



Jubilee

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Jubilee Park and Community Center

Out of School Time
Parent Handbook

Table of Contents

Introduction.....	2
Policies and Procedures	5
Program Rules.....	5-6
Dress Code.....	8
Discipline Procedures.....	6
Safety and Emergency Procedures.....	6-7
Medication Dispensing.....	7
Absence from Program.....	8
Pick-up from Program.....	7
Field Trips.....	7
Transportation Information.....	8
Parental Involvement.....	8

"It's not only children who grow. Parents do too. As much as we watch to see what our children do with their lives, they are watching us to see what we do with ours. I can't tell my children to reach for the sun. All I can do is reach for it, myself." ~Joyce Maynard

Introduction

Welcome to Jubilee Park & Community Center's Out of School (OST) Time Program! This parent/student handbook was written to provide you with the organization's vision, goals and objectives, as well as the policies and procedures of Jubilee's OST Program. Our responsibility to the families we serve and the community agencies and organizations who partner with us is to provide high quality programming, staffed with qualified and responsive individuals who have an understanding of the abilities and developmental needs of children and youth. Based on our core belief that love, respect, and community transform lives, our primary responsibility is to create a caring and cooperative learning environment.

All parents of students in the OST Program are expected to familiarize themselves with this handbook and to abide by the policies and procedures as outlined. If you have questions or concerns about the content of this handbook, please contact the Program Delivery Manager. Jubilee reserves the right to make amendments as necessary to this handbook.

Jubilee OST Program Objectives

Key program objectives include the following:

- Provide all students with a safe and supportive learning environment.
- Provide all students with homework assistance.
- Provide enrichment activities to enhance academic development in reading, math, and science, and enhance social/emotional development.
- Empower parents by providing authentic assessments in reading and math, in order to collaborate with them to strengthen areas where children need academic support.

Role of Jubilee Park & Community Center

Jubilee Park and Community Center shall operate the Jubilee's OST Program in accordance with the standards approved by the Jubilee Board of Directors which comply with the State of Texas Department of Family and Protective Services requirements as an exempt after school program by the State of Texas.

Jubilee Park and Community Center dedicates itself to:

- Establishing and maintaining relationships with our community partners based on honesty, respect, integrity, trust and cooperation.
- Implementing high quality services that align the mission of the program and the needs of the children.
- Providing ongoing program evaluation, information sharing, and program improvement.
- Supporting the success of all employees through evaluation, mentoring, and professional growth opportunities.
- Resolving issues of disagreement in a professional manner and according to the policies and procedures of the agency/organization.
- Promoting policies, procedures and working conditions that encourage professionalism, mutual respect, competence, wellbeing, and positive relationships and collaborations among staff members.
- Ensuring that confidentiality of all records pertaining to the students of families in the Jubilee Park OST Program are maintained, unless the well-being of a child or staff member is in question.

Jubilee Park & Community Center OST Program will provide the following to all children:

- Safe and supportive learning environments for students to socialize, interact, and engage in social, intellectual, recreational/physical fitness opportunities.
- Educational facilities for the OST Program adequate in size for all the program participants and activities to be provided at Jubilee Center & Park.
- Supplies as necessary to facilitate the provision of the recreational and educational activities for the OST Program.

- Utilities and custodial services at all program sites.
- Maintain a staff to child ratio of 20:1. Each instructional group will consist of a teacher and Instructional Aide.
- A nutritious meal for all students through outside food service provider.
- Acknowledgement of the needs of children with special needs or learning differences.
- Volunteer tutoring for individual students if needed. Due to limited volunteer availability, students who receive individual tutoring will be determined by Jubilee Staff and their individual test scores.

Program Hours (After School)

Jubilee Park: Monday – Friday 3:15-6:00 PM. Programming ends at 6:00 PM and parents must pick up children no later than 6:00 PM.

OM Roberts Elementary: Monday-Friday: 3:00-6:00 PM. Programming ends at 6:00 PM and parents must pick children up no later than 6:00 PM.

Program Hours (Summer)

Monday-Friday 8:00 AM-2:00 PM. Programming ends at 2:00 PM and parents must pick up children by 2:00 PM. There is no early drop off.

Contact Information

Charnese Evans, Program Delivery Manager, 214-887-1364 ext. 231

Food service and snack program

A nutritious meal will be provided by an outside food service provider. Jubilee will abide by the policies and procedures of the food service provider regarding all food and nutrition services.

