

SOUTHSIDE KINGDOM OF HOPE, Inc.
FREEDOM SCHOOL PROGRAM



**PARENT HANDBOOK OF
POLICY & PROCEDURES**

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WELCOME LETTER



Dear Parents and Guardians,

Thank you for choosing The Southside Kingdom of Hope Freedom School Summer Program (SSKHFSSP)! We are thrilled that you are planning to join us for an awesome summer.

As the Directors of SSKHFSSP, we want you to know that we consider it a privilege to care for your children. It is our hope and prayer that this summer is filled with fun and new found directions for all our families.

Enclosed you will find many exciting details about SSKHFSFS. You will also find policies and procedures that are necessary for us to care for your children in a healthy and safe environment. We ask you to read ALL of the policies and information with your child so that everyone in your family is prepared to begin their experience here at SSKHFSSP!

BEFORE filling out the registration form, please read ALL of the information and sign the Policy Agreement Form that follows. Please include the signed form with your registration forms. You WILL be held responsible for ALL SSKHFSSP Policies! We appreciate your cooperation and we look forward to working with you this summer! Feel free to contact us if you have any questions! Program forms and information will also be available for download at **sskh2006.org**

**With Freedom,
SSKHFSSP Directors**

614-908-0270 (Message)
Cdfsskh2004@gmail.com

sskh2006.org

SSKHFS CONTACT INFORMATION

SSKHFS Site Location:

TBD. No curb side drop off, you must sign your scholars in and out.

SSKHFS Phone Number (please try to communicate through text messages and email as much as possible):

Ms. Lisa 614-908-0270

E-mail Address:

cdfsskh2004@gmail.com

Our Mission

The mission of the SSKHFS summer program is to create supportive, nurturing, literature-rich environments that set high expectations for all children through a focus on literacy, cultural heritage, parental involvement, Servant-Leadership, and social action.

Our Vision

It is our mission to empower children to embrace their responsibility to make a difference in themselves, their family, their community, their country, and their world.

What does this mean?

The current program objectives of Southside Kingdom of Hope (SSKH) are to provide quality youth programming engaging students, parents and residents of the community to increase self-esteem, self-efficiency and empowerment. To this end SSKH has partnered with Community Development 4 All People, the Department of Job and Family Services, and the Columbus Foundation to provide an innovative and exciting summer program. This is the 21st year the SSKH has been a Children's Defense Fund Freedom Sponsor. This is an exciting curriculum-based program offering educational, cultural and social development opportunities for children K-8th grade. SSKHFS serves up to 90 (K-8th grade) youth in the summer for 8 weeks.

KEY PROGRAM ELEMENTS

The five essential components of the SSKHFS Summer Program adopted from the *CDF Freedom SchoolsSM* program are:

- High Quality Academic Enrichment
- Parent and Family Involvement
- Civic Engagement and Social Action
- Intergenerational Leadership Development
- Nutrition, Health and Mental Health

CDF FREEDOM SCHOOLS PROGRAM

Participants of the Southside Kingdom of Hope Freedom School will be engaged in activities based on the 5 themes of I Can and Must Make A Difference in My: Self, Family, Community, Nation and World with hope, education and action. Program Operations: 8:30-4:30; Monday through Friday, for eight consecutive weeks.

INTEGRATED READING CURRICULUM (IRC)

The Southside Kingdom of Hope summer program maintains that reading is an important key to unlock the door to children's dreams and unlimited potential. Participants will be engaged in activities that nurture their minds, bodies and spirits. The books on which the Reading Curriculum is based represent the work of the country's best writers and illustrators. The book list is comprised of approximately 80 titles, all of which have been reviewed and found to be appropriate for children ages 5 to 18. 8 weeks of lesson plans are developed for approximately half of the books to help staff and children reflect on the themes *I Can and Must Make a Difference in My: Self, Family, Community, Country, and World with hope, education, and action*. The remaining titles make up the collection of on-site library books. These books provide a rich resource for recreational reading, read-alouds, and research on history and community service projects. Participants will be placed in classrooms according to current academic age levels: 1 (K-2), 2 (3-5), and 3 (6-8).

