

# **Manchester City School's 21<sup>st</sup> Century Community Learning Center**

## **Afterschool Journey 2020-21**

### **Student/Parent Handbook and Registration Packet**

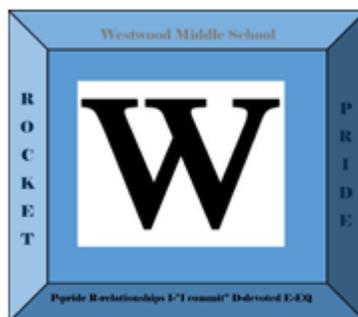
#### **Westwood Middle School**

**Hello students and parents,**

**Please read this handbook completely before signing the registration form.**

**Thank you,**

**Jimmy St. John, Program Director**





Hello Students, Parents, and Guardians of Afterschool Journey,

Welcome to Manchester City School’s Afterschool Journey. The primary goal of the 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) grant is to provide a safe, academically enriched, and fun environment for all students. We offer an after-school enrichment, homework assistance, and tutorial program that is available to qualifying students first, and then to all if space is available. Due to state regulations, we have limited capacity of who may attend. We will do our best to help serve all families. This program is funded completely by the Federal 21<sup>st</sup> Century Community Learning Center grant and there is no cost to you.

The 21<sup>st</sup> CCLC after-school program operates at Westwood Middle School Monday-Friday 7:00 until 7:30 a.m. and 3:00-5:00 p.m., Monday-Thursday and 3:00 until 4:00 p.m. on Friday (on full days school is in session). ***Please be considerate of our workers and your child; always pick them up at or before the closing time.***

This handbook contains information regarding the policies and procedures of the Journey program. Read it with your child.

If you have any questions, please contact me or your school site coordinator at your child’s school. That information may be found below.

We are looking forward to an exciting year with you and your child. We welcome your involvement in making this venture successful. As one of our most important partners, you are always welcome and encouraged to come by and visit with your child during their time in Journey.

Respectfully,

Jimmy St. John,  
Program Director, Manchester City School’s Afterschool Journey  
jstjohn@k12mcs.net 931-728-3412 extension 2434

Site Coordinators: (this site will have co-coordinators)

Westwood Middle School---Tricia Jamison-----931-728-2071      tjamison@k12mcs.net  
Westwood Middle School---Kathy Allen-----931-728-2071      allenk4@k12mcs.net

### **SPECIAL NOTE REGARDING COVID 19**

**The safety of children, staff, and families are all priority in our regular day school and afterschool program. MCS Afterschool Journey for 21<sup>st</sup> CCLC will work in complete compliance with our central office, local, state, and federal guidelines regarding protocol concerning COVID 19. Please refer to the regular day school’s safety procedures and requirements for all information regarding COVID 19.**

## Manchester City School's Afterschool Journey Mission Statement

*Manchester City School's Afterschool Journey will provide...  
a safe environment with programming that will meet the needs of each child physically,  
mentally, and socially, because "Every Child Matters."*

## Welcome to Manchester City School's Afterschool Journey— 21<sup>st</sup> CCLC Afterschool Program!

**Manchester City School's Afterschool Journey after school enrichment program is a choice program that works to provide a safe, educationally enriching, fun, and rewarding experience for the students of the Journey Program. Additionally, it is open to the eligible students in the surrounding community during the hours where there may be no adult supervision in the home.**

**Manchester City School's Afterschool Journey will:**

- ❖ **Provide a safe learning environment for all students enrolled in Journey.**
- ❖ **Offer afterschool academic assistance to identified students.**
- ❖ **Provide opportunities for expanded experiences in the areas of reading, math, music, drama, art, recreation, health and wellness, safety, STEM or STEAM (Science, Technology, Engineering, Art-Aerospace-Agriculture, Math) and other areas of interest to students.**
- ❖ **Employ quality certified and non-certified staff to implement student activities.**

Children will have the opportunity to engage in activities that will benefit them educationally, emotionally, and physically. The program includes recreation and leisure activities, games, snacks, art/crafts and music, drama, and special learning opportunities activities with outside resources. Each day (Monday-Friday) beginning at 7:00 until 7:30 a.m. and at 3:00 p.m., a healthy snack will be provided for your child. Then at 3:20, time will be dedicated for homework, academics, and skills and standards assistance. Then remainder of time, students are provided experiences in other areas of interest during elective time including clubs.