Example After School Schedule (Jubilee Center):

3:15 – 3:40	Snack and recreation
3:40- 4:15	Istation (computer-based reading enrichment)
4:15 – 5:00	Team building/Recess
5:00 – 5:30	Enrichment/Social Emotional Learning/ Homework Help
5:30 – 6:00	Homework Help/Clean-up
6:00	Dismissal

Example Summer Schedule:

8am-8:30am	Breakfast
8:45-9:15am	Recess
9:30-10:15am	Brain Break/Istation
10:30-11am	Art
11:15-11:45am	Lunch

12-12:30pm	Team Building/SEL
12:35-1:05pm	Humanities
1:05-1:20pm	Reading Break
1:40-2pm	Free Time/Dismissal

Policies and Procedures:

Our staff will use positive methods of child management, which will encourage self-control, self-direction, self-esteem and cooperation. Staff understands that each child is an individual, and we will make every effort to handle the needs of each child. We believe that rules, expectations, and limits should be applied consistently and explained in a clear and age appropriate manner.

Children in the program are entitled to a safe and secure environment. This means that no child may jeopardize the well-being of him/herself or any other child or staff in the program. All participants will be introduced to the program rules and reminded of them when necessary.

If there is a concern for a child’s wellbeing, concern of harm to self or harm to others, 911 will be called. If there are concerns about behavior, a referral may be made to Jewish Family Services with parental approval.

Positive behavior will be encouraged. Part of our efforts will be to help children identify inappropriate behavior and learn how to redirect their actions in a positive way. Staff will ask a child to “take a break” for behavior issues. If behavior issues are continuous with a child, parents will be notified to discuss the situation. If negative behavior continues and becomes disruptive to the program as a whole, we reserve the right to use age and developmental appropriate methods to assist the child in managing his/her behavior.

Our Behavior Contract clearly spells out Jubilee’s rules, expectations, and consequences. Parents are required to sign this document, indicating their understanding and agreement with it.

Parents will be kept informed of issues as they arise and may be asked to follow through at home in special situations. Communication between staff and parents concerning any changes in the child’s routines will enable us to work as partners to provide the best care for your child.

Admission Policy

The Summer Camp serves children who have completed Kindergarten through 8th grade in the previous year. Children that have completed Kindergarten must be at least 5 years of age by the first day of camp. During the academic year, the program serves children enrolled in Kindergarten through 8th grade.

Admission priority will be given to students based on the following factors:

- Students residing in the 75223 zip code.
- Program attendees from previous year.
- Students residing in the following zip codes: 75210, 75215, and 75226.
- Any other students, based on availability of space in the Out of School Time Program.

Program Rules:

- If your child will be absent, please call 214-887-1364 and leave a message.
- Being in possession of or under the influence of drugs, alcohol, or weapons is strictly prohibited.
- Fighting, bullying and/or foul language will not be tolerated
- Parents and students are expected to be courteous and aware of safety issues at all times.
- There is to be no physical contact (i.e. pushing, shoving, tripping, hitting, wrestling, fighting, tackling, snatching of clothing, etc.).
- No participant is permitted to leave the program or assigned area at any time without properly checking out.
- Participants are expected to leave the facilities neat and clean at the end of each day. All equipment must be used safely and respectfully.
- Participants must keep personal property in their backpacks, such as cell phones, iPod. Etc.
- Participants will always obey instructions of staff. We will stress the importance of mutual respect between participants, their peers, parents and staff. By reinforcing the importance of respect for your neighbor's rights, the above rules should be followed naturally.

Discipline Procedures:

In the situation where a student's behavior needs to be modified, the following discipline procedures will be used:

1. Warning: The student will be given a verbal warning.
2. Second Warning: The student will sit and speak with staff or a teacher to determine next action.
3. Parent Conference: Depending on the severity of the matter, parents will either receive a written notice about the behavior or parents will be called in for a conference about the student's behavior.
4. Suspension: In the case that a student continues to misbehave after speaking to parents, the child will be suspended from activity for 1-3 days.
5. Expulsion: After 3 suspensions the student will be withdrawn from the program.

The Program Delivery Manager or the Director of Program Services reserves the right to immediately suspend or expel a student depending on the severity of the behavior problems. Parents will need to sign the Behavior Contract, to indicate their understanding and agreement with Jubilee's Discipline Procedure.

Illness Policy and Procedures:

The OST Program Illness Policy focuses on both the needs and behaviors of the ill child as well as the ability of the staff to meet their needs without compromising the care of other children. If your child experiences any of the following symptoms, they may not attend the program until they have been symptom free for 24 hours:

- Fever or feeling feverish/chills
- Dry or persistent cough
- Sore throat
- Runny nose

- Muscle or body aches
- Headache
- Fatigue/feeling tired
- Nausea, vomiting and diarrhea

We understand and appreciate the needs of parents, yet it is essential that children at our program are protected from contagions. If a child notifies staff that they are not feeling well and/or experiencing any of the above symptoms, the child will be removed from the classroom and temperature will be taken. When illness results in greater care than the staff can provide without compromising the safety and health of other children, the parent, legal guardian or other person authorized by the parent will be notified immediately to pick up their child.