HARAMBEE!

Harambee is a Kiswahili word that means "let's pull together." Harambee is a time of informal sharing at the beginning of each *CDF Freedom School* day when children and staff come together to celebrate themselves and each other. This 30-minute session energizes both students and staff and helps to create a positive atmosphere. Parents and community leaders are encouraged to participate regularly and volunteer as read-a-loud guests and assist with information dissemination.

GAMES AND VARIOUS PROGRAM ACTIVITIES

This is the time during the program when students break up into groups for the Reading Curriculum and math. Students come back together for activities, guest speakers, social action projects and community service, line dance and other physical activities. The games and other activities mentioned are selected for students to play to develop their problem-solving and analytical skills and are constructive activities that students can enjoy throughout their lives.

D.E.A.R. TIME

During DEAR Time, everyone at the program site is expected to Drop Everything And Read. DEAR Time allows staff and visitors to model to the children on the importance and joy of reading.

STAFFING

The SSKHFS must have an Executive Director, Project Director, Site Coordinator(s) and Servant Leader Interns to operate the site. SSKHFS also has Junior Servant Leaders and Program Managers. Up to 90 scholars are served during the summer. Staff to scholar ratio must not exceed 10:1. There are two Servant Leaders per level and at least 2 Junior Servant Leaders to maintain participant ratios. All key staff will be required to attend meetings scheduled throughout the months prior to summer operation.

COMMUNITY OUTREACH AND SOCIAL ACTION

The SSKHFS program stresses civic engagement through social action projects designed to help children, parents, staff, and community partners realize that they can and must make a difference. In addition to guiding children through the lessons of the Integrated Reading Curriculum, Servant-Leader Interns are responsible for engaging the entire community in local and national social action projects that include, but are not limited to: rallies, town hall meetings, letter writing, phone and email campaigns to local and national legislators, voter registration drives, health and immunization projects, etc. Participants will be encouraged and empowered to continue service, advocacy and leadership as during afterschool programming. The Southside Kingdom of Hope Summer Program has a pool of volunteers, who will be receiving training and program assignments.

PARENT ENGAGEMENT

Parents are important partners in their children's education and must be offered the support and skills they need to help their children succeed. Parents are required to demonstrate their daily commitment to the program and to their children's education and development by becoming actively involved in the SSKHFS program. Parents and other family members are invited to serve as read aloud guests during Harambee; to assist in the classroom and with Afternoon Activities, on the playground, and at mealtime; to plan and chaperone field trips; and to support their children's social action and community service projects. Parents, or representatives of the household, also are required to participate in weekly workshops focused on the educational and social development of children, parenting, CDF initiatives, and other activities that build parent empowerment and family success.

NUTRITIOUS MEALS

If children are to have a Healthy Start in life, they must eat nutritious meals and snacks and develop healthy eating habits. The program offers breakfast and lunch, and participant families will provide nutritional snack during the summer and a nutritional meal each day during the fall. Breakfast and Lunch are provided through the Summer Food Program funded by the Columbus Recreation and Parks Department. Snack calendars will be distributed by June 13.

DAILY STAFF DEBRIEFING

At the end of each day, the Site Coordinator and Servant-Leader Interns meet to share and discuss the successes and challenges of the day. This meeting gives staff the opportunity to offer suggestions for improving program operation, to praise and encourage fellow team members, and to prepare for the next day.

SAVE THE DATE

Open House or program registration will be scheduled in May, location TBA. Please look for an email or register online to receive more information.

