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RIGHT STRIDES

Trinity Educators Development Corporation, Inc.

AFTER SCHOOL PROGRAM PARENT-STUDENT HANDBOOK

2013-2014

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August 1, 2013

Dear Parents,

Welcome to Trinity Right Strides After School Program!

This program operates in conjunction with Coffeeville School District as a service to provide educational and enrichment to students at Coffeeville Middle and High School. This handbook will provide valuable information that is considered important to your child's safety and to the basic operation of the program. The goal of the program is to provide opportunities for students to develop socially, academically and athletically, within a safe and exciting environment.

The After School Program mirrors the school's policies, procedures and calendar. The curriculum and daily schedule of events are consistent with the philosophy and values of the school.

If you have any questions or need additional information, please feel free to call Trinity Educators Development Corporation, Inc. at (662) 647-7150.

Sincerely,

Clay Taylor
Trinity Educators Development Corporation, Inc.
Chief Executive Officer

PHILOSOPHY

Right Strides After-School Program is focused on developing the athletic and academic skills of students' to prepare them for success at the middle-school level on to the collegiate level; while teaching them Respect, Integrity, Discipline, Accountability, and Work Ethic.

OBJECTIVE

The objective of the After School Program is to provide a safe physical and emotional environment that includes an educational and literacy element and an athletic/academic enrichment element. The program leaders will work closely with the school site principal and staff to integrate both elements with the school's curriculum, instruction, and learning support activities.

ADMISSION POLICIES

Students enrolled in Coffeenville School District may enroll in the After School Program. All students are required to enroll annually for the program. Application forms are available in the school office and can be downloaded on line at www.trinityinc.org. In order to maintain the safety and well being of all students, students will obey the rules and regulations in order to continue in the program as stated in the 2013-2014 Parent-Student Handbook.

EQUAL OPPORTUNITY-NON-DISCRIMINATION

Right Strides strongly believes children, parents and staff are entitled to equal opportunities and freedom from discrimination because of race, color, religion, age, sex, national origin or handicap. The program offers activities and curriculum that is both multicultural and anti-bias. Staff members are entitled to work in an environment that is non-discriminatory in all aspects and free of any harassment that interferes with an individual's work performance or creates an intimidating, hostile or offensive work atmosphere.

HOURS OF OPERATION

The Program will run from August 1, 2013 to April 30, 2014. The Program is open during the school term Monday through Thursday immediately after school to 5:45 p.m. Bus transportation will be provided for all program participants. The summer program will run from June 1, 2014 to July 31, 2014 Monday through Friday from 7:30 a.m. – 12:00 p.m.

HOLIDAYS

The Program will be closed during every school-honored holiday along with emergency school closings. Please refer to the school calendar for the days of operation.

SCHEDULE

3:15 – 3:30 Students arrive and are greeted; sign in; snack is available
3:30– 4:00 Homework Assistance and Tutoring
4:00 – 5:30 Language arts/mathematics development, enrichment programs, character development and dropout prevention, entrepreneurial training, service learning, business technology, MCT 2, SAPT, and ACT prep.
5:30 – 5:45 Activity clean up; individualized activities; free time prepare to leave.
5:45 The program closes

BASIC PROGRAM ELEMENTS

Educational and Literacy:

Right Strides will provide tutoring and/or homework assistance to help students meet state standards in one or more of the following core academic subjects: reading/language arts, mathematics, or science.

Athletic/Academic Enrichment:

Right Strides will offer a program that reinforces and complements the school's academic curriculum. It will include physical activities, health/nutrition promotion, service learning, entrepreneurial training, character development, educational seminars and field trips.

Activities:

- Provide tutoring and homework assistance Monday through Thursday.
- Provide enrichment opportunities and athletic fundamental skills training and development Monday through Thursday.

- Host Quarterly presentations with guest speakers addressing the importance of education, issues of drugs, alcohol and tobacco along with violence prevention experts to discuss anger management and provide useful conflict resolution skills.
- Sponsor field trips to visit local colleges/universities and athletic events.

Staff:

The Program is staffed by experienced personnel and supervised by the Trinity Educators Development Corporation, Inc. executive director. All staff members who directly supervise pupils will meet the minimum qualifications, hiring requirements, and procedures for an instructional aide in the school district. The program will maintain a pupil-to-staff member ratio of no more than 10 to 1.

