



OUR PLACE

MIDDLE SCHOOL AFTER SCHOOL PROGRAM 2010-2011

*A partnership between Lanier Middle School, the Weekley Family YMCA
and the Havens Center at St. Stephens Episcopal Church*

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Program Sites

Havens Center
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Lanier Middle School
2600 Woodhead
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Havens Center Mission: To love our neighbors by providing programs for youth and addressing community needs, always mindful of the poorest among us who are often overlooked.

YMCA Mission: To put Judeo-Christian principles into practice through programs that build healthy spirit, mind and body for all.

We strive to turn no one away due to inability to pay.

April 29, 2010

Dear Parents,

Welcome to Our Place! We are a middle school after school program serving Lanier Middle School students. Our Place] is a partnership between Lanier Middle School, the Weekley Family YMCA, and the Havens Center at St. Stephen's Episcopal Church. The goal of Our Place is to address the need for a safe, positive, and enriching environment for middle school students in our area.

The Our Place program is a collaborative effort that builds on the Havens Center's eight years of after school programming and the YMCA's expertise in youth development and enrichment. By joining forces with Lanier Middle School's principal and staff, we will be able to serve a larger number of youth after school. The program will take place at two sites – the Havens Center and Lanier's campus.

Our Place is designed to help teens discover their strengths and sense of belonging. The daily schedule allows for community building, recreation and play, and enrichment and learning. Enrichment offerings will include but are not limited to art, athletics, dance, visual arts, homework, leadership development, and community service.

Please take a moment to review this handbook. We encourage you to contact us any time. We are always open to suggestions and ideas. Thank you for selecting Our Place for your after school needs. We look forward to getting to know you.

Sincerely,

Sharla Mikeska, Program Director
Havens Center

OBJECTIVES

The Havens Center and the Weekley Family YMCA endeavor to help teens achieve his/her fullest potential in terms of mental development, physical well-being, social growth, and spiritual awareness. The program will focus on developmental assets in order to meet the following goals:

- To provide a safe environment with caring adults
- To involve youth in their community in meaningful and significant ways
- To teach values-based decision making skills
- To enhance academic performance and commitment to learning
- To promote healthy lifestyles and appreciation of the outdoors
- To learn the value of leadership skills for future employment and success in life
- To foster an appreciation for the arts

STAFF

All staff members undergo a comprehensive joint training in child development, leadership, and safety. The Havens Center and YMCA look for the highest level of competence and caring, and expect an exemplary level of character.

All our staff:

- Attend an extensive 40 hour pre-service training
- Are certified in CPR and First Aid
- Participate in continuing education throughout the school year in working with children
- Pass a criminal background check

All program volunteers also pass extensive background checks before being permitted to work with children.

THINGS TO KNOW ABOUT Our Place

WHERE IS THE PROGRAM SITE?

Students will sign in each day in the Lanier Middle School cafeteria. Students should be in the cafeteria by 3:45 each day for check-in, snack, and announcements. Student's choice of activity will determine at which site they spend the day. Many will remain at Lanier while others will be escorted by staff to the Havens Center. Pick up will take place at either Lanier or at Havens Center according to the student's pre-arranged monthly activity schedule.

WHAT ARE THE HOURS?

Hours are from school let out to 6pm any day that Lanier Middle School is in session. This includes all early dismissals.

I WORK, CAN I PICK UP LATE?

A late fee of \$5.00 will be charged for every five minutes past 6:00 p.m. All late charges will be due at time of pick up.

IS THERE ANYTHING THEY CAN'T BRING?

Any objects not allowed at school are also not allowed at Our Place. Items of value should be left in lockers or kept in backpacks. Cell phone use is not allowed at Our Place whether at Lanier, Havens or any field trip site.

THE HAVENS CENTER AND YMCA WILL NOT BE RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS.

