

STUDENT AND PARENT HANDBOOK

CityYouth Ministries Incorporated



CityYouth Ministries
118 Burke Ave
Jonesboro, AR 72401
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CityYouth Ministries
ADMINISTRATION

Executive Director

Hannah Caddy
executivedirector@cityyouthministries.com

Operations Director

Michelle Rogers
operationsdirector@cityyouthministries.com

Programming Director

LaToya Wallace
programmingdirector@cityyouthministries.com

Contact Information:

Physical Address

118 Burke Ave, Jonesboro, Arkansas 72401

Mailing Address

P.O Box 627, Jonesboro, Arkansas 72403

Phone Number: 870-932-9398

Website: www.cityyouthministries.com

Office Hours of Operation:

Fall/Spring (Monday-Thursday 10:00-5:45 pm)

Summer (Monday-Thursday 8:00-2:30 pm)

*Hours are subject to change, please check social media platforms for up to date information regarding office hours.

Program Hours of Operation:

After School Program (Monday-Thursday 3:15-5:30 pm)

Summer Program (Monday-Thursday 8:00-12:30 pm)

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Welcome to CityYouth Ministries,

The administration and staff at CityYouth Ministries extend a sincere welcome to you. We are pleased you have elected to be a part of our program.

Our purpose is to provide school aged children with the opportunity to participate in recreational, vocational and social programs which will allow for creativity and constructive use of their leisure time in a safe environment. We are open for our After School Program from 3:15pm to 5:30pm, Monday-Thursday. We follow the Jonesboro Public School Calendar and are closed all days that Jonesboro Public Schools are closed. For our Summer Program we are open from 8:00am to 12:30pm, Monday-Thursday. A list of holiday closures will be given to each parent upon being selected for the program. We welcome parent participation and welcome their input/ suggestions. Parents/Guardians are encouraged to come to CityYouth Ministries Staff with any concerns regarding their child or our program. CityYouth Ministries cannot resolve a problem unless we are aware it exists

CityYouth Ministries Purpose:

Why do we exist? “Empower Inner City Youth through the gospel of Jesus Christ.”

What do we do? “We provide essential needs for students and families in inner city Jonesboro. We accomplish this by teaching and implementing biblical principles and encouraging the development of talents and skills through our Summer and After School Programs.”

CityYouth Ministries Mission:

“CityYouth Ministries is committed to nurturing children spiritually and academically. Our focus is to provide life-changing opportunities that will transform the lives of our youth and ultimately the Jonesboro Community. “

CityYouth Ministries Core Values:

Servant Minded. Flexibility. Teachable.

Our Ministry:

We are a faith based organization founded on biblical principles. The ways that we integrate our ministry into our After School and Summer Programs is by teaching a daily bible lesson and offering opportunities for worship, prayer and discipleship.

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Every child has the right to expect to have the best possible experience at CityYouth Ministries After School and Summer Programs. We realize that the potential for bullying or hurting a child exists in any group situation; therefore, there must be measures in place to keep such behavior out of the program. Part of the program experience is learning how to deal with new people and different situations, but sometimes there are situations where your child may need to ask for adult help. Please encourage your child to ask staff whenever they feel they need help. We will be in contact with the parent as events may unfold. We strive to provide a safe, happy environment for your child. So if you have ANY concerns, please contact the Program Director.

Conduct

We do not permit language or actions that can hurt or frighten another person, including staff. Specifically this includes: Angry or vulgar language including swearing, name calling, and shouting; Physical contact with another person in an angry or threatening way; Any demonstration of sexual activity or sexual contact with another person; Harassment or intimidation with words, gestures, body language or other menacing behavior; Behavior which intends to or results in theft or destruction of property; Carrying or concealing any weapons or devices that may be used as weapons. Every situation will be assessed as to the severity of the circumstance but please know that bullying or abusive conduct will not be tolerated. It may

start with just a time-out for the child (with a call to the parent), if it continues it may mean a day off or even being removed from the program.

Expectations

Good behavior will be the standard. The staff will work in partnership with parents, keeping them informed of behavior issues and methods used to teach and guide the children toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from the After School Program and Summer Program. Certain abusive behaviors will result in immediate dismissal. If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with program staff. This will enable us to work more effectively and productively with your child.