COMMUNICATION POLICY

You may reach the After School Program staff by calling 662-675-8901 or 662-647-7150 during the hours of operation. There is an answering machine for your convenience after hours. Your calls will be returned as soon as possible. Daily contact between parents and staff is an important part of the program. By sharing information concerning your child’s activities and welfare, we can work together to better meet the child’s needs. It is extremely important that any change in address, emergency numbers, etc., be kept current.

Parents must cooperate with the Right Strides After School Program in carrying out all governmental laws, rules, and regulations affecting the operation of the after school program. It is the parent’s responsibility to supply and maintain required accurate record information including all required forms and acknowledgments. Parents are also responsible for notifying the Program Director or the Program Coordinator if their child will be absent for the day. **Only children enrolled in the After School program are allowed to participate in the program.**

SIGN IN AND SIGN OUT PROCEDURES

The following procedures are in place for student signing in or out of the After School Program.

- Students will be signed in upon arrival to the program by a staff member.
- Students must be signed out from the program by a parent or an adult person (18 years and older) designated by the parent to pick up the child.

- Parents are responsible for their own children once the child has been signed out.
- The only people, other than a child's custodial parents, who are authorized to take the child from the program are those adults (18 years and older) designated in writing on the Emergency Contact or Authorized Release sections of the child's application.
- Parents, as well as other authorized adults, not known to the staff will be required to furnish appropriate identification including a picture ID upon request.
- A court order that indicates that a non-custodial parent is required to have special permission to pick up children or that a non-custodial parent is not allowed to pick up children, must be on file. On occasions when the noncustodial parent will be picking up children from the program, the custodial parent is asked to provide a written statement to the program granting permission.

SECURITY

The primary mechanism for ensuring the security of the program is the strict adherence to established procedures for your child's arrival and departure. All parents and guests must be prepared to display identification.

ELECTRONIC DEVICE POLICY

Electronic devices such as cell phones, text messaging devices, pagers and beepers may be carried on campus by students. The devices should be used for the sole purpose of after-school contact. During program hours:

- Use of cell phones to make or receive phone calls or text messages is prohibited.
- The device must remain in the "off" position, not in the silent or vibrate modes.
- The device must be kept out of sight.

Students who violate this policy will have their device confiscated and returned to the student at the end of the after school program. A second violation will result in a written warning and phone call to the parent/guardian.

The third violation will result in the student no longer being allowed to bring a phone to the after school program and further discipline measures will be taken. The Program Director may search a student or student's property based upon reasonable suspicion that a student may have violated this policy.

Students may not bring iPods, MP3 players, radios, tape or CD players, headphones, or other items generally used for "amusement" without specific permission of Staff with administrative approval for their use in the classroom or program activity. Any of these devices that are taken up will be turned in to the office.

DISCIPLINE POLICY

Students are expected to comply with all regular school rules and regulations. The Discipline code for the After School Program is in accordance with the school Discipline policy. Every student is expected to obey the rules of After School, respect staff members, other students and all property. No child is to leave the supervision of his/her instructor without expressed permission. If a child violates these standards, the action will be taken to remove the child from the group and seat him/her separately for an appropriate period of "time out."

To provide a safe and caring environment where children can play and learn, limits are set on behavior. Limits are set for three primary reasons: (1) to prevent students from injuring themselves or others; (2) to prevent the destruction of property, materials, or equipment; (3) to help children learn respect for themselves, other children, and adults.

Students must also adhere to the transportation policy, Policies Relating to State/District Owned Property, and Policies Relating to Other School Day Activities (Exception: Student Fees, Fines, and Charges).

Consequences for unacceptable behavior on the school premises or the bus are:

First Occurrence: Warning

Second Occurrence: Parent/Student Conference and the filing of a Discipline Form File
one for records/ one for parent)

Third Occurrence: Dismissal from program

COLLABORATION

It may be discovered that the peer-group experience offered at the Right Strides After School Program does not meet an individual child's needs. Often children express their discomfort in a situation by inappropriate behavior that may affect the child's sense of wellbeing or the well-being of others. If a problem should occur with a child's behavior, the parents, the After School Program Director and school principal, if necessary, will work together with the child to develop a plan to help the child succeed in the program. A child who continues to exhibit behavior that compromises their safety and welfare or that of other children will most likely be more successful in another type of program or setting. Two-weeks notice will then be given and the Parental Agreement will be terminated. In extreme cases, it may be necessary to immediately discontinue services for a child whose behavior is detrimental to the other children.