FEES AT A GLANCE

- TANF (income eligible, refer to back of TANF form for income table): Program tuition is free, however there is a nominal fee for program development of \$30.00, no verification needed. What you report on the TANF form is sufficient.
- NON eligible TANF families: one-time fee of \$230.00. \$130 due on the first day and \$100 due by registration deadline.

SSKHFS GENERAL INFO

- ✓ **Scholars.** Eligible participants will have completed kindergarten through the 8thth grade. TANF families must be 5(finished kindergarten)-13.
- ✓ **Operating times.** To accommodate school services, programming begins the second Monday of June and ends the last week of July. Parents are required to bring their children into the site each day and sign them in. Children **are not to be dropped off at the door.** The same requirement holds for picking up your children at the end of each day. Only parents and/or authorized parties will be allowed to pick students up (authorized parties, must have a picture ID). Children must be dropped off each day **by 8:45 a.m.** Children will not be allowed to participate if they do not arrive by 9:00 a.m.
- ✓ **Late pick up notice:** Late pick-ups will result in a five dollar per (15 min.) fee per child. If late pick-ups persist, scholars will be removed from the program. Late fees will be due at the time the late pick up occurs and must be paid prior to the child attending the program the next day. If your child has not been picked up by 4:30 p.m. emergency contacts and/or Children Services will be called. Fees begin at 4:45. Please contact the site to inform staff members that you will be arriving late. Upon arrival be prepared to pay late pick-up fees by check or cash.
- ✓ **Family snack calendar.** Each family will also be responsible for afternoon snacks. This includes a drink and some type of snack. Please refer to the calendar for your appointed day and snack examples. A snack calendar will be given to each family in the first week of programming. It will be in alphabetical order by last name. Snacks usually include variety packs of chips, cookies, crackers (not peanut butter), etc. Drinks include hugs, Capri sun etc. You must buy snacks for at least 80 children. Please no snacks that require cups and plates or separation by staff. We ask that products with peanuts not be purchased to accommodate scholars with allergies.
- ✓ **Personal Items.** Please do not allow your children to bring personal items to the program. We will not hold or be responsible for money, treasures, library books, toys, or “favorite anythings”. **Do not send money with your child.** We will on occasion have food/candy items to sell and you will be notified at this time. Of course funds need to be given for field trips and swimming. Electronic and cellular phones: Bring at your own risk. There’ll be a specific time when electronic games, ipods, MP3 players and cell phones are appropriate, however the site won’t be responsible for them. If used during inappropriate times, items will be taken away and given back at the end of the day. Cell phones are prohibited. They’re distracting and cause problems. If the staff receives a call from you and your child has not informed us that something has happened, we will not address the issue. If cell phones are at the sight and problems arise the phone will be confiscated and held until parents/guardians pick it up.
- ✓ **Swimming and field trips.** Scholars will be swimming on Mondays-Thursdays. Field trips will be scheduled on Thursdays for level 1 and Fridays for level 2/3. Scholars can bring spending money, however the pool is free. You do need a leisure card, which can be obtained at the Marion Franklin Recreation Center. Level 1 scholars will have water activities at the site instead of going to the pool. All level 2 and 3 scholars have to go to the pool and must have swim gear on.
- ✓ **Children are required to wear tennis shoes everyday.** Sandals, boots and anything other than tennis shoes will

not be allowed in this program. Girls should not wear dresses. Children should dress for physical activities. No spaghetti straps, no short shorts, no sagging. Please send a labeled water bottle with your child.