The program is conducted and planned by staff who are either certified teachers or trained to meet the needs of children and to provide positive adult role models. There is flexibility enough to accommodate children from different age groups. Manchester City School's Afterschool Journey is a non-discriminating choice program that is fully financed through a Federal 21<sup>st</sup> CCLC Grant offered at Westwood Middle School with no money utilized from parents, local, or BEP funds.

Parent input concerning the program is important. Feel free to share these comments with your school's Site Coordinator. Additionally, questions concerning policies and procedures of Manchester City School's Afterschool Journey should be addressed to your Site Coordinator or Program Director.

## **GENERAL PROGRAM INFORMATION**

- 21<sup>st</sup> CCLC Afterschool Journey is open to students in Sixth through the Eighth Grade.
- Hours for the program will be: 7:00 to 7:30 a.m. and 3:00 p.m. until 5:00 p.m. Monday-Thursday and 3:00 until 4:00 on Fridays for Westwood Middle School.
- Parents should plan on students attending a minimum of 1 hour per day if accepted for the program. We will work with parents on special circumstances concerning attendance.
- The program will only operate on the days that school is in session.
- If school closes for inclement weather, the program will not operate.

## **FEE POLICIES**

Our goal is to have no fees or costs to you at any time for services provided and field trips taken which are related to 21<sup>st</sup> CCLC.

### **SNOW DAYS** (or other days released because of weather):

- When school is out for inclement weather, Journey will not be open.
- If school is released early because of weather, then Journey will not be open.
- When your child enrolls and is accepted in Journey, a space is reserved for your child for the school year. We are calculating our ratio and staffing needs based on that enrollment. We may have children on our waiting list who would like to attend. Therefore, attendance is very important. Again, we will work with each child's unique situation to try and accommodate their need.
- Unless custody papers/parenting plans are on file in the student's school office AND this is communicated to Journey site coordinators in writing which specifically states otherwise, both parents will have equal access to the child, and the child's records.
- Registration forms and contracts must be completed and on file with each student's Journey site for the child to be enrolled and attending. New contracts must be filled out and on file each school year. If any of the contact or emergency information changes, it is the responsibility of the parents to update the information immediately with the Journey staff in writing.

Tennessee Department of Education childcare rules require that all students be officially registered in Manchester City School's or private/home school within the district in order for service to occur. The Department of Children's Service or the Manchester Police Department will be contacted by school personnel for all students attending without proper registration.

Journey staff cannot and will not be responsible for any child who is not officially registered in the program.

- MCS's 21<sup>st</sup> CCLC Afterschool Journey closes at 5:00 p.m. Monday-Thursday and at 4:00 on Friday at Westwood Middle School. It is understandable that problems do arise from time to time that prevent you from getting here on time to pick up your child. However, if a parent is consistently late, which will be determined by program staff, the privilege of attending Journey will be revoked. Please be considerate of everyone, especially your child.
- If you do not arrive on time to pick up your child AND after all emergency numbers are contacted and no communication from the parent has been received by 6:00 p.m. Monday through Thursday and by 5:00 p.m. on Friday, the local authorities such as the Manchester Police Department and/or Department of Children's Services may be called for assistance with the child (children). Please contact us if you are going to be late.

## **ATTENDANCE**

Funding for our program and the overall effectiveness of your child's improvement and enjoyment of program activities are both based on attendance. ***Although not a requirement***, we do encourage your child to attend afterschool each day for a minimum of 1 hour.

***If the site requests withdrawal, a notification period prior to withdrawal is not required.***

Journey has the legal option to withdraw a child for any of the following reasons:

- 1) Repeated failure of parents to pick the child up from the program on time.
- 2) Failure to provide site with current emergency/medical information as stipulated by state licensing.
- 3) Continuous disciplinary problems.
- 4) Inappropriate conduct of parent or guardian.
- 5) For any other reason deemed reasonable by the program director or site coordinators.

## **SICK CHILD POLICY**

Journey cannot provide for sick children. Please do not send a child to the program if they are ill. Staff are concerned for the health and welfare of each child; therefore, it is required that a child be picked up as soon as possible in the event he/she becomes ill while at the program.

