

URGENT, INC.

Youth Empowerment Summer Camp Program



Program Handbook

2008-2009

URGENT, INC.

Program Handbook 2008-2009

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WHAT IS THE YOUTH EMPOWERMENT SUMMER CAMP PROGRAM?

A Path for Personal Empowerment

Self-Discovery and Definition

Stimulating and Enriching

Community Building

Where Values, Culture, Leadership, Teamwork,

and Responsibility take on a New Form and

Clarity

Exercises for your Mind, Body and Spirit

New Visions for Yourself, Family and Community

Discovering the Environment Around You

Time-Honored and Universal

Dear Parents, Staff, Consultants and Volunteers,

Thank you for joining us at this year's Youth Empowerment Summer Camp Program. Through the Youth Empowerment After School Program, we offer a safe, quality, affordable and accessible program for parents who need childcare during the summer. Our program goals are to increase your child's oral reading fluency, social skills and fitness abilities while they discover their capabilities and cultivate new and existing skills and talents in math, science, and the arts. We look forward to working with you during this summer.

The Youth Empowerment Summer Camp Program is to be a fun, nurturing and comfortable environment for your child. The Program is a high quality summer camp program with a curriculum based on the industry's best practices and supports the National School Age Care Alliance out-of-school time program standards.

This Manual has been created as a reference guide for you. It contains vital information, policies and procedures about our after school program. Our student's safety is a top priority and we take this responsibility very seriously. Please use this manual as reference guide for any questions you may have.

If you have further questions, please call Shedia Nelson, Camp Manager at (305) 586-6694 or email at shedia@urgentinc.org.



The Youth Empowerment Program is generously funded by The Children's Trust. The Children's Trust is a dedicated source of funding created by voter referendum in 2002 to improve the lives of children and families in Miami-Dade County by making strategic investments in their future – because all children are our children.

TABLE OF CONTENTS

PROGRAM OVERVIEW	6
After School Goals.....	6
Best Practice Curriculums.....	6
Evaluations.....	6
Outcomes	6
Program Participants.....	6
After School Activities	6
Daily Schedule	7
Duration	7
Operation.....	7
Early Dismissal	7
Location	7
Transportation.....	7
Staffing.....	8
Fees	8
Forms of Payment.....	8
Dates to Remember.....	8
Payment Schedule.....	9
Student Enrollment	9
Program Oath.....	9
Program Song.....	9
Equal Access.....	9
Special Needs.....	9
Parent Orientations.....	10
Parent Involvement.....	10
Parent Meetings	10
Newsletter	10
Student Attendance	10
Class Assignments	10
Signing in and Out.....	11
Late Pick-Up.....	11
Meals/Snacks	11
Field Trips.....	11
Program T-Shirts.....	11
Emergency Contacts	12
Fire Drills.....	12
Hurricane Watch/Warnings	12
Accidents and Injuries.....	12
First Aid Kits.....	12
Sickness and Illness	12
Medication Authorization.....	13
BEHAVIOR GUIDELINES	13
General Conduct Expectations.....	13
Rewards.....	14

Discipline	14
Sexual Harassment.....	15
PARENT HANDBOOK RECIEPT	16

PROGRAM OVERVIEW

Summer Camp Goals

- Youth improve health and fitness
- Youth enhance their life and social skills
- Youth improve reading skills

Best Practice Curriculums

- Kidzlit After School Reading Program
- Life Skills Social Skills Program
- Peace Education Social Skills Program
- SPARK After School Fitness Program

Evaluations

Youth are evaluated on the program goals. Each student's progress is evaluated through the use of pre and post testing in fitness, social skills and reading ability. The test measures used are:

- Fitness: PACER Multi-Stage Shuttle Run, Sit-ups, Push-up. These tests are administered by staff.
- Reading: Oral Reading Fluency. This test is administered by Certified Teachers and trained staff.
- Social Skills: Life Skills Training (Grades 3-4) and Peace Education (Grades 1-2). These tests are administered by staff.

Outcomes

- 85% of youth will improve their fitness abilities
- 85% of youth will improve their social skills
- 85% of youth will improve their oral reading fluency

Program Participants

Targeted youth for participation are girls ages 6-13 who reside within the City of Miami. A limited number of spaces will be available for youth residing outside city limits.