- ✓ **Respect the Program.** This is not a babysitting or childcare service. Each child is expected to participate fully in all activities and have no choices. If your child is ill or doesn't feel well, keep them at home. Please review with them the importance of the consequences of destruction of property. Participation encourages good morale and unity within the group and allows scholars and staff to grow together in a fun and exciting way. Participation in all activities at SSKHFS is **EXPECTED** of all scholars and staff. Due to the number of scholars attending we cannot allow anyone to choose whether or not they will participate. Scholars who do not participate cannot be actively supervised, which is unsafe, as well as a distraction to other scholars. If your child has a physical limitation that prohibits him/her from participating on a certain day, we must receive a note from a parent or guardian explaining the situation. If a scholar's refusal to participate in certain activities becomes a problem, a parent/guardian will be notified in order to address the issue. We ask that you enforce these rules with your children!
- ✓ **Medication. No medication,** either prescription or over the counter, will be administered to any child by the SSKHFS staff. Children on medication must be capable of administering it themselves. Children on ADD or ADHD medication must have their medication before they come to the program. **When your scholar should NOT come to camp...** If your child has lice, pink eye, chicken pox, flu, staph infection, fever or other contagious illness or virus, **DO NOT** send them. NO EXCEPTIONS! In the instance that your child should become sick and presumed contagious while at SSKHFS (this includes fever, rash, vomiting, etc.) you will be contacted and **REQUIRED** to pick up your child as soon as possible. Your child will be contained to an area away from other scholars until you arrive to pick them up. Once it has been determined **by a physician** that he/she is no longer contagious, a doctor's note **MUST** be submitted to SSKHFS and approved by the Director in order to re-admit your child to SSKHFS. The Request for Administration of Medication Form must be filled out for medication dispensing at the site.
- ✓ **Discipline Plan.** Fighting, disrespect or any other abuse to another individual, either staff member or another participant will not be tolerated. The penalties will be assessed, depending on the severity of the infraction. Refer to the discipline plan. These listed infractions may be cause for suspension or removal from the program.
- ✓ **Food.** Breakfast, lunch and snacks will be provided each day. No pork products are served. The menu does consist of peanut butter substitutes during breakfast and lunch. Parents are responsible for viewing the food menu and providing an alternate breakfast or lunch accordingly. On days the delivered food does not match the Food calendar, the program will assure that the scholars eat.
- ✓ **Field Trips.** 4 to 5 field trips are planned for the program. Level 1 goes on Thursdays and Level 2/3 will go on Fridays. All field trips are 5.00 with the exception of one or two. Funds are due on Mondays, no later than Tuesday. Any scholar who has not paid by Tuesday cannot come to the program on that scheduled field trip day. Calendars will be distributed.

HOW TO REGISTER

1. Read **ALL** information in the Parent Handbook
2. Read and sign Policy Agreement Form stating you have read the info and you agree to SSKHFS Policies
3. Fill out Registration Form for each child
4. Fill out Medical Release Form one for each child
5. Pay Registration Fee
6. Pay deposits
7. Turn in all other required forms

Forms can be obtained at sskh2006.org

- ☐ **COMPLETE Child Enrollment Form and Parent Information Form** per child.
- ☐ **COMPLETE Medical Release Form** one form per family) **and Administration of medication.**
- ☐ **COMPLETE Parent Consent Form**, one form per family.
- ☐ **COMPLETE Discipline Plan Form**, one form per family.
- ☐ **OBTAIN Leisure Card** from Marion Franklin Recreation Center (3rd-8th grade) for \$1.00.
- ☐ **COMPLETE Emergency Card** to include contact information from both parents one per family. ([at meeting](#))
- ☐ **COMPLETE Swim Wavier Form.**
- ☐ **TANF applicants: (5-12) must have completed kindergarten**
 - ☐ Complete TANF registration form, one per family (must include social security numbers)
- ☐ **SIGN Policy Agreement Form** (located on the last page of the Parent Handbook) and attach to application.
- ☐ **SUBMIT [required](#) materials** along with program care registration fee of \$35 per child. Income eligible families, program fees are free. Other families will be charge a one-time program fee of \$235. Make checks payable to Southside Kingdom of Hope.

Your Registration Form will NOT be fully processed until ALL of the above items have been received

Registration Deadline

- All Registration Forms MUST be submitted no later than first week of programming. Registration deadline is always by the end of June.
- All completed registrations are processed on a first-come, first-served basis
- If you are submitting a Registration Form after the program is already in progress (between June 1 and June 30), be aware of the possibility that there may not be space available.