Our Place ACTIVITIES

Program participants will have the opportunity to choose their own activities on a monthly basis. Each month will constitute a new session of the after school program. For each session, students will choose two activities for the month. They will participate in the chosen activities twice a week: once during the Monday-Thursday block and once during the Tuesday-Friday block. These activities can take place at either Lanier or the Havens Center. Students attending Havens-based activities will be escorted to the Center by staff and remain at Havens until picked up by parents. Because Wednesdays will be longer afternoons, they will involve more play, recreation, field trips and community service options. These days will be called *Wacky Wednesdays* and all pickup on *Wacky Wednesdays* will be at the Havens Center.

Choice Activities will incorporate the following:

- “Chill” time – Students will be allowed transition and down time, though supervised by staff. Although participation in other aspects of the program will be encouraged, the opportunity to make involvement decisions must be respected.
- Character development – The program will include specific opportunities such as guided discovery values discussions and daily “thought for the day times” while incorporating behavior guidelines and activity rules.
- Educational enhancement – Educational activities such as foreign language and sign language, science, clubs like Youth and Government, and opportunities to work on special projects will be offered in a creative manner, different than in the daily classroom. The YMCA will partner with school teachers and other outside sources to provide these opportunities.
- Homework time – Homework time will be available each day but will not be required (unless parent directed). There will be homework assistance and qualified tutoring available. College students and teachers will act as volunteers for tutoring.
- Physical activities and Sports – Physical activities will be varied and ability sensitive. Activities will be large and small group, individual, and some gender only opportunities. Intramural activities will be offered such as flag football and basketball. Other activities will include: Wellness center orientations, One-on-one teen orientations with FitLinxx, Teen kickboxing class, teen yoga, teen cycle and core.
- Arts and Humanities - Opportunities for creative writing, visual arts, music, dance, drama, and audio/ video will be provided daily through the program.
- Personal/leadership development - Students will be completely involved in all aspects of the program from behavior guideline writing and enforcement to planning the schedule and calendar. Service opportunities with the service-learning approach will be available. Additional opportunities will be available through individual club involvement, such as Leaders Club, Earth Service Corps, Youth and Government, Achievers, and hobby/interests clubs.
- Life skills and career awareness - Opportunities to learn social skills through outside speakers, values discussion groups, student speaking opportunities and gender discussions will be provided. Additional programs will include conflict resolution training, healthy life choices (substance abuse, pregnancy prevention, and nutrition), peer counseling, employment readiness, college/corporate visitations, and mentoring.
- Service learning – Service learning concepts will be incorporated and utilized in projects around the school and the community.
- Adventure and special events - Students will plan holiday events, parent participation projects, fund raising experiences, and be encouraged to participate in school events/ projects. There would also be field trips on early dismissal days, opportunity for participation in leadership retreats, overnights, ropes/adventure courses, and use of available facilities.

HOW DOES ACTIVITY SIGN UP WORK?

Each student will be given an Activity Sign Up form to fill out at least one week before the start of the monthly session. They will be asked to rank their preferences for the upcoming session’s activities. The form will indicate whether the activity will take place at Lanier or at Havens. We will do our best to place students in their top choices, and if their form is not received on time, we will select for them. *Please remember that activity selection is not the same as PROGRAM REGISTRATION. Please see page 5 for registration and payment information.*

SCHEDULE

Activities are organized in two blocks: Monday/Thursday and Tuesday/Friday. Students attending Havens-based activities will be escorted to the Center by staff and will remain at Havens until picked up by parents. Wednesdays are reserved for large group events and special activities – *Wacky Wednesday*. Special field trips and service trips may be scheduled throughout the semester. Permission slips for these activities will be distributed during check-in and announcement times.

Daily Schedule

3:30pm – 4:00pm	Student check-in, snack, and announcements
4:00pm-5:30pm	Daily Activity
5:30pm-6pm	Free-time
6pm	Closing

REGISTRATION AND FEES

Please register your child for the sessions he or she will be attending by the Friday prior to the session start date. Registration and payment can be made at the Havens Center or Lanier. **All forms and fees should be turned in by the deadline dates. All payments must be received before the start date of each Session. If not there will be a \$30 late fee and your child will not be able to attend until payment is received. Checks should be made payable to the YMCA.** Payment is due at the time of enrollment.

