



Parent Handbook

**W
e
l
c
o
m
e**

Dear Parents:

I would like to officially welcome each of you here and encourage your presence and participation in all phases of your child's development while at the Mount Zion After School & Summer Enrichment Program. We are anticipating a great beginning as well as a wonderful time in nurturing young children.

We have a very capable and dedicated staff with many talents as well as professional credentials. We invite you to interact and get to know your child's instructor as well as the rest of the staff. Our staff functions as a team working together to provide a loving and caring environment to enhance each child's learning style.

Excellence for God is not an option - these words define our commitment to involve the community in fulfilling our mission to provide a quality education for all children. Mount Zion After School & Summer Enrichment programs put emphasis on spiritual, intellectual, emotional, physical and social development. We are excited about having your child with us this school year.

This handbook gives you general information about our program and ways in which you can help your child become a successful learner. If you want more information about a specific area, please feel free to contact the school office.

The staff and I welcome you again!

Yours in Christ,

Bridgette Cannon
After School & Summer Enrichment Director

PHILOSOPHY OF EDUCATION
Mount Zion Summer Enrichment

**“Train up a child in the way he should go, and when he is old he
will not depart from it.”**
Proverbs 22:6

The educational philosophy of Mount Zion Summer Enrichment is based on the belief that God is the source of all true knowledge and that the fear of God is the beginning of wisdom. We believe children should be guided and nurtured by trained staff in an inviting and safe environment which facilitates spiritual, intellectual, emotional, physical and social development. Parents, staff, church members and the wider community bear the responsibility of working together to help young children develop the fundamental skills and talents to become productive citizens in the community.

The school is operated as an inseparable, religious/educational ministry and integrated auxiliary of Mount Zion Baptist Church.

OBJECTIVES

The Educational Objective of Mount Zion Summer Enrichment is to provide a balanced program based on the Word of God, His standards and ideals. Emphasis is placed on the pursuit of excellence in spiritual, intellectual, emotional, physical and social development.

Spiritual Objectives

- > To help children develop a personal relationship with God based on sound biblical principles.
- > To assist children in the recognition that Christ’s life is the perfect example for all to emulate.
- > To help children develop qualities for church leadership through planning and participating in daily devotions and other religious activities.
- > To help children realize that cooperation with God’s plan for their lives brings the greatest satisfaction.

Intellectual Objectives

- > To assist children in developing basic skills: the ability to speak, read, and write clearly, effectively and efficiently and to think critically.
- > To develop intellectual curiosity, habits of accuracy, self-discipline, and to accept responsibility for their own learning.
- > To help children develop recognition that God is the center of the universe and of all knowledge and that all the true knowledge comes from Him.
- > To encourage children to continue intellectual development as a means to expanding understanding of God and God's place for him or her in this world.

Physical Objectives

- > To encourage children in developing good health habits in the areas of diet, rest, cleanliness, self-discipline and exercise.
- > To teach children how to participate in physical activity for healthful benefits and enjoyment.
- > To show children the importance of a sound body and to understand the basic facts concerning health and disease, with particular emphasis on health maintenance.
- > To show children the strong sympathetic relationship between a healthy body and sound spiritual and intellectual development.

Social Objectives

- > To encourage children to develop acceptable social behavior in the society.
- > To help children develop a personal concern for his fellow man, recognizing the intrinsic value of every individual and respect for cultural differences.
- > To assist children in developing social graces regarding dress, language and deportment.

Emotional Objectives

- > To assist children in developing self-worth and positive attitudes and the joy of living by God's principles.
- > To assist children in developing conflict resolutions when confronted with disappointments and disagreements with others.
- > To assist children in developing an understanding of their emotions as they develop and grow.

Inclement Weather



In the event we have severe weather, please call the Summer Enrichment Office for status of being open or closed. In addition, information will be placed on the local news broadcasts.

Diseases and Use of Medicine

 Mount Zion Summer Enrichment personnel can administer only those medications prescribed by a doctor upon the written request of the parent/guardian. The physician must sign the authorization form for the medication for students. Medication must be in the original labeled container from a pharmacy or health care provider. Appropriate forms can be obtained in the school office. The form and the medications should be given to the school personnel. The students will come to the office at the prescribed time and the staff member will dispense the medication. No medication is to be kept by a student while at school. Report all contagious diseases immediately to the school. Students with contagious diseases and or a temperature above normal are not allowed to remain in school.

