

HOME SCHOOL CONNECTION

Community Youth Enrichment Program

2011



Homework, Tutoring

Reading, Writing, Mathematics, Self Esteem

Monday - Friday 3:00 p.m - 6:00 p.m.



Allen Memorial COGIC Family Life Center

132 Crary Avenue, Mount Vernon, NY 10550

Telephone: 914-699-8861

Words from the Director.....

Hello, my name is Eleanor Jackson, Director of **Home-School Connections Community Youth Enrichment Program** *“Where we prepare our leaders of tomorrow, today!”*

The goal for **Home School Connections** is to provide a safe haven for children, while offering them a place in which they have recreational opportunities and positive social, emotional and academic development during after school hours. At **Home-School Connections**, we believe that all children are capable of learning when provided with the proper tools and environment. We also believe the community has an obligation to actively assist in the constructive growth and development of our youth.

Home-School Connections partners with the community by ensuring continued academic success. We have created a safe, friendly, fun and comfortable place for children to retreat after a long day at school. The after school curriculum establishes a bridge between home and school and gives focus to the child’s academic and personal concerns. **Home-School Connections** is more than an after-school program; it is a full-time support network.

The program consists of a daily schedule, which provides structure for meeting the needs of our children. Every child is given the freedom to explore ,experiment and expand their knowledge in Art, Science, Math, Reading and Language. The staff is committed to developing a personal and working relationship with each child’s parent and teacher. Our support program consists of educational support in homework, tutoring, reading/writing, mathematics, and community involvement. We also work on building a child’s self-esteem and character.

The program is held Monday through Friday between the hours of 3:00 p.m. to 6:00 p.m.

Home-School Connections offers full-time care to parents during school holidays and closures. The mini-camp itinerary includes field trips, movie-time, homework assistance and recreation. Our hands-on approach taps into your child’s emotional and creative thinking skills. Our goal is to enrich the child’s mind in every area possible.

Our staff consists of qualified teachers and teacher aides who love working with children. We provide staff development workshops and train each staff member in first aid and CPR. We are licensed and registered by the Office of Children and Family Services of the State of New York.

Thank you for time and consideration; we look forward to serving the needs of your children and our community.

Ms. Eleanor Jackson,

HSC Program Director

HSC BELIEVES

- ❖ in providing high-quality after-school care to our students, parents and community.
- ❖ in providing an educational investment through various creative resources and unique programs; learning can be fun.
- ❖ all children are capable of learning when provided the proper tools and environment.
- ❖ a child's extended day should consist of enrichment, both socially and academically.
- ❖ investing in a child's character will create promising students of today and effective leaders of tomorrow.



**AMCOGIC
HOME-SCHOOL CONNECTIONS
COMMUNITY YOUTH ENRICHMENT PROGRAM**

PROGRAM PLAN FOR 2010-2011

Home-School Connections Community Youth Enrichment Program current has 3 classes. The classes are arranged accordingly, one kindergarten & first grade class, one second, third & fourth grade class and one fifth & sixth & seventh grade class.

The program plan includes nutritious snacks, tutoring, homework assistance, arts & crafts, computer lab and dance.

Our daily activities are as follows:

- 3:00 - 3:30 Snack**
- 3:45 – 5:00 Homework/Tutoring**
- 5:00 – 5:45 Computer Lab/Arts & Crafts/Dance/Recreation**
- 5:45 – 6:00 Dismissal**

On Tuesday, grades K-1st have Arts & Crafts in the fellowship hall.

On Thursday, grades 2nd – 7th have Arts & Crafts in the fellowship hall.

On Friday, all grades have dance in the fellowship hall.

The computer lab and recreation are given on flexible days at the teacher's discretion.

Additional programs and activities are implemented throughout the school year.

Home-School Connections CYEP

Tuition Payment Schedule (Excluding Bus Service) 2010/2011

*Tuition payment per child is **\$300** per month to be paid monthly.

Tuition Payment Schedule (Including Bus Service) 2010/2011

1. Tuition payment per child is **\$350** per month to be paid monthly for children who attend Mount Vernon City Public Schools.
2. Please note that if you have selected any other bus company your transportation contract will be private; therefore your bus fees will be paid directly to that company and your HSC After-School tuition payment will follow the standard \$300 per month.

Half-Day/Mini-Camp Service (Not included in monthly tuition)

1. Half-day fee is \$12.00
2. Mini-camp fee is \$36.00 per day

* Fees for all Half-days & Mini-camps must be paid at least 5 days in advance of service dates.

* * * *

*All payments are due on the 1st of the month, no later than the 5th of each month. Any payments received after the 5th of each month will incur a \$20 late fee per child.

*Please make all checks/money orders payable to:

[ALLEN MEMORIAL CHURCH or AMCOGIC.](#)



Home –School Connections

Homework Policy

Home School Connections schedules a ***supervised homework session*** on Mondays –Thursdays. The homework session begins at 3:45 pm and ends at 5:00 pm.

The Home School Connections staff will ***remind*** your child when the homework session is beginning, *but it is your child's responsibility to gather his/her materials and report to the homework area.* It is our goal to work as a team- with children, parents, and staff-to support your child's homework needs.

The Home School Connections staff ***will*** help your child understand the directions for assignments, guide them to get started and check on them periodically. *The staff will not tutor, provide answers, check or complete reading comprehension assignments, book-n-bag assignments or projects. Neither are they obligated to do a final check on all homework.* We ask parents to review your child's homework each evening so that you are aware of your child's assignments and any problems your child may be having in completing them. Please complete the form below indicating your child's homework plan. We will do our best to meet with your wishes. Thank you.