Fees: \$100- Part time (2 days a week)
\$290- Full time (more than 2 days)
\$30 late fee applied to late payments
Scholarships available. Please see Sharla Mikeska for more details.

Session dates: Session 1: August 23-September 24
Session 2: September 27-October 29
Session 3: November 1-November 26
Session 4: November 29-December 17
Session 5: January 3-January 28
Session 6: January 31-February 25
Session 7: February 28-March 25
Session 8: March 28-April 29
Session 9: May 2-May 31

REFUND AND CREDIT POLICY

Our Place endeavors to support your family by providing a positive, safe, and enriching environment for your middle school student. We strive to make the after school care experience rewarding, reliable, and convenient. Please do not hesitate to let us know your concerns about the program or to discuss any changes in your family circumstances or finances. Should you decide to cancel your program registration for any reason, please notify one of the after school directors.

The Our Place credit/refund policy is set forth below. The YMCA we will issue a credit or refund in the amount of the original payment, according to the registrant's preference, when the following conditions have been met:

1. The Credit/Refund Form has been completed and returned along with proof of payment.
2. The credit/refund has been approved by the appropriate supervisor.

There is a 10-day waiting period before a refund is issued for a cash or check payment. All other credits or refunds will be processed immediately.

DISCIPLINE POLICY

Please refer to the disciplinary forms in the registration packet for the Our Place Teen Discipline Policy. Please direct any questions regarding this policy to the after school directors. HISD Code of Conduct is enforced during all after school activities. HISD disciplinary actions may also occur.

POLICIES & PROCEDURES

Thank you for considering Our Place for your child. We are mindful of the safety and well-being of the children in our care. The policies and procedures below are designed to reinforce a safe and healthy environment for your child. Please read the information below and contact us with any questions.

- Please encourage your child to be responsible for his/her belongings. Remember to label all items brought to the program. Our Place will not be held responsible for any lost items.
- We provide a lost/found box at each site. Please check the box for any lost items.
- Any person picking up a child, including a parent, will be asked to show I.D. when picking up their child.
- If you place a person on the *“authorized to pick up list”* form then they must be at least 18 years of age. Once authorized, no other notes or calls are necessary. **Anyone on this list may sign your child out at any time.** To add someone, you must provide their TDL # and a written verification of approval.
- Our Place encourages parents to pick up their child every day. However, if circumstances necessitate that students walk home, ride a bus, or be picked up by a sibling under the age of 18, required forms must be filled out completely. Students will not be released until the end of the program day unless otherwise noted on the permission slip ahead of time. All students with permission to be released in any of these ways must sign out with their counselor every day. Parents should understand that Our Place does not encourage this kind of dismissal and will not be held responsible for children once they are released from the program daily.
- If a child becomes ill during the program, a staff member will notify the parent. Children who are ill must be picked up immediately and be kept at home until they have recovered. If a child develops contagious diseases, please let us know.
- Medication will be dispensed only if:
 - Medication is in its original container.
 - Prescription is prescribed to that child.
 - Parents have filled out a medication form in full.
 - All medication must be given to a Our Place counselor
- Staff members are prohibited from fraternizing with students outside the program, babysitting, inviting children home, or giving rides.
- Our Place appreciates your on time payment for each monthly session. Payments can be made can be made at the Havens Center or Lanier. Please make all checks payable to YMCA. A \$30 late fee will be added to the cost if payment is late. Payment is due the Friday before each Session start date.
- Each parent should complete 5 hours of volunteer work for the school year. Please see director for more details.

