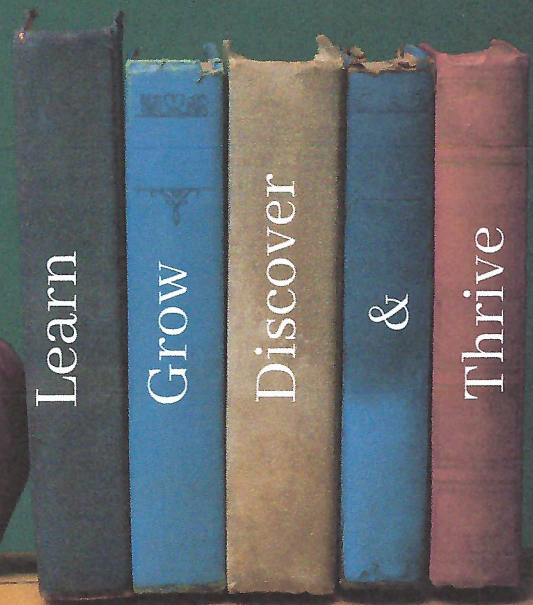


Summer Academic Program

PARENT HANDBOOK



Lynne Beaver, Board Chairperson
Tonia Gilbert, Chief Executive Officer



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LEARN • GROW • DISCOVER • THRIVE

Welcome!



Welcome to the 2023 Upper Room KC Summer Academic Program! If you have been with us before, we welcome you back! If this is your first time, we hope that your child's experience is a rewarding one.

Upper Room KC is a nonprofit organization that addresses educational equality in inner city Kansas City. Our mission is to provide high quality, educational programs while actively engaging and challenging a diverse population to enjoy learning from cradle to college.

We work to support urban core neighborhoods by offering and developing quality educational programs. Our Summer program is focused on helping students in Kansas City to prevent the academic slide that can happen during the summer months. The program is also designed to help working parents who are looking for a fun and educational environment.

At the Upper Room, we foster a positive environment for students to explore, learn, create, and enjoy. We strive to ensure that each student is offered a rewarding summer experience.

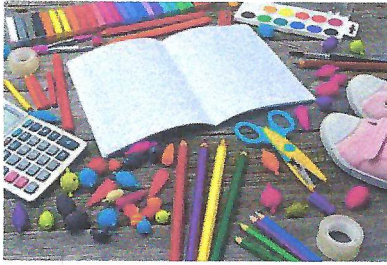
Our program runs from **7:30am to 6:00pm, Monday through Friday**. Students focus on english/language arts, math, art, music, and physical activity. Each program is staffed with certified teachers, youth development leaders, and volunteer tutors.

In order for our program to be successful, we must have a collaborative effort between the site director, teachers, youth development leaders, and parents. Feel free to contact us at any time with any issues or concerns.

We understand that as parents, you are placing a great deal of trust in us as you enroll your child in the summer program. This handbook is designed to provided you with relevant and important information about program objectives, field trip information, pickup/drop-off times, meals, activities, important phone numbers, and incentive program. Please be sure to read it carefully and refer to this handbook with any questions.

Our staff has been well trained in working with children and will always work in the best interest of your child. We work hard to reinforce good behavior and will work together with parents to discuss behaviors that may be undesirable.

We are looking forward to an educationally stimulating, fun-filled program this summer.



Program Objectives

The objectives of the Upper Room Summer Academic Program are:

- Provide a safe, secure, and instructive environment for children.
- Assist children to improve and or enhance language arts, math and other academic skills
- Assist children to be better prepared for school in the fall
- Focus on the whole child through academic instruction; enrichment activities; and character building exercises:
 - Teaching children right from wrong
 - Truthfulness
 - Honesty
 - Trustworthiness
 - Self worth – respect for self, respect for others, respect for elders, and respect for authority figures.



Expectation for Children's Behavior

The staff at Upper Room KC expects all children to exhibit positive behavior and maintain a safe and friendly learning environment for all. As participants in the Summer Program, children will be expected to respect the staff, the site, each other, and the materials provided and adhere to program regulations.

- No profanity or inappropriate language.
- No physical confrontations with, or bullying, other participants (can result in immediate removal from the program).
- Never leave an area without the supervision of a staff member.
- Conduct should be respectful at all times, including going to and from field trip activities and while on the bus. Children are representing the Upper Room KC Summer Academic Program as well as their parents.

General Information

Summer Academic Program

The Swope Summer Academic Program will run from June 5, 2023 to July, 21, 2023. Starting time is 7:30am and the day ends at 6:00pm. Please make every effort to have your child at his/her enrolled location on time. Classroom activities begin promptly at 8 am. The latest we will accept students is 8:15am.

Sign-In and Sign-Out

Children must be signed in each morning and signed out at the end of the day. Emergency Contact information is on file for each student which lists other individuals that are authorized to pick-up your child.

