



Graffiti Kids After School Parent Handbook Fall 2020

Thank you so much for enrolling your child in Graffiti Kids After School for this fall semester! We are committed to making this a wonderful, safe, healthy, and positive experience for all of our kids and their families. We want you to be well informed about all we're doing, and we need your help and cooperation in order to make that happen. Please take a moment to review and sign this document.

Our Graffiti Kids After School vision is to create a safe, healthy, fun, and loving place for your child to:

- learn more about Jesus through Bible stories, crafts, and activities (spiritual development); have a safe and healthy place to socialize and interact with peers as a way to cope with stress (of a pandemic) and connect with others (social-emotional development); receive guided homework help as needed (mental development); and play games and have fun all along the way (physical development)! All of this will be done in a healthy, socially distanced way (see link for more specific info on COVID policies and procedures and safety guidelines).

Train a Child in the way he should go, and when he is old he will not turn from it. Proverbs 22:6

PLEASE NOTE CHANGES TO THIS FALL'S AFTER SCHOOL PROGRAM:

We will be offering Graffiti Kids After School program for kindergarten-5th grade students, beginning Tuesday, October 13, 2020, through Thursday, November 19 (6 weeks) as follows:

- **Tuesdays and Thursdays:** In-person program at Graffiti. Program will be **DROP OFF only** (even if they attended school that day; we are NOT able to pick up from schools at this time) **from 3:30 pm-5:30 pm.**
- **Mondays and Wednesdays:** We will provide **REMOTE virtual homework help sessions by reservation only via Zoom.** We will notify you about available weekly time slots that you can sign your child up for, and a Zoom meeting link will be sent to you.

MEET YOUR DIRECTORS/STAFF:

Children's/Program Director: Tonya Bernard
Associate Children's/Program Director: Melissa Reyes
Assistants: Carmen Morales, Sam Djoennaery

VOLUNTEERS/TEAMS:

In an effort to lower COVID-19 risk as much as possible, we will NOT be having outside volunteers or mission teams serve with us at this time until further notice.

COVID-19 SAFETY GUIDELINES:

We are in this together. We are relying on you, the program parents, to encourage safe practices with your children and to keep the program informed of anything that could be detrimental to other children or staff:

- Anyone who is sick or was sick with COVID-19 or recently in contact with someone with COVID-19 in the last 14 days— including staff, kids, and families— should not come to Graffiti Kids After School Program.
- Please notify the Graffiti Kids After School Director if your child becomes sick with COVID-19 symptoms, tests positive for COVID-19, or has been exposed to someone with symptoms or a confirmed or suspected case.
- Be on the lookout for symptoms of COVID-19, which include fever, cough, shortness of breath, chills, muscle pain, sore throat, and loss of taste or smell. Call your doctor if you think you or a family member is sick.

REGISTRATION/FEES:

In order to limit person-to-person contact, we are strongly encouraging that students be registered online at the secure link on our Graffiti Church website. At the time of registration, you will pay the full, non-refundable supply fee for after school program. If you have any questions about online registration, then please reach out to Tonya or Melissa.

DROP OFF:

In-person program on Tuesdays and Thursdays begins at 3:30 pm. You **must** drop your child off at Graffiti. We are NOT able to pick up from schools at this time. Please plan to arrive to Graffiti **on time**. You will be required to sign your child into program and complete a health screening questionnaire for your child each day.

PICK UP:

On days when we have in-person program (Tuesdays and Thursdays), you **MUST** pick up your child promptly at 5:30 pm. If you are late picking up your child, then you are **REQUIRED TO PAY** an additional \$5.00 for every 5 minutes after 5:30 pm. The additional payment must be paid within **3 program days** of the late pickup date in order for your child to continue attending after school program. If possible, please refrain from picking up your child before 5:00 pm, as he/she will miss out on many fun parts of our program that we have planned for him/her.

CALENDAR:

Graffiti Kids After School runs Tuesday, October 13, 2020, through Thursday, November 19 (6 weeks) as noted on the first page. We will have in-person program on Tuesdays and Thursdays and remote Zoom homework help sessions (by reservation only) on Mondays and Wednesdays.