Our Place
AFTERSCHOOL PROGRAM ENROLLMENT FORM
2010-2011

Child's Name: _____ Date of Birth: _____ Age: _____ Grade level as of 8/10 ____
 Child's home address (Street & Apt.#) _____ City: _____ Zip: _____
 Date of Admission: _____ Sex: M F (circle one)

NAME OF PARENT OR LEGAL GUARDIAN

Name: _____	Name: _____
Relation to Child: _____	Relation to Child: _____
email: _____	email : _____
Address: _____	Address: _____
City/Zip: _____	City/Zip: _____
Home Phone #: _____	Home Phone #: _____
Office Phone #: _____	Office Phone #: _____
Cellular #: _____	Cellular #: _____
Authorized to pick up child: <input type="checkbox"/> Yes <input type="checkbox"/> No*	Authorized to pick up child: <input type="checkbox"/> Yes <input type="checkbox"/> No*

**When a parent is NOT authorized to pick up we must have a copy of court documentation.*

In the case of divorce or legal separation are you: managing conservator possessory conservator legal guardian? (Check one) Please provide copies of court documentation.

ADULTS AUTHORIZED TO PICK UP CHILD AND/OR TO BE CONTACTED IN CASE OF EMERGENCY

If under age 18, separate form must be completed..

Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
Relation to child: _____	Relation to child: _____	Relation to child: _____
Cell #: _____	Cell #: _____	Cell #: _____
Home #: _____	Home #: _____	Home #: _____

What days your child plans on attending: M T W TH F

AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION:

My child has a **regular physician**. Below is the information for my physician, clinic/hosp. preferences.

Name of Child's Physician: _____ **Address:** _____ **Phone #:** _____
Clinic/Hospital Preference: _____ **Address:** _____ **Phone #:** _____

My child does not have a regular physician. We use any doctor on duty at the clinic/hospital listed above.

Is your child covered under any medical insurance policy? Yes No (Check one)

Insurance Co: _____	Insurance Co: _____
Policy Holder's Name: _____	Policy #: _____
Parent's Date of Birth _____	Parent's Date of Birth _____
Parent's Social Security #: _____	Parent's Social Security #: _____

In the event that I cannot be reached to make arrangements for emergency medical attention, I have attached a copy of my child's current immunization records and I authorize the facility director or person in charge to take my child to the nearest emergency facility for treatment deemed necessary by the medical attendant.

Signature of Parent or Legal Guardian _____

Date _____

SPECIAL PROBLEMS/NEEDS

Havens Center believes that each child in our care is a unique individual with special needs. Help us to provide the best care for your child by providing us as much information as possible. We strongly encourage you to meet with the director and visit the program prior to enrolling your child.

Please give information about special problems and needs including: allergies; existing illness and/or injuries; previous serious illness and/or injuries; disabilities; hospitalizations in the past 12 months; long-term, continuous-use medication, etc.

Please write in N/A if none apply to your child. _____

Please explain if there are certain situations that may cause your child difficulty. How can we best work with you and/or your child's school to help your child in these situations? Does your child have any limitations or require any special provisions? _____

Please read each statement below, then sign and date at the bottom of the page.

- My signature below acknowledges my receipt of and my agreement with Havens Center After School Program Disciplinary Action Plan. [] Yes [] No
- My signature below gives my consent for my child to be transported and supervised in case of emergency, to Our Place events, to and from home, and to and from school if applicable. [] Yes [] No
- My signature below gives my consent for my child to participate in water activities such as splash pools, swimming pools, and other bodies of water provided by the facility. [] Yes [] No
- My signature below gives my consent for my child to be photographed and/or video taped participating in the program. [] Yes [] No
- My signature below gives my consent for my child to participate any rope course activities in the program. [] Yes [] No
- **Parent Statement of Understanding – Additional Policies and Procedures:** I understand that the r plce[Our Place] staff and volunteers are not allowed to baby-sit or transport children at any time outside of the r plce[Our Place] program. I understand that state law mandates the YMCA and the Havens Center to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation. [] Yes [] No

I understand that neither the YMCA, St. Stephen's Episcopal Church (Havens Center), nor any of its paid or volunteer workers can be held responsible in the event of an accident or accidental death. I understand that all precautions will be taken to ensure the safety and health of my child.

Signature of Parent or Legal Guardian

Date

Signature of YMCA Staff

Date

Signature of Havens Center Staff

Date