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Parent Handbook

Dear Parents & Guardians:

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 Baptist Church of Greensboro, Inc. Solomon's World After School & Summer Enrichment Program. We are anticipating a great year as well as a wonderful time in nurturing your child (ren).

We have a highly trained, capable and dedicated staff with many talents as well as professional credentials. We invite you to interact and get to know your child's mentor 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 Solomon's World 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 year and are honored that you chose our program.

This handbook gives you, the parent/guardian general information about our program and ways in which you can help your child become a successful learner and member in society. If you want more information about a specific area, please feel free to contact Solomon's World office.

On behalf of our Senior Pastor, Pastor Bryan J. Pierce, Sr. and the Solomon's World Staff, WELCOME!

Yours in Christ,

Bridgette Cannon
After School & Summer Enrichment Director
Solomon's World
336.373.4251
cannonb@mtzbc.com

PHILOSOPHY OF EDUCATION
Mount Zion Baptist Church of Greensboro, Inc. after School & Summer
Enrichment Programs

**“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 After School & 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 of Greensboro, Inc.

OBJECTIVES

The Educational Objective of Mount Zion After School & Summer Enrichment Programs 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 After School & Summer Enrichment Office at 336.373.4251 for the status of being open or closed. In addition, information will be placed on FOX8 news & WFMY channel 2.

Diseases and Use of Medicine



Mount Zion After School & Summer Enrichment personnel can administer only those medications prescribed by a doctor upon the written request of the doctor & 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 Mrs. Bridgette's office. The form and the medications should be given to Mrs. Bridgette. 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)

2:30pm~6pm

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

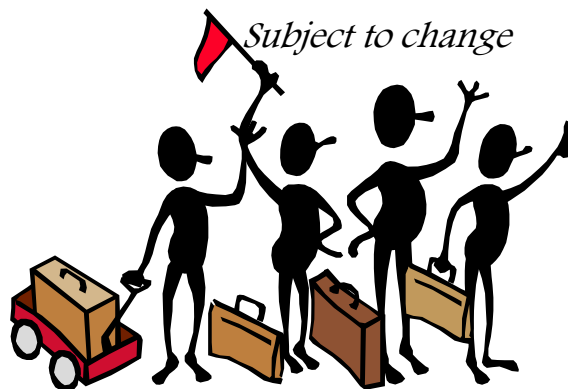
Please note: Solomon's World operates off of the traditional GCS calendar. Provisions may need to be made by the parent/guardian if your child operates on an extended or year round calendar.



Daily Schedule (Summer)

7am-6pm

7:00~8:30	Arrival/Breakfast (provided)/Quiet Games (Breakfast ends at 8:30)
8:30~9:00	Devotion/Praise & Worship (Chapel)
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



Fees



Weekly Tuition: \$55.00 (After School)
\$95.00 (Summer Enrichment)
Prorated Fees: \$10.00 off per day (holidays) (After School)
\$20.00 off per day (holidays) (summer)

***Note:** Prorated fees are applied only when the church is CLOSED.

Multi-child Discount Rate: \$5 off/additional child enrolled
in the program

Mount Zion Member Discount: 10% discount off of total bill

Late Pick-up Fee: \$10.00 / 1-5 minutes
\$1 / 6+ minutes

DSS & UCDS vouchers: Accepted (see Director for details)

***Note:** There is an **additional charge** for full days during the **after school program only**.*

- There is an additional charge for ALL field trips.

The Accounting Office is open during the following hours:

■ Monday-Friday (8:00am-6:00pm)

- Tuition is due every Friday before the upcoming week. All accounts must remain current in order for child (ren) to attend the following week.
- Online Payments: please visit www.mtzbc.com/solomonsworld

There will be a \$25 service charge for returned checks. After the third returned check, we will only take cash, money order, or a certified check.

****I (the parent) understand that there is no automatic reduction of fees or free weeks given when my child is on vacation or gone from the Mount Zion After School/Summer Enrichment Program for any other reason. ****

Two Weeks Written Notice: At least two weeks advance, written notice to the **Director & Accounting** is required when withdrawing a child from the Mount Zion After School & Summer Enrichment Program. If two weeks advance notice is not given, I (the parent) pay two weeks from the time notice is given.*

Attendance and Absences

One of the most important things you as a parent can do is make sure your son or daughter attends the program regularly. While some absences for illness are unavoidable, nothing can replace the educational, cultural and social contacts students experience through regular participation in class. Students with good attendance achieve more than students who are often absent. Prompt and regular attendance is important if the educational process is to be effective. We do, of course, understand that absences are sometimes necessary. If a student is absent three (3) consecutive days without notification from parents he/she will be withdrawn from the program. All students must arrive by 9:00am to be accounted for in the lunch count.

Early Departure

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 and please sign the child out at their classroom. Students cannot and will not be released while on field trips. Students cannot be brought to the field trip site.

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

Parent/Guardian Concerns

Parents are encouraged to visit the program 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 with the director, Mrs. Bridgette.