Daily Schedule (After School)

2:15~3:15	Arrival (Elementary)
3:15	Snack (provided)
3:30~4:15	Arrival (Middle School)
4:00~5:00	Homework/Quiet Time
5:00~5:45	Group Dynamics
5:45	Evening Devotion



Daily Schedule (Summer)

7am-6pm

7:00~8:30	Arrival/Breakfast/Quiet Games (Breakfast ends at 830a)
8:30~9:00	Devotion
9:00~10:00	Christian Education
10:00~11:15	Academics
11:30~12:45	Lunch (provided)
12:45~1:15	Quiet Time/Reading
1:15~2:15	Character Education
2:15~3:15	Creative Expression/Praise & Worship
3:15~3:45	Snack/Break (provided)
3:45~4:45	Group Dynamics
4:45~6:00	Clean~up, Board Games

Subject to change



If, for any reason, you need to pick up your child before the end of the regular school day, you should report to the designated area and sign your child out. The staff will call for your child to come to the front to meet you.

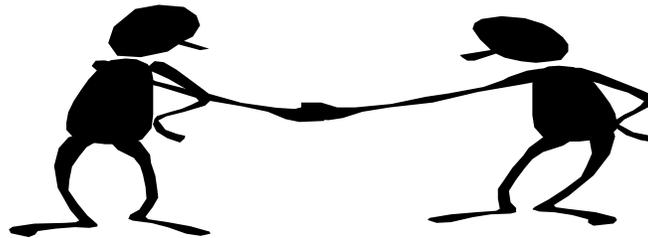
Students cannot and will not be released by the program to anyone other than a parent or legal guardian unless noted.

Parent/Guardian Concerns

Parents are encouraged to visit the school and their child's classroom. Please make arrangements with the teacher before coming. If you need to telephone your child's teacher, please call the office and leave a message with the school personnel for the teacher to return your call.

If a school problem arises for your child, please discuss it with the person involved, usually the teacher, or other staff, to obtain further information about why an action was taken. If you disagree with that person's decision, you should then take the concern to the director.

Most situations can be handled through this informal process. In some cases, however, you may choose to follow a formal procedure.



Dress and Grooming

Parents and students need to be aware of the importance of good grooming and appropriate dress and its effect upon the learning environment. Appropriate dress means no extremely short shorts, boys are to remove caps and hats while in the building. Shoes must be worn at all times for safety. Children wearing heels, flip-flops, clogs, etc. should bring a spare pair of sneakers to be worn during recreational time. Clothing should not display words or pictures that are obscene or suggestive. Parents who have questions regarding the appropriateness of grooming or clothing should feel free to contact an administrator for further information.

Student's Name: _____

Mount Zion After School & Summer Enrichment Discipline Policy

Discipline is approached in a positive manner. All children will be encouraged continuously to exhibit self-control, positive actions and Christian behavior. More importantly, we strive to treat them with respect. Our rules and regulations emphasize safety as well as respect for God, self, and others. Appropriate behavior is taught and is expected. There are positive incentives for good behavior.

In order for our school to be orderly and for learning to take place, it is necessary for children to be aware of the rules they must follow. Listed below you find the rules which the school considers to be important in the overall daily operation of Mount Zion Summer Enrichment:

- ☺ Show respect for each other
- ☺ Respect the property of others
- ☺ Follow safety rules
- ☺ Remember to keep hands to self
- ☺ Demonstrate good behavior throughout the school

Finally, we realize that sometimes a child's energy may need to be redirected. Behavioral interventions will be in a positive, nurturing, and Godly manner. When a problem arises, it will be dealt with first by the after school instructor. If the problem persists (after 3 times), the director may intervene for assistance. The parent will be contacted if the student continues not to follow the directions of the program. Suspension is an action, which may be taken in severe cases.

We feel that these measures will assure a positive learning environment for all participants and teachers.

Please sign below and return this entire form to the after school staff.
Thank you!

I have read and understand the Discipline Policy of Mount Zion Summer Enrichment Program.

Parent/Guardian Signature

Date

Student Signature (optional)

Date

Safety

Keeping all students safe is a primary responsibility of our school and depends on the cooperation of students, parents, staff, and the community.

All students are to be reminded of transportation safety. Parent(s) should remind students of proper van behavior, including waiting at the designated area, showing respect for the van driver, keeping all parts of their body and objects inside the van, and keeping the van clean.