WHAT WE DO/DAILY SCHEDULE:

Tuesdays & Thursdays:

Once your child is dropped off at Graffiti, we will provide a prepackaged snack and drink item. Next, we will provide an optional homework completion time. Then, we will have a Bible story and activity time. After Bible story time, we will have recreation and/or activities, which include playtime indoors or games. Please note that all activities will be planned with health and safety guidelines in mind.

Mondays & Wednesdays:

We will provide you with an opportunity to sign your child up for a remote virtual homework help session via Zoom. Once your weekly day/time is confirmed, then a Zoom link will be sent to you.

As noted on the linked parent letter: In the case of a positive COVID-19 case within our program, Graffiti Kids After School will not meet in-person for 14 days following the positive case and will instead move to an all-remote after school program via Zoom during the regularly scheduled after school days/times. We will notify you of such plans.

VIRTUAL ZOOM HOMEWORK HELP SESSION INFO:

If you sign your child up for a remote Zoom homework help session, then two Graffiti Kids After School leaders will log on to Zoom with your child to provide guided homework help during that specific time, so your presence on the Zoom call is not required. Each session will last up to 40 minutes. To make the best use of our time slot together, please make sure:

- the electronic device your child is using is fully charged
- your child has a quiet place to work, free from as many distractions as possible
- your child is able to log in to Zoom and quickly pull up the homework assignment (from Google Classroom, etc.)

We will have the ability to request remote access of your child's computer screen from the Zoom session, and this feature will only be used to best assist your child with the logistics of completing homework assignments (helping them get the curser in the correct place, helping them format an assignment, etc.).

ABSENCES/EMERGENCIES/MESSAGE TO STUDENTS:

Please call or text Tonya @ 512-968-2292 or Melissa @ 347-465-4496 before 2:00 pm if your child is going to be absent from after school in-person program or online Zoom homework help sessions that day. After several unexcused absences, your child may be dropped from the after school program if we have a waitlist.

In the event of an emergency or to relay a message to your child, it is BEST to call or text Tonya or Melissa (numbers listed above). If they cannot be reached, then please call the Graffiti Church office at 212-473-0044. You may be asked to leave a voicemail.

Please note that we do NOT allow your child to use his/her cell phone during program. All communication between you and your child while they are at program should go directly through Tonya or Melissa only.

HOMEWORK:

We will provide an optional homework completion time during in-person program days on Tuesdays and Thursdays. Homework on these days will need to be done with pencil and paper **without** the use of electronic devices. If kids do not have homework to complete at Graffiti, then we will provide other activities for them to enjoy during this time. We make it a priority to make sure your child completes his/her homework correctly, but we cannot GUARANTEE that it gets completed correctly. We will offer homework assistance as needed and will guide your child in correcting mistakes that may be found on homework to the best of our abilities.

Homework completion slips: For your information, each day we will fill out a homework completion slip for your child that indicates if homework is complete or not complete for the day and what still needs to be completed. We will also indicate why homework was not completed for that day (ex. Ran out of time; forgot homework at school, etc.) These slips will go home with your child at dismissal each day. It is your child's responsibility to get his/her homework completion slip filled out and signed

by a Graffiti Kids After School staff member or volunteer. If you ever have any questions or concerns about your child's homework completion, then please bring it to our attention as soon as possible.

As noted above, on non-in-person program days on Mondays and Wednesdays, we will provide **REMOTE homework help sessions by reservation only via Zoom**. This will allow us to help your child with online homework assignments. We will notify you about available weekly time slots that you can sign your child up for.

CONTACT INFORMATION/ALLERGIES:

Please keep all enrollment information current. Any change in addresses, phone numbers, medical/food allergies, etc. should be brought to our attention immediately so we can keep our records up-to-date.

NOTE: We are a PEANUT AND TREE NUT-FREE program due to severe allergies. Please do NOT send your child to program with snack items that contain nuts.