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. High heels, flip-flops, clogs, etc. are not acceptable shoes to be worn to after school and summer programs, tennis shoes only. 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. **Every child should have a change of clothes to be kept at the church just in case of an emergency.**

Student's Name: _____

Mount Zion Baptist Church of Greensboro, Inc. After School & Summer
Enrichment
Discipline Policy

Discipline is approached in a positive and Godly 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 After School & Summer Enrichment Programs:

- ☺ Show respect for self, teachers, volunteers and each other
- ☺ Respect the church and church property
- ☺ Respect the property of others
- ☺ Follow safety rules set forth by the state on and off site
- ☺ Remember to keep hands and feet to yourself at all times
- ☺ Demonstrate good behavior throughout the school on and off site

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/summer enrichment teacher. If the problem persists activities and time may be taken away. 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 some 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 director. Thank you!

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

Parent/Guardian Signature

Date

Student Signature (optional)

Date

Positive Behavior Interventions & Support Plan for Solomon's World After School & Summer Enrichment Programs

Mount Zion Baptist Church of Greensboro & all of the youth entities have adopted the PBIS discipline support plan for all youth. The PBIS plan is similar to the plan used in Guilford County Schools but tailored to our organization with our Christian beliefs at the core.

The PBIS is based off of team work for adults involved to the student. It's a systematic approach in teaching the student behavioral expectations throughout their day to day activities. The proactive model teaches students to model positive behaviors and has systems in place to support students who have a difficult time or may present with more challenging behaviors.

The connection between families and positive behavioral interventions and supports is an important one. When families are meaningfully involved in educational and Christian activities their children do better overall. Families play an important part in their child's education and social development. The presence of parents in schools and church not only provides additional academic and spiritual supports but also creates community and cultural connections.

Benefits of PBIS:

- ✓ Increases attendance and focus
- ✓ Provides a more positive and calm environment
- ✓ Increases morale throughout each individual student and the program as a whole
- ✓ Reduces the proportion of students who engage in behavioral disruptions

Solomon's World After School & Summer Enrichment PBIS:

M- Marvelous

T- Teamwork

Z- Zealous

B- Blessed

C- Committed

Each morning kids when come in they will see the plan posted in classrooms, hallways, bathrooms, and by water fountains that "we are **MARVELOUS**. We exude **TEAMWORK**. We are **ZEALOUS**. We are **BLESSED** to be a blessing. We are **COMMITTED** to God".

- For every negative behavior, teachers and volunteers will have 3 positives to counter act the negative behavior.

There will be rewards each month for those students who have maintained positive behavior or shown improvement. Rewards will include:

- ✓ Pizza party
- ✓ Ice cream party
- ✓ Peer Helper for a day

One idea we are thinking about is using Solomon's dollars where each week a student has the possibility to collect \$5 in Solomon's dollars. At the end of each month all of the dollars will be collected and donated to a charity of the student's choice.

Or...

The student will be able to use the dollars to buy something out of a prize box or toy chest

Or...

The student will be able to use the Solomon's dollars for entry fee into events that the church has throughout the year.

There will also be behavioral plans in place for those students who may need some redirection. When a behavioral plan is put in place the parents will be notified to come in and talk with the director or the teacher to ensure that the child's needs are being met.

Discipline:

(1) Warning/Positive Praise- a warning will be given to the student, but we will also give the student positive praise for the things they are doing right.

(2) Time off of activities/ Reflection writing- time will be taken off of activities if the behavior persists. Time can be taken off by the director or the teacher. The student will also be encouraged to write a reflection paper of why the behavior occurred.

(3) Call to parent(s) – parents will be called if a student's behavior is persistent and ongoing. Documentation will be made.

(4) Call to parents & Behavioral Plan – If we have gone through all of the previous steps then maybe a behavioral plan may be the way to go and we may need to look at other options for the student. We want to ensure that the environment they are in is conducive to that as if they were in church.

**If you have any questions or concerns please feel free to contact
Bridgette Cannon, Director.**

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, iPad's, tablets, handheld games, iPod's, 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 or summer enrichment program.

Mount Zion Baptist Church of Greensboro, Inc. Property

Mount Zion Baptist Church of Greensboro, Inc. 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



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 any type of program if their parents are involved. There are many of ways that you can become involved with your child's education and day to day activities:

- **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 book bags, hats, purses, coats, sweaters, lunch boxes, etc. If items are lost, please have your child check lost and found. Any items that have been found will be there. Items will only be kept for **6 months** and then donated to Urban Ministries.

Parent/Guardian Agreement

In order to record my understanding of my rights and responsibilities as Parent/Guardian of _____, who is enrolled in Mount Zion After School & 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 After School & 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 After School & 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 After School & 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 (last page of the application).

After School & Summer Enrichment Tuition Delinquency Policy

Policy:

Parents of Solomon's World After School & Summer Enrichment programs must maintain current tuition accounts (zero balance) throughout the time of attendance.

Procedures:

Parents are required to pay their child (ren)'s tuition the Friday prior to the week of attendance. 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 Solomon's World Director. A phone call or letter indicating the amount owed and instructions requiring immediate payment will be executed no later than Tuesday.

Payments not received by Tuesday morning 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 is posted. There will be no payment arrangements made. The only exception will be circumstances deemed extenuating by the director.

Parent/Guardian Signature

Date