Background Information/Grievances

If at any time a parent feels that an issue has not been addressed or resolved and it may need to be pursued further, we are here to support that process. It is essential that parents and families are heard when they raise a concern. All parent concerns should be addressed initially at the level closest to the event in an effort to come to a resolution. The early identification and communication of a concern and prompt initiation of a resolution can help avoid further problems. If you have a question, concern or issue, the following steps will help facilitate the problem solving process:

1. Speak with the Program Director, LaToya Wallace, 870-333-1457.
2. If unsatisfied, then email the Executive Director, Hannah Caddy, at executivedirector@cityyouthministries.com

Lost & Found

CityYouth Ministries has a lost and found. It is highly recommended that you label all items with your child's name. While we make every effort to keep all the child's belongings in their backpack or with them, CityYouth Ministries will not be held responsible for lost or stolen items.

Personal Belongings

Please do not allow your child to bring personal belongings to the program. CityYouth Ministries cannot be responsible for the loss or damage of electronics, toys, games, clothes, or other personal belongings. Please do not bring the following items to the program:

- Weapons of any sort – fake or real!
- Toys, stuffed animals
- Expensive clothes
- Nail polish/ makeup
- Valuable items

- Fidget spinners

Transportation

Children will be brought directly to CityYouth Ministries from their school by their designated Jonesboro Public School bus. Please call your child's school when your child will not be attending CityYouth Ministries After School Program, so the staff will not expect him/her. School buses are met by a member of our staff when children are discharged from the bus. We comply with all pertinent regulations of the Registry of Motor Vehicle and the Department of Transportation governing the safe delivery of transportation services. Parents are responsible for picking up their children at CityYouth Ministries NO LATER THAN 5:30pm (After School Program) / 12:30pm (Summer Program). During our Summer Program transportation to CityYouth Ministries will not be provided. If you have any circumstances that prevent you from picking up/ dropping off it is your responsibility to contact the Program Director, LaToya Wallace.

Discipline Policy

If your child needs to be disciplined, acceptable measures may include; stern verbal warnings, time-out from an activity, removal from an activity and placed with a staff member away from the group, suspension from the After School Program, or removal from the After School Program.

Requirements for Discipline

I. Discipline and guidance shall be consistent and based upon an understanding of the individual needs and development of a child. The Program Director shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it.

II. Procedures for disciplining children

A. Prohibitions

1. Corporal punishment, including spanking, is prohibited.
2. No child shall be subjected to cruel or severe punishment, humiliation, or verbal abuse.
3. No child shall be denied food or shelter as a form of punishment
4. No child shall be punished for soiling, wetting or not using the toilet

B. Methods of Discipline

1. Behavior Report
2. Sent to Program Director
3. Sent home *To be determined by the Program Director.

C. Record Keeping

1. Behavior Reports: Date, Time, Child's Name, Staff's Name and Brief Description of the incident

2. Notifying Parents/Legal Guardians *To be done by the Program Director

Late Pick Up Policy

Our After School Program closes at 5:30 pm and our Summer Program closes at 12:30 pm. If you are late picking up your child, it affects our staff, our teaching staff and most importantly-your child. Unless there are extenuating circumstances (i.e car trouble, family emergency...) it will be documented if you arrive at the center any later than 5:30/12:30. You will be expected to call and let us know if you will be late. If you are late more than 3 times your child will lose his/her slot in the program.

As a child care center, “every educator is a mandated reporter and must make a report to the Department of Children and Families whenever he/she has reasonable cause to believe a child in the program is suffering from physical or emotional injury resulting from abuse....or from neglect...” If a parent (or that parent’s designee) has not arrived by the program’s closing time (5:30 pm/ 12:30 pm) and has not contacted us to give us their reason (family emergency, car trouble) the following steps will be taken.

A.) At 5:30/12:30 we will:

1. attempt to contact the parents
2. attempt to contact persons who have been designated by the parent(s) as “Emergency Contact People”. The contact person will be asked to pick up the child immediately.

B.) If after 15 minutes, we are still unable to reach the parent or any of the contact people and the parent has made no attempt to contact us, we have reached a situation of possible neglect and we will notify the Dept. of Children and Families. At this time we will also notify the Jonesboro Police Department. Once these steps have been taken it is the parent’s responsibility to contact the Dept. of Children and Families to rectify the situation.

Student Attendance

Upon admittance into CityYouth Ministries After School and Summer Programs students are allowed to have three unexcused absences per school year and summer. Once a student has had three unexcused absences they will be immediately dismissed from the program and eligible to reapply until the next school year.

I have read and understand the materials in this student and parent handbook. I acknowledge that failure to adhere to any of the policies or disclosures that my child may lose his/her spot in our programs.

Parent/ Guardian Signature and Date: _____