**The Department of Children's Services may be contacted if a child**

## **continues to be left at Journey with an illness or symptoms of an illness without medical attention (including lice).**

The lice policy for Manchester City Schools also applies to Afterschool Journey.

## **INJURY**

Small cuts and scrapes will be treated by our CPR/First Aid certified staff using standard first aid procedures. In all cases of serious illness or injury, Journey staff will contact the parent immediately. In the event that the parent cannot be reached, we will contact any or all "emergency contacts". Journey will contact emergency services at any time it believes is necessary for the safety of a child. This could involve calling EMS for service/ transportation to an emergency medical facility. It is imperative that parents keep Journey staff informed of changes in contact information (address, people who are allowed to pick up your child, phone numbers).

## **PICK-UP OF CHILDREN**

- Children will not be allowed to wait for parents in the parking lot.
- Students will not be released to anyone whose behavior may place the child (children) in immediate risk.
- **Children WILL NOT be released to any person other than the parent/guardian unless he/she is listed on the program release form completed by the parent when enrolled in the program or updated in writing by the parent after enrollment (with a parent signature provided).**
- A child may not be picked up by anyone under the age of 16.
- Identification could be required for pickups unless the person is known to the staff.
- The parent must notify Journey IN WRITING if a person other than those on the authorized list will be picking up a child.
- Telephone calls will not be used to add someone to the list. It must be in written form with a signature by the parent.
- Students who walk to and from school and the program will need to have their check out procedures understood with parents/guardians.

## **BROKEN/LOST/STOLEN ITEMS**

Journey strongly discourages children from bringing toys/personal items from home. **Journey will not be responsible for broken, lost, or stolen items** (including toys, clothing, backpacks, books, food items, eyewear, money, electronic items, cell phones, jewelry or any other personal items brought into the building).

## MEDICATION POLICY

Medication policy used by the school will apply to afterschool.

## PARENT INVOLVEMENT

Families are an important part of Journey. Family nights, newsletters about program activities, bulletin boards with announcements, and individual feedback to parents on each child's participation in the program will help in creating the best experiences for the children involved. Parent suggestions on enrichment offerings are always appreciated.

The Site Coordinator will keep parents informed about special happenings in Journey through postings, newsletters, and electronic means.

It would be most helpful to keep Journey informed of any changes which may occur in a child's environment such as illness in the family, a change in living location or any other stressful situation that may be important to the child. The staff will be able to better meet the needs of the child if they are aware of these situations.

## Journey DISCIPLINE POLICY

Children enrolled in Journey are expected to exhibit behavior which does not disrupt or interfere with the school climate or the learning process and social interaction of other children. **Journey staff will enforce school rules throughout program hours.** Parents will be notified in person, by phone call, OR in writing when a major discipline problem occurs.

Parents are asked to cooperate with Journey staff in stressing the importance of good behavior patterns for all children. It is imperative that parents work with the Site Coordinators to correct any behavior that is interfering with the child's success in Journey. This helps to keep the program fun as well as instructionally sound.

**Parents who demonstrate abusive language and/or inappropriate scenes or disturbances to children, staff, or other adults** during Journey hours will be asked to withdraw their **children from the program.**

### Children's Code of Conduct

The following outlines the code of conduct expected of Journey attendees when enrolling in the program. Journey takes seriously the importance of the protection and safety of the children enrolled in the program. When you sign the registration forms, you and your child are agreeing to abide by this code of conduct.

As a participant in Manchester City School's Journey, I agree to:

- Check into Journey immediately after school each day.
- Keep my personal belongings in my storage area during the program.
- Remain seated and quiet during announcements and instructions.

- Follow all program rules during free play, snack time, activity time, and emergency drills.
- Follow all instructions given by the program staff.
- Tell the Journey staff if I am sick or hurt.
- Follow the discipline plan of Journey.
- Respect all other children and the program staff at all times.
- Respect all Journey supplies, equipment, and property.
- Respect all personal belongings of other children.
- Help clean up after myself following all activities.
- Never leave the Journey site without permission from the Program Staff.
- Leave Journey only by signing out with an adult.