DAY OFF

SSKHFS will be closed July 4th. If the 4th falls on a Saturday, the program will be closed on Friday and if it falls on Sunday, will be closed on Monday. The program will also be closed June 19th in celebration of Juneteenth.

DISCIPLINE POLICIES AND PROCEDURES

PLEASE read these policies with your child(ren) so that everyone can have a fun and enjoyable experience at SSKHFS. SSKHFS Staff expects scholars to abide by ALL policies each day. We will strive to motivate each scholar to behave by consistently providing encouragement, leadership, and positive reinforcement.

SSKHFS asks scholars to observe 3 basic rules:

- 1. Respect others**
- 2. Respect yourself**
- 3. Respect property**

1. *Respect others* –Respecting others means encouraging and loving others, and putting others before oneself. This means no gossiping, no hitting, no spitting on anyone, no punching, no yelling or cursing at anyone, no cutting anyone in line, etc. Respecting others also means listening to SSKHFS Staff and following all directions! Respecting others at SSKHFS is very important!

2. *Respect yourself* – When you don't respect yourself, it's hard to respect anyone or anything else. SSKHFS will NEVER tolerate any scholar being disrespectful toward themselves. This includes saying things like, "I'm stupid," or "I hate myself," or "I can't do that." Respecting yourself will make the experience at SSKHFS much more enjoyable.

3. *Respect property* – We must respect everything in it. We must treat every room, every chair, every table, every floor, and every wall with highest respect!

When scholars abide by these 3 basic rules, they will have a successful and rewarding experience at SSKHFS. We have found that when one of these rules is violated, it usually results in at least one of the other 2 rules being violated as well. If, at any time, a scholar is defying any of these rules, SSKHFS Staff, will begin the discipline process (Please refer to the Discipline Plan).

Discipline will NOT be humiliating or frightening in any way. When having difficulty with a scholar's behavior, SSKHFS Staff will take the following steps:

1. Remove scholar from activity or situation
2. Express care and concern for the scholar
3. Lovingly describe the misbehavior to the scholar
4. Communicate lack of tolerance for misbehavior
5. Work with the scholar to identify the cause of the misbehavior and what steps can be taken to avoid future misbehavior
6. Administer fair and appropriate consequences (with permission and assistance from the Director), such as time out of a favorite activity.
7. All behavior problems will be recorded and kept in the scholar's file.

If a particular behavior problem persists:

- The scholar's parents will be notified in order to schedule a meeting with the Director and the scholar's Servant Leader. In the meeting, the Director, along with the parents and the scholar's Servant Leader will discuss creative ways to approach the scholar's behavior problem. After the meeting, if the scholar's behavior problem continues, the scholar may be suspended from SSKHFS for a period of 1 to 3 days. After a scholar is suspended, if the behavior problem continues, the scholar's attendance at SSKHFS may be revoked.

PHYSICAL VIOLENCE:

All physical violence and inappropriate physical or verbal contact is UNACCEPTABLE! Physical violence includes punching, kicking, spitting on or at, choking, scratching, biting, hitting, or pushing any scholar or Wave Staff member. Other inappropriate physical or verbal contact includes touching or hitting another person's genitalia, or making any rude or degrading comments toward anyone of the same or opposite sex (such as sexual innuendos, racial slurs, curse words, etc.). SSKHFS takes physical and verbal misconduct VERY seriously and it will NOT be tolerated from any scholar.