*****Please note: If your child is picked up early his/her homework may not have been completed and/or checked.***

Child's Name _____

Please check the appropriate items:

_____ I **DO NOT** want my child to do homework at Home School Connections. _

_____ I want my child to only do homework within the time allotted.

_____ I want my child's homework completed before he/she engages in other activities.

Parent's Signature

Date

Child's Signature

Date

**AMCOGIC Home-School Connections
Community Youth Enrichment Program
Policy Statement**

No child will be denied service or admittance to the AMCOGIC Home-School Connections Community Youth Enrichment Program because of race, religion, sex, color, national origin or disability.

For a child to be admitted into the AMCOGIC Home-School Connections Community Youth Enrichment Program, the parent/guardian must complete and sign the forms presented by the Center. In addition, parent/guardian must provide, completed health form, birth certificate and other documentation, as may be required by the Center.

This program has the right to withdraw a registrant from the program due to improper conduct or behavior.

Pre-registration or registration fees are non-refundable. Pre-registration or registration fee will reserve your child's slot and is valid up to the start of the program. If your child does not begin the program within one week of the start of the program, your child's registration will be cancelled and the registration fee will be forfeited. Parent's whose children are currently enrolled in the program but tuition is not paid to date, will not be allowed to pre-register.

I understand that if my child is receiving scholarship funds from DSS/CCCW, that I am responsible for paying any parent fees set forth by their office. I also agree to and understand that if my child is absent and his/her absence results in DSS/CCCW retracted monies due to absence that I am responsible for paying the amount to AMCOGIC that was retracted by DSS/CCCW for those absent days.

Home-School Connections runs simultaneously with the Mount Vernon Public School closings. Home-School Connections is closed when the Mt. Vernon Schools are closed.

All tuition is due at the beginning of each month. After the **5th of each month**, you will be charged a \$20 late fee. Late pick up fee is **\$10 per child for every 15 minutes** over time.

Parents/Guardians, who fall behind in payment of After-School fees, will receive written notification. If overdue fees are not remitted on a timely basis, the child's enrollment will be suspended or terminated. Persons receiving public assistance are responsible for seeing that their authorization is mailed to the Department of Social Services (DSS) office.

All fees must be paid whether the child is in attendance or not. Parents/Guardians are not allowed to keep their child home for purposes of tuition allowances. There are no tuition allowances for absences. _____ (Parent's/guardians initials required here)

Your child's pictures may be taken for educational purposes, teacher training, marketing purposes, or program use.

Parents/Guardians must notify the after-school program of any change of address, telephone number/s, and emergency phone number/s. If any child is left at the Center for one hour after closing, and we have not heard from the parent/guardian, and have not been able to contact the emergency numbers, our local police department will be notified.

Any child who has a fever and/or infectious disease will not be admitted to the Allen Memorial After-School Program. Re-admittance into the program requires a doctor's note.

Children who require any kind of special diet must bring written instructions, which are to be signed by a physician indicating all restrictions and special treatments.

The Center may not administer medication of any kind to children unless specific instructions signed by a physician accompany the medication. Medical care for children remains the responsibility of the parent/guardians. Parents/guardians must arrange emergency pick-up/medical care should their child/ren become ill while at the Allen Memorial Family Life Center Home-School Connections After-School Support Network.

I HAVE READ, AGREED TO AND UNDERSTAND THE ABOVE WRITTEN POLICY STATEMENT:

Parent/Guardian Signature _____ Date _____
Received a copy of policy statement _____ (initials required here)

(Revised 8/17/06)

Home-School Connections
Discipline Policy

The following rules adhere to the Home-School Connections Discipline Policy, but are not limited to:

1. Students are not allowed in the sanctuary or prayer chapel.
2. Inappropriate language is not allowed. (cursing, explicit language/lyrics, etc.)
3. Students are to respect each other, staff personnel, and volunteers at all times.
4. Students are not allowed to leave the building at any time, unless they have permission or are under the supervision of an approved adult.
5. Students are expected to follow all rules regarding our buddy system and outdoor trip procedures during all outside trips, swimming, and recreational activities.
6. Horseplaying, wrestling, playfighting or any other violent behavior is prohibited.
7. Fighting is prohibited.
8. Students are expected to be on their best behavior at all times!!

Should a student not adhere to the rules listed above or additional rules given, the following disciplinary actions will be implemented:

1. Student will be given a verbal warning concerning the situation at hand.
2. Student will not be allowed to participate in a recreational activity for a given amount of time. (one minute per age year or one “round” of the game, whichever is the shortest time frame)
3. Student will complete our positive disciplinary session during scheduled recreation time.
4. Student’s parent will be called if behavior does not improve.
5. In the event that the student’s behavior does not improve, we reserve the right to suspend the student’s participation in this program.

*Please note that the consequences listed above do not follow a specific order and are subject to change depending on the behavior or situation at hand.

Students have the right to speak with their Program Director, Assistant Program Director, Teacher, or Teacher’s Aide about any concerns he/she may have.

Student’s name _____ **Parent name** _____

Parent’s signature _____ **Date** _____

*****We reserve the right to suspend your child from this program should they become a danger to themselves, other students, and/or program staff.***