Late Pick-up

A late pick-up charge of \$1 per minute for every minute after 6 pm will be assessed unless otherwise notified. Please make every attempt to be prompt.

Health Emergencies

When a student is injured or becomes ill, parents will be notified immediately. Staff members will act according to their best judgment for the welfare of all children.

Behavior Expectations

Because we offer academic programs in the confines of schools, community centers, and church facilities, high expectations of behavior will be maintained at all times. Children are expected to respect the facility they are assigned to, the staff and their peers. Vandalism and destruction of property will not be tolerated and will result in immediate expulsion.

Academic and/or Attendance Incentive Program

Parents are responsible for ensuring regular and prompt attendance of their children. Children are eligible to receive an Academic/Attendance incentive of \$100 if all the following conditions are met: 1) missed no more than 2 days from the beginning of camp, 2) have a grade C or better in every subject and 3) all behavioral expectations are met. Three tardies will constitute one day of absence.

To receive the incentive, your child must attend camp the full academic day. There are no excused absences for medical appointments, funerals, etc.

Parent Involvement

There will be a parent orientation prior to the start of the program. We ask parents to ensure that their child is there every day, and to complete an evaluation at the end of the summer program.

Medication

The site director shall administer all medications with the following stipulations:

1. Medicines shall be given to a student only with the dated, written permission of the parent or legal guardian (Permission to Dispense Medications consent form).
2. Prescription medicine must be in the original container and labeled with the student's name, instructions, and physician's name.
3. All non-prescription medicine must be labeled with the student's name. All non-prescription medicine, including aspirin or aspirin substitutes, will be given to the student only with a dated permission slip signed by the parent/legal guardian which states specific information for dispensing.

Meals

The Summer Academic Program will provide a nutritious hot breakfast, lunch and afternoon snack. If your child is allergic or does not eat certain foods, please give the information to the Site Director in written form.

Academic Focus

Students will be in a classroom environment, under the direction of certified teachers, from 8:00 am to 1:30 pm daily. The DESE approved curriculum will follow the Missouri State Learning Standards for your child's grade level. Your child's reading level will be assessed through a pre and post test which tracks his/her progress.

Afternoon Session

The afternoon session will consist of enrichment activities to include fine arts, physical education, and music. Youth Development Leaders, who are trained in youth development, will lead additional youth activities.

Disciplinary Guidelines

- There will be zero tolerance for fighting and profanity. **Fighting may result in immediate expulsion.** The incident will be reported in written form. Violators will not be allowed to transfer to another site. A determination will be made to decide if the student will be able to participate in the program again.
- There will be zero tolerance for bullying. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. We will not tolerate any of the above actions that may cause any of the students to feel they may be physically or emotionally harmed, feel insulted or demeaned by another student or group of students, or feel that a hostile environment has been created which could result in physical or emotional harm. Bullying has become a very serious matter in today's society. Any instance of bullying will be investigated immediately. **Parents will be contacted immediately and a determination will be made which may result in immediate expulsion.**

In dealing with behavioral issues, the staff will take the following action:

- Students will be taken to the Site Director's Office if they are unruly and uncooperative while under the direction of a teacher, counselor, or volunteer.
- Contact parents/guardians to resolve continued disciplinary issues with children.
- Privileges (field trips, etc.) will be taken away. · Students may be suspended or terminated from the program.

The Site Director has provided instruction and oversight for their staff on the proper and improper methods of discipline and should take responsibility for appropriately disciplining children. Children will not be physically abused or restrained by any member of their staff.

Cell Phone Policy

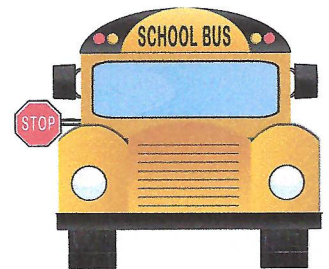


Upper Room KC will not be held responsible for lost or stolen phones. We prefer that parents discourage their children from bringing their cell phones to the program. Access to phones will be made available to contact parents/guardians in the event of an emergency. Our cell phone policy is as follows:

- Students are not allowed to use cellphones in class or during afternoon activities.
- Cell phones will be confiscated if they are used during the day. Site Directors will return phones to parents only following confiscation.
- Students may give their phones to the Site Director, who will lock them up and give back to them at the end of the day.
- Cell phone violation will be documented by all staff, a copy of the violation will be given to parents.

Field Trips

Your children will be able to participate in bi-weekly field trips with parent permission (included in your online enrollment). All children must follow the rules and regulations of each event and exhibit proper behavior.



Covid Policy

All precautions have been and will be taken to keep the spread of Covid-19 to a minimum. Upper Room will not mandate that masks be worn. Anyone who chooses to wear a mask or respirator will be supported in their decision to do so. In the event of high community level (potential risk), universal mask implementation made be determined to decrease the risk of outbreak.