep the list up to date.
6. **B2S Rules for OST and Summer Programs**
Parents, please review these rules and discuss them with your child (ren).
 1. Youth must always stay in view of staff unless given permission to leave.
 2. No name calling or foul language.
 3. No hitting, kicking, or spitting. Keep hands and feet to yourself.
 4. No picking up sticks, rocks, or branches. No throwing things except equipment used in a game.
 5. Pick up after yourselves; especially after lunch. Trash is to be placed in trash cans.
 6. Everyone must share equipment.
 7. Always obey B2S Staff.
 8. Leave toys, electronic games and devices at home, if possible.
 9. Tell a staff member when there is a problem or if something and/or someone makes you unhappy. Treat other youth, staff and belongings with respect.



Frequently Asked Questions (FAQ's) and Facts

Bridge 2 Success Programs: Out-of-School (OST) and Summer Camp (SC)

What can I expect my children to do?

All group daily activities are scheduled beforehand by the staff at OST and SC. B2S strives to provide the widest variety of learning, enrichment and fun activities for children of all ages, which will include but not limited to: Arts & Crafts, Computers, Drama, Field Trips, Group Games, Math, Movies, Movement, Reading, Science, Soccer, Kickball, and much more.

Holidays and B2S closings observed:

- 1) New Year's Eve and New Year's Day
- 2) Dr. Martin Luther King Jr. Day
- 3) Little Rock School District Spring Break (Thursday and Friday)
- 4) Memorial Day (including the Friday before)
- 5) Juneteenth, June 19th
- 6) July 4th
- 7) Labor Day
- 8) Veteran's Day (November 11th)
- 9) Thanksgiving and the Friday after
- 10) Christmas Eve and Christmas Day

Inclement Weather Policy: B2S is closed whenever the Little Rock School District is closed.

Disciplinary Procedure

B2S is committed to the idea that each youth should have a positive and enjoyable experience at our summer OST and Summer Programs, and the misbehavior of one youth, or a group of youth, should not be allowed to impact negatively on the experience of others. Please discuss the importance of good behavior before your child arrives at B2S. Our discipline procedure is as follows:

Progressive Discipline Steps for Participants

1. **Counseling:** When a discipline incident occurs, the student will be counseled and given a description of the behavior change required.
2. **Time-Out:** If subsequent incidents occur the student may be asked to take a "Time Out". A "Time Out" is determined by age—1 minute for every year of age (e.g., 10 years old—10 minutes). During this time the student is allowed to reflect on the incident. The child then rejoins the group.
3. **Parent Contact:** If a series of discipline situations occur, the child's parent or guardian will be contacted.
4. **Suspension:** A student who continually disregards instructions will be suspended initially for one (1) day. The parent/guardian will be advised.
5. **Termination:** If the child's behavior remains unacceptable then the parent or guardian will be informed and the child will be dropped from the program. No refund of camp fees will be given for current sessions; partial refund will be granted for future sessions.