## **Manchester City School's Afterschool Journey**

### **Permissions and Statement of Understanding**

***PLEASE READ ALL CAREFULLY BEFORE SIGNING***

1. Report Card Release Form

I give Journey After School Program permission to view my child's report card, progress reports, and any testing results from the school to check on student's grade progress throughout the year.

2. Policy Against Weapons and Drugs

This is a reminder to you of the policy against weapons and drugs. The Journey program has a ZERO Tolerance Policy against such items, such as knives, guns, drugs, or drug paraphernalia. IF your child brings any of these items that can be categorized as a weapon or drug, he/she will not be allowed back into the program and will be suspended from the program. You will be called regarding any incident that violates this policy. This policy will be strictly enforced during the school year.

3. Lice Emergency Treatment Permission Form

I understand the Journey staff will contact me in case head lice is discovered on my child. I agree to take responsibility to keep my child out of the Journey program until he/she is free of head lice and eggs (nits) as indicated by the appropriate school personnel. I will also resume responsibility for any follow-up treatment including de-lousing bedding, my child's things, and any other area in order to prevent reoccurrences.

4. Liability Insurance

I understand that Journey ***does not carry*** individual liability insurance on the children that attend the program.

5. Journey Photo Policy

I give Journey permission to photograph my child at various functions. I also give Journey permission to publish my child's picture in the newspaper, newsletter, or any other publication during different times throughout the year. I will indicate otherwise in the signature section of the registration form if I do not wish this for my child.

6. Childcare Approval Requirements

I have been given the information below to access the Childcare Approval Requirements located on the web at <https://publications.tnsosfiles.com/rules/1240/1240-04/1240-04-01.20180730.pdf>. I have read and are aware of these policies.

7. Equal Rights Policy

Journey is an equal opportunity program and does not discriminate on the basis of gender, age, race, religion, or creed. Persons perceiving any form of discrimination may file a grievance report with the Afterschool Program

Director in order to receive fair mediation and resolution to any issue.

#### 8. Journey Student Handbook

The student handbook is located at the beginning of this document. Please read it completely before agreeing and signing the registration form.

#### 9. Journey After School Program

I give permission for my child to participate in the Journey after-school program at their designated site. Journey is an afterschool program that provides enrichment activities in a safe and drug free environment. This program is designed to strengthen the student's commitment to school, promote healthy beliefs in the community and home, and to build the student's self-esteem in relationship with others.

I fully understand that it is my responsibility to make arrangements for the pick-up of my child. I understand that unforeseen situations occur and I may be late picking my child up from Journey. However, I understand if I am habitually late my child may be removed from the afterschool program.

I understand that no one under the age of 16 will be allowed to sign out Journey students, but that an allowable adult (listed on the registration form) has to sign my child out every day for that child to be dismissed to go home.

I give permission for the Journey program to communicate with and obtain information from my child's teacher regarding grades, behavior, and other important issues as this is an essential part of my child's participation and success in this program. Information may be presented orally or written. However, my privacy, the privacy of my child, and the confidentiality of my child's participation in the program will be protected according to legal and professional standards (FERPA).

I understand if my child misses the academic and homework help time due to early check out or special activity, they still have homework to be completed without assistance from Journey.

I have received information on how to access the TDOE's Summary of Child Care Approval Requirements.

I understand that at this time no fees will be incurred for my child's participation and that my child will be held accountable to the program's code of conduct.

I understand that the Journey program does not carry individual insurance on children, therefore I will not hold the Journey program responsible for any injuries my child may incur while attending the program and/or field trips.

I exempt and hold harmless the Journey program for any claim generated as a result of my child participating in this program.

When you place your signature on the registration form, this indicated your agreement to this policy/handbook.

#### **General Program Schedule**

3:00-3:15: snack

3:15-3:20: Restroom Break

3:20-4:00: Academic help and Homework

4:00-5:00: Electives/Clubs Checkout by 5:00 Mon-Thur and 4:00 on Fridays.

#### Grievances

All grievances may be filed in writing to:  
Jimmy St. John, Journey Program Director  
215 E. Fort Street

Manchester, TN 37355  
jstjohn@k12mcs.net

**To report suspected violations or possible illegal child care operations, call the Child Care Complaint Hotline at 1-800-462-8261.**

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