- If a scholar is involved in any physical or verbal misconduct, he/she will be immediately removed from the activity. The scholar's parents will be contacted and the scholar will be suspended from SSKHFS for the remainder of the day.
- If the physical or verbal misconduct occurs a second time, the scholar will be removed from the activity and the scholar will be suspended from SSKHFS for the remainder of the day. The scholar may also be suspended an additional 1-2 days. The scholar's parents will be notified in order to schedule a meeting with the Director and the scholar's Servant Leader. In the meeting, the Director, along with the parents and the scholar's Servant Leader will discuss creative ways to approach the scholar's behavior problem.
- After the meeting, if the physical or verbal misconduct occurs a third time, the scholar's attendance at SSKHFS will be revoked.

****NOTE:** Parents/Legal Guardians are required to disclose any physical, emotional, or behavioral limitations, needs or concerns about their child in writing prior to registration. SSKHFS reserves the right to deny your registration if it is determined that SSKHFS Staff is not qualified to meet your child's specific needs. Unfortunately, we are not

equipped to provide one-on-one care for children with certain needs. **In addition, we reserve the right to withdraw any scholar at any time if behavior and/or emotional problems concerning that scholar disrupt the camp's operation, if another person's safety is jeopardized, or if we determine that the child makes it unreasonably difficult for us to meet the needs of other scholars.** Thank you for your understanding!

****IMPORTANT DISCIPLINE POLICIES FOR PARENTS****

Parents may NOT administer any physical punishment to ANY child at any Freedom School location. **Full support from parents regarding our discipline policies and procedures with their children is essential. If you have a concern or question regarding ANY matter, we ask that you address it RESPECTFULLY and CALMLY with the Director and NOT in front of your child, other children, other parents, or other SSKHFS Staff members. We feel this may potentially undermine the authority of both the parent and the Director.** Discipline issues will only be discussed with a scholar's legal guardians. In the event that you wish to speak to a staff person (other than the Director) regarding your child or any other child you may **not** do so without the Director present. If at any time, a parent disrupts or disturbs SSKHFS operation by arguing, yelling, using inappropriate language, or exhibiting aggressive behavior toward a scholar, SSKHFS Staff member or Volunteer, he/she will be asked to leave the grounds immediately as this is extremely inappropriate and can be frightening for many children. Parents who do not comply with the above procedures will be asked to withdraw their child from SSKHFS. We desire to provide a safe and enjoyable environment for all of our scholars. If you have a concern regarding any of the above Discipline procedures, please feel free to contact the Director in order to discuss your concern.

WEEKLY SCHOLAR BADGE OF FREEDOM

During Closing Assembly each Friday, the Servant Leaders will select one scholar from their class to receive the **FREEDOM** badge. The **FREEDOM** badge will be given to the scholar who best exhibits the following qualities:

Friendly: scholar is nice and welcoming to everyone!

Respectful: scholar follows all directions and treats everyone kindly!

Encouraging: scholar compliments others and pushes them to succeed at everything!

Exceptional: scholar always puts others first!

Dedicated: scholar always speaks positively about the program and operates in excellent!

Outstanding: scholar is thoughtful and considerate!

Magnificent: scholar displays character and participates in all aspects of the program well!

DAILY SCHEDULE

Our goal is to keep scholars active in a structured environment promoting fun and excitement:

8:30-9:00 a.m.	Drop Everything and Read (DEAR Time) and Breakfast
9:00-9:30 a.m.	Harambee!
9:30-10:30 a.m.	Reading Curriculum, conflict resolution, and social action
10:30-10:45 a.m.	Morning break
10:45-11:45 a.m.	Reading Curriculum continued
11:45-12:00 p.m.	Break
Noon-1:00 p.m.	Lunch with children and staff
1:00-3:00 p.m.	Afternoon activities rotation every hour: arts and crafts, dance, music, sports, computer lab, and rehearsal for finale, field trips, and social action projects
3:00 p.m.	Daily staff debrief and Drop Everything and Read (DEAR Time) and snack Extended day begins
3:30-4:30 p.m.	Closing Assembly Badge of Freedom Presentation on (Fridays) Indoor/outdoor activities, movies, board games, quiet time