AFTER SCHOOL EXPECTATIONS FOR CHILDREN:

1. Love God by obeying your leader. (listen when teacher is talking; follow directions; etc.)
2. Love your neighbor. (keep hands to self: no hitting, punching, kicking; be sweet and respectful of staff/volunteers, other children, and Graffiti property; no name calling, yelling, or use of foul language; no bullying; keep a safe distance/wear a mask; etc.)
3. Have fun! ☺ (participate; do your best; etc.)

→**Note:** Toys, games, and electronic devices, etc. from home are **NOT** allowed to be brought to after school program. We are not responsible for lost or stolen items.

BEHAVIOR MANAGEMENT:

In order to help ensure everyone does his/her best at program and follows the expectations, we will implement the following behavior management system:

Each child will be given a clothespin with his/her name on it on our colored behavior stick. The colors have the following meaning:

- **Purple:** Wow! Awesome Day! = treasure earned
- **Blue:** Good day!
- **Green:** Warning
- **Yellow:** Oops = 5 minute break from recreation or other activities
- **Orange:** Oops Again = 10 minute break from recreation of other activities
- **Red:** Loss of Privilege = your child will sit out from an entire activity, and you will be notified at pick up of your child's behavior

He/she will start the day on blue and will be asked to change his/her color each time an expectation is not followed. Your child can change back to a "better" color if he/she corrects a mistake that was previously made. Exceptionally good behavior will be rewarded by your child being asked to change his/her color from blue up to purple. Each new day is a "clean slate," and your child will start back on blue. Acceptable behavior is a condition of your child's enrollment in the Graffiti Kids After School. Your child must follow the rules, policies, and procedures outlined in this Parent Handbook. If misbehavior continues and causes chronic disruption or danger to others, then your child may be removed from the program for a period of time or indefinitely.

STUDENT/PARENT/STAFF COMPLAINTS:

We will do our best to ensure the most positive experience for both you and your child. However, if an issue arises, then please resolve it in the following manner.

- Please be respectful in your tone while speaking about the issue.
- All issues should be resolved away from children. If the complaint involves a specific staff person, then it should be discussed with that individual first.
- If the issue cannot be resolved, then discuss the matter with that leader's supervisor as follows:
 1. Interns/Volunteers report to Associate Children's Director & Children's Director
 2. Associate Children's Director & staff report to the Children's Director
 3. Children's Director reports to Pastor Taylor

Raising your voice, cursing, and/or creating a scene can and will result in removal from after school program and possibly future Graffiti events and programs.

LICE POLICY:

Graffiti Kids After School has a **"no head lice & no nit"** policy which means that any child who has head lice is not allowed to attend our program until they have received treatment and ALL live lice and nits have been removed and upon the examination of a Graffiti Kids staff member (or with a doctor's note that indicates that lice and nits are no longer present). We will notify parents in the event that lice are found on an individual with whom your child may have come in contact with at Graffiti Kids After School.

TEACHER-PARENT-GRAFFITI PARTNERSHIP:

It is our desire to partner with you and your child's teacher to help your child reach his/her full potential in our after school program. In addition, we want to be good stewards of our time with your child in after school. To help us best assist your child, please inform us of any important information we should know about him/her, including academic and behavior suggestions and/or concerns, etc.

SPECIAL EVENTS:

We will keep you posted about any special events coming up. Due to COVID-19, many of our yearly special events will either be cancelled or modified so as to align with current health and safety guidelines.

OPPORTUNITY TO BLESS OTHERS:

Our vision is to provide a low-cost, high-quality, loving after school program for your child. Therefore, we keep the cost of the program below actual program cost. We fundraise and rely on individual and church partnerships to make that possible. If you are able to provide additional funds to help scholarship other children, then we'd love to talk with you more about that option. (All donations are tax deductible.)

FACEBOOK:

We will be periodically posting pictures taken during after school program and information about upcoming events on our Graffiti Kids Ministry Facebook page. Please visit: <https://www.facebook.com/GraffitiKidsMinistry/> and "Like" our page in order to receive these updates.