

Welcome!

Welcome to the 2025 Upper Room KC Summer Academic Program!

If you are returning, we warmly welcome you back! If this is your first time, we hope your child has a rewarding and enriching experience.

Upper Room KC is a nonprofit organization dedicated to promoting educational equity in Kansas City. Our mission is to provide high-quality educational programs while engaging a diverse population in the joy of lifelong learning.

Our summer program is designed to prevent academic regression during the summer months while also providing a safe, engaging, and educational environment for children of working families.

At Upper Room KC, we cultivate a positive learning space where students can explore, learn, create, and thrive. Our program operates Monday through Friday from 7:30 AM to 6:00 PM and features instruction in english language arts, math, art, music, and physical activity. Certified teachers, youth development leaders, and volunteer tutors staff our program to ensure a high-quality learning experience.

Collaboration for Success For our program to be effective, collaboration between site directors, teachers, youth development leaders, and parents is essential. Please feel free to contact us at any time with any questions or concerns. We recognize the trust you place in us and are committed to providing the best possible summer program for your child.

This handbook contains important information about program objectives, field trips, pickup/drop-off times, meals, activities, contact details, and our incentive program. Please read it carefully and use it as a reference throughout the summer.

Our staff is highly trained in working with children and is committed to reinforcing positive behavior. We look forward to providing an educational, fun, and memorable summer experience for your child.

Program Guidelines & Policies

Cell Phone Policy To maintain a focused learning environment, students are not permitted to bring cell phones or electronic devices. Upper Room KC is not responsible for lost or stolen items. In case of an emergency, students will have access to a phone to contact parents/guardians.

- Students are prohibited from using cell phones during program hours.
- Visible or in-use electronic devices will be confiscated.

- Only parents/guardians may retrieve confiscated phones from the Site Director.
- All violations will be documented and shared with parents.

Field Trips Students may participate in field trips with prior parental consent (included in online enrollment). All children must adhere to event rules and demonstrate proper behavior.

Disciplinary Guidelines Upper Room KC has a zero-tolerance policy for fighting, profanity, and bullying.

- Fighting will result in immediate expulsion.
- Bullying, including threats, verbal or physical attacks, exclusion, or rumor-spreading, will not be tolerated. Investigations will be conducted immediately, and parents will be notified. Offenders may face expulsion.

Behavioral Interventions:

- Unruly students will be referred to the Site Director.
- Parents/guardians will be contacted for ongoing behavioral issues.
- Privileges, such as field trips, may be revoked.
- Students may face suspension or removal from the program.

Staff are trained in appropriate discipline techniques and will never physically harm or restrain children.

Program Objectives

The Upper Room KC Summer Academic Program aims to:

- Provide a safe and structured learning environment.
- Enhance students' language arts and math skills.
- Prepare children for the upcoming school year.
- Support holistic development through academics, enrichment activities, and character education, including:
 - Integrity and honesty
 - Trustworthiness
 - Respect for self, others, elders, and authority figures

Expectations for Student Behavior Children are expected to maintain a respectful and friendly learning environment by:

- Using appropriate language (no profanity or inappropriate words).
- Avoiding physical confrontations or bullying.
- Remaining in designated areas with staff supervision.

- Demonstrating respectful conduct at all times, including during field trips and transportation.
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General Information

Program Dates & Hours: June 2, 2025 – July 25, 2025 | 7:30 AM – 6:00 PM

Attendance:

- Students must arrive on time (classroom instruction begins at 8:00 AM).
- Excessive absences or tardiness may impact program participation.

Sign-In & Sign-Out:

- Parents/guardians must sign children in and out daily.
- Only authorized individuals with proper identification may pick up a child.

Late Pick-Up Policy:

- A fee of \$1 per minute will be charged for pickups after 6:00 PM.

Health & Emergencies:

- Parents will be contacted immediately if a child becomes ill or injured.
- Staff, who are CPR/First Aid trained, will act in the best interest of all students in emergency situations.

Behavior Expectations & Facility Respect

- Students must respect facilities, staff, and peers.
 - Vandalism or property destruction will result in immediate expulsion.
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Academic & Attendance Incentive Program

Students who meet the following criteria will be eligible for a gift card at the end of the program:

- Students who meet the attendance requirements
- Maintain a C average in academics
- Demonstrate positive behavior and good conduct
- Complete both the pre- and post-assessments

Gift card amounts are based on attendance:

- Perfect attendance (all 38 days attended /no tardies): \$150
- One day missed (37 days attended/no more than 1 day or 3 tardies): \$125
- Two days missed (36 days attended/ no more than 2 days or 6 tardies): \$100

Note 1: Three tardies count as one absence.

Note 2: Students must attend the entire academic day to be eligible for the incentive.

Parent Involvement

- A mandatory orientation will be held before the program starts.
 - Parents should ensure daily attendance and complete an evaluation at the program's end.
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Medication Policy

- Medications will be administered only with written parental consent.
 - Prescription medication must be in the original container with instructions.
 - Non-prescription medication requires a signed permission slip with dispensing details.
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Meals

Students will receive a **nutritious breakfast, lunch, and an afternoon snack** daily. Parents must provide written documentation of food allergies or dietary restrictions to the Site Director.

Academic Focus

Morning Session: Certified teachers will lead instruction aligned with **Missouri State Learning Standards** using a DESE-approved curriculum. Students' reading and math levels will be assessed through pre- and post-assessments.

Afternoon Session: Enrichment activities, including fine arts, physical education, and music, will be led by certified teachers, enrichment professionals, and/or trained youth development leaders.

Thank You!

Upper Room KC appreciates the opportunity to partner with you in your child's academic and social development. We look forward to an enriching and enjoyable summer experience for all students!