If your child has been exposed to anything contagious, details should be reported to the Out of School Time Program. Each situation will be judged on a case-by-case basis. Program staff will not administer medications such as ibuprofen, Advil, Tylenol, or fever reducers.

Safety and Emergency Procedures:

Staff members are certified in CPR. Staff will report any accident that requires first aid or leaves a mark on a Risk Management Report Form. Parents will get a copy of the form if they ask. A paper copy is filed in the child's folder. Parents will be notified of incidents that may require a medical attention. If an accident occurs that is life threatening, 911 will be called immediately. Every effort will be made to contact a parent or guardian in such emergencies. In the case when a parent or guardian cannot be contacted, the staff will contact people on the child's emergency contact list.

Medication Administration

Staff will not administer any medication to any student. Students may self-administer medications with prior written authorization from parents. All student medications must be labeled with child's name and a medication permission log should be turned in to the Program Delivery Manager.

Pick-up from Program

When your child arrives they will report to their classroom and be signed in by their teacher. At the end of the program day only the persons listed on the application will be allowed to pick the child up, and they will sign them out. If your child is authorized to walk, it will be indicated on this sign in/out form. Those students who are authorized to walk home are expected to remain in program during the duration of program hours. This means that your child may not sign themselves out until 5:45 PM (both sites during the school year) or 2:00 PM (Summer). In order to keep students safe, those that are authorized to walk home may be released when shorter daylight hours occur so that they can walk home in the daylight.

In order to get the maximum benefit from the program, students should be picked up between 5:30pm and 6:00 pm (school year) or 1:30pm and 2pm (Summer). Children with consistent early or late pickups may be asked to leave the program.

If the child has not been picked up by 6:00 PM (OM Roberts), 6:00 (Jubilee Park After School) or by 2:15 PM (Summer) every effort will be made to contact the parent/guardian and those listed as emergency contacts. If we cannot contact anyone, 911 will be called. *Consistent tardiness at pick up may result in program dismissal.*

Field Trips

Throughout the year, the students may participate in a field trip or event away from Jubilee Park & Community Center. When these trips do occur, the staff will distribute information to the parents. The children will be transported by bus on days when there are field trips. All participants are required to have the appropriate and necessary documentation completed before going on any field trip or educational activity. If you do not want your child to participate in a field trip, you will need to keep him/her home.

Parents must sign up to volunteer at least one week in advance of all field trips so that a background check can be conducted. Please visit www.jubileepark.org/volunteer for more information or call 214.887.1364.

Transportation Information

Transportation of students to and from Jubilee Park and Community Center is the responsibility of parents/guardians. Pick-up at end of day will be the responsibility of the parent. Staff will not transport students in their personal vehicles.

Dress Code:

During the OST Program, students should remain in their school uniform or school clothes. Shorts must be no shorter than the tips of the students' fingers, when standing. If a child is found in violation, parents will be contacted to bring new clothes before students can participate.

Parental Involvement:

Parents and guardians are encouraged to take an active role in participating and engaging in all programming activities at Jubilee. Volunteering is highly encouraged as well as regular visits or calls to the center to meet with program staff to address issues or concerns.

Parent volunteers who are not able to provide adequate information for background checks will be allowed to volunteer in a capacity where they are under the constant supervision of a Jubilee staff member or adult volunteer who has completed a background check. At no time may these volunteers be left alone with minors receiving services from Jubilee. Parents who have completed the necessary paperwork to supervise their special needs child will need to sign in the Volunteer Log and check in with OST Program Manager daily.

Attendance Policy

All children enrolled are expected to attend the program daily. All absences will be addressed on a case by case basis with the Program Delivery Manager, Director of Programs or Chief Program Officer. Attendance in the program is essential in order for your child to benefit from the academic enrichment programs provided. In the event that your child(ren) will be absent, please call 214-887-1364, or leave a message with the receptionist. We keep a daily attendance record—if your child is absent for more than two weeks and you do not notify us, or does not attend 15 programming days per month during After School or 30 days in the Summer, we reserve the right to remove them from the program. It is essential that you keep in touch with the staff at Jubilee about your child's attendance. Excused absences will be for medical problems and family emergencies, and we ask that you bring a note from a doctor or clinic if your child is sick and cannot attend. We have a waiting list for children who would like to participate in our program, so please make sure that your child is present daily.

Social Media

Jubilee staff may not accept or befriend any parents or children on any social media sites as long as children are participating in the program.

We look forward to working with your child this year!

Parent Handbook

My signature on this form means I have received a copy of the Parent Handbook and am responsible for understanding policies and procedures, and that I have attended a Parent Meeting. I will contact the OST Program Manager if I have any questions.

Name: _____ (Print)

Name: _____ (Signature)

Date: _____ (Date)

Name of Child: _____ Grade: _____

Name of Child: _____ Grade: _____

Name of Child: _____ Grade: _____

Name of Child: _____ Grade: _____