Parents can help school staff by reporting unsafe situations and by cooperating with security measures such as signing in at the office when visiting the school.

Church officials have the right to search students and their belongings, if there is a reasonable suspicion that they are concealing evidence of misconduct. Church officials may also search a student's locker or desk at any time because they are school property and students may use them to store only things which may lawfully be brought to school.

Personal Property

Students should only bring to school those materials that are necessary for the instructional program. Gum, candy, radios, cassette/CD players, and other electronic devices are not allowed at school. Toys, games, and athletic equipment should be left at home. If such items are brought to school, they will be collected by a staff member and returned to the parent when they visit the school. Finally, Mount Zion is not responsible for any items brought to the after school.

Mt. Zion Property

Mt. Zion is a beautiful and well-maintained facility that belongs to all of us. As such, we must all assume responsibility for keeping it that way. Littering and acts of vandalism will not be tolerated.

Each student is responsible for using church/school property in an appropriate manner. Students must take care of textbooks, media books, and all instructional materials. Parents must pay lost or damaged materials.

Field Trips



Revised 01/13

Field Trips supplement classroom activities. Every attempt is made to keep costs reasonable and to make provision for students who need financial assistance so that all students can participate. Field trips are used to extend and enrich the educational opportunities of all students. Trips are carefully planned and characterized by pre-trip discussions and post-trip follow-up. Students may be denied permission to participate in field trips as a result of inappropriate behaviors. Parents will have the opportunity, upon occasions, to help chaperone. A field trip form must be completed before any student can participate.

Getting Involved

Children do better in a school if their parents are involved. There are many of ways that you can become involved with your child's education:

- **Visit the school/visit our program.** Parents are welcome at any time. If you would like to visit on a regular school day, please call ahead for a mutually convenient time. That way, you will be able to observe everything you would like to see.
- **Read the notes and newsletter, which come home with your child.** The School newsletter and notes from teachers can give a better understanding of the school and his or her progress.
- **Volunteer.** There are dozens of ways you can help your child's school: make things, chaperone field trips, tutor a child having difficulty, be a listener for a child who needs a friendly adult, share your job, travels or hobby with a class. Working parents will find volunteer opportunities in the evening and weekends, too.

Lost and Found

Please label your child's personal belongings such as caps, purses, coats, sweaters, lunch boxes, etc. If items are lost, please have your child check lost and found in Mrs. Bridgette's office. Any items that have been found will be there.

Parent/Guardian Agreement

In order to record my understanding of my rights and responsibilities as Parent/Guardian of _____, who is enrolled in Mount Zion Summer Enrichment Program. I agree to abide by the requirements written below and all policies in the Parent/Guardian Handbook.

In return for this promise of continual fulfillment of all policies, the Mount Zion Summer Enrichment Program agrees to provide care for the above-named student which meets the standards and guidelines as set forth below and in the Parent/Guardian Handbook.

Tuition payments will be made by cash, check, or money order on Friday afternoons. There will be no prorated fees.

If my child is not picked up by 6:00pm, I will pay the required late fee.

I understand that there is no automatic reduction of fees when my child is on vacation or gone from the Mount Zion Summer Enrichment Program for any other reason.

At least two weeks advance, written notice to the Director is required when withdrawing a child from the Mount Zion Summer Enrichment Program. If two weeks advance notice is not given, I pay two weeks from the time notice is given.

I have received a copy of the NC Childcare Summary Law.

Summer Enrichment Delinquency Policy

Policy:

Parents of Summer Enrichment must maintain current tuition accounts throughout the summer.

Procedures:

Parents are required to pay their child (ren)'s tuition the Friday prior to the week of service. If the payment is not made by the close of that business day, a late fee of \$10.00 will be accessed. All parents are given until the close of business on the following Monday to make all payments. Anyone who is delinquent will be duly noted and a list will be generated and distributed to Summer Enrichment director. A phone call indicating the amount owed and instructions requiring immediate payment will be executed on Tuesday. Subsequently, written letters will be distributed to assure that the parents receive the proper correspondence.

Payments not received by Tuesday will result in the child being dismissed from the program until the payment is made in full (including late fees) and a payment for the following week posted. There will be no payment arrangements made. The only exception will be circumstances deemed extenuating.

Parent/Guardian Signature Date