CLOTHING AND PERSONAL BELONGINGS

Your child will be involved in various hands-on and sometimes messy activities and should be dressed accordingly. Your child's clothing should be appropriate for the weather conditions, washable and comfortable. We recommend that students wear tennis shoes or soft-soled shoes. **Students are requested to leave non-nutritious food, gum and money at home.** Please discourage your child from bringing personal possessions from home unless specifically requested by staff. Although we are not responsible for the loss or damage to clothing, labeling will help us to identify lost items.

HEALTH AND SAFETY

An Emergency Form for every student in After School Care is required. Prescription medication will not be administered.

If the child sustains a minor injury such as a small cut or scrape, the staff will administer First aid at the school. An adequate supply of first aid materials is stored at the program site.

In the event a child sustains an injury of a more serious nature, the instructor will render emergency first aid while the parent is contacted by phone. The emergency telephone information that is on file at the program site will be used. Generally the parent will be asked to come to the school and to transport the child to a physician's office or a medical facility if the parent or Right Strides' staff member feels that this is necessary. If neither parent can be contacted, the person designated by the parent on the emergency form will be requested to fulfill this parental role.

If immediate and urgent medical treatment is required, the program personnel will call 911. Parental agreement forms authorize the Right Strides After School staff to secure and authorize any medical attention, treatment, and services as may be necessary for a child whose parents cannot be immediately contacted. Any qualified person providing such required medical attention, treatment, or services may accept such written consent as if given by the parent in person. **Parents or legal guardians will be financially responsible for the cost of providing care for an injured child.** The Parental Agreement will be in the child's file and will be sent with the person accompanying a child to a medical facility.

Children will be released only to the parents or guardians or to the person whose names appear on the emergency form.

ILLNESS

If a child has symptoms of illness or signs of communicable disease, he/she will be isolated from the other children while the parents are contacted and asked to pick up the child within an hour of notification. Any contagious illness may require a doctor's note for re-admission. Staff is expected to instruct children on State Regulations for washing hands in an effort to reduce contagious illness.

RELATIONSHIP WITH PARENTS

Parents are welcome in our program at any time. Staff will share brief information about a child's day with family members on a regular basis, if this can be done without interrupting supervision of other children. Staff members are to handle problems or issues with parents in a courteous, professional manner.

Right Strides After School Program has an open door policy and welcomes you to visit the program at any time your child is present. Please feel free to join our program either as an observer or a volunteer. We seek your active involvement in the program and invite your participation by sharing your own special interests and abilities with our students. Please consult with your child's teacher first should any problem arise concerning your child either at the program or at home. The Right Strides After School Program Director and the Program Coordinator are also available to offer assistance if needed.

QUALITY ASSURANCE – HANDLING COMPLAINTS

The Right Strides After School Program is totally committed to earning your full satisfaction with the after school program. Experience has demonstrated that open communication between parents and the program staff is the key to maintaining a stable business and contractual relationship. We continually look for parent's input on how we can improve our programs. What to do if you have a problem.....

1. Discuss the problem with your child's primary care provider. Our program maintains an Open Door Policy in which parents are encouraged to visit the program at any time. Staff will make themselves available to discuss parental concerns regarding their child or program operations.
2. Discuss the problem with the Program Director. Parental concerns or questions that cannot be resolved by the instructors should be redirected to the Program Director. The program Director is fully qualified and possesses the requisite leadership and decision-making skills to solve most problems.

SNACKS

A nutritious snack will be provided daily to students participating in the program. The snack provided will meet the standards identified by the Federal (USDA) guidelines.

Please inform the After School staff in writing if your child has special dietary requirements, restrictions, or food allergies.

AGREEMENT

**PARENT AND STUDENT AGREEMENT
2013-2014**

We, the undersigned, have read and agree to be governed by the After School Care Handbook.

Child's First Name _____ Grade _____

Second Child's First Name _____ Grade _____

Third Child's First Name _____ Grade _____

Parents' Name _____

Address _____

Home Telephone Number _____

Telephone Number Where You Can Be Reached During Program Hours:

1. _____ 2. _____

Emergency Contact Person's Name and Telephone

1. _____

2. _____

3. _____

Provide us with anyone you may give permission to pick up your child at any time or notify if parents cannot be reached.

Name Relationship Phone #

1. _____

2. _____

3. _____

Child's Signature: _____ Date _____

Signature of Parents/Guardians _____ Date _____