Activities

- Social Skills
- Fitness/Recreation
- Literacy Development
- Enrichments: Performance and Visual Arts, Cheerleading, Drumming, and Science, Entrepreneurship

- Field Trips
- Daily Snack and Lunch
- End of Summer Talent Exhibition and Recognition Ceremony
- Parent Orientations

Daily Schedule

Children participate in a variety of activities each day. In general, the camp day is arranged as follows:

7:30 Early Drop-off
8:30 Opening Circle
9:00 Workshops
12:00 Lunch
1:00 Workshops
3:00 After Care Enrichment
5:30 Begin Parent Pick-up
6:00 End of Day

Duration

Summer Camp will begin on June 15, 2009 and finish July 24, 2009.

Operation

The program will operate M-F from 7:30am-6:00pm each day. The program will be closed for July 4, 2009.

Early Dismissal

N/A

Location

The summer camp program is located at St. Francis Xavier School, 1682 NW 4th Ave. Miami, FL 33136

Transportation

There is no transportation available to and from the program. However, transportation may be offered to and from all field trips and for other special activities.

Field Trip Transportation is provided by an approved vendor of Miami Dade County Public Schools.

Staffing

All staff, consultants and volunteers must pass a level 2 background screening from the Florida Dept. of Law Enforcement through Miami Dade County Public Schools.

Mandatory trainings for all direct service staff include:

- Personnel Policies and Procedures
- HIPAA/Confidentiality and Record Keeping
- Child Abuse and Domestic Violence Identification and Reporting
- Emergency Preparedness Training(COOP)
- First Aid and CPR certification
- Sports Play and Recreation (SPARK)
- Peace Education for grades 1-4
- Life Skills Training for grades 3-4
- Oral Reading Fluency

The summer camp staff consists of:

- Camp Manager, FT
- After Care Manager, FT
- Camp Counselors, PT
- Junior Counselors, PT
- Volunteers; Community Service Hours for High School youth are offered
- Certified Teacher, Consultant
- Activity Consultants
- Community Partners

Fees

- Registration \$30 per child
- Weekly Fee \$20.00 per week per child.
- An attendance commitment for each youth is required.
- Parents are required to attend at least one Parent Orientation.
- All fees must be paid in full prior to the start of camp
- No refunds will be given.
- **Non attendance will result in your child's removal from the program**

Forms of Payment

Money Order, Cashier's Check or pay on our website: www.urgentinc.org.

Dates to Remember

- Program Begins- Monday June 15, 2009
- Art Exhibition and Recognition Event-Thursday, July 23, 2009
- Program Ends- Friday July 25, 2009

Payment Schedule

All fees are due prior to the start of camp.

Student Enrollment

All Parents must completely fill out all enrollment forms for each child and submit to the Camp Manager for review and approval to attend the Summer Camp Program. Under no circumstances are youth to begin the program without having all required paperwork on file.

Program Oath

Today is the best day of my life!
I am celebrating my life and ALL life around me!
I celebrate the birds, the sun, the wind, the rain, the trees and ALL Humanity!
I am holding my head up high with a happy heart.
I share my enthusiasm with my smile
I am grateful for my creative geniuses and my special talents
YES, today and everyday is the best day of my life! YEAH!!!

Program Song

I love myself so much
That I could love you so much
That you could love you so much
That you could start loving me

Equal Access

No eligible participant shall, on the basis of race, sex, creed, national origin or disability be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage or opportunity.

Special Needs

Children with special needs will be accepted on an individual basis. Parents should schedule an appointment with the After School Manager prior to enrolling children. We will make every effort to accommodate children with special needs.

Urgent, Inc. strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964—prohibits discrimination on the basis of race, color, religion or national origin.

Section 504 of the Rehabilitation Act of 1973—prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA)- prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status or handicap against a student or employee.

Florida Civil Rights Act of 1992– secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap or marital status.

Parent Orientations

An Orientation about the program will be offered twice before the beginning of the summer camp. Parent attendance at one is required for participation.

Parent Involvement

Parents and guardians are always welcome to volunteer. The Camp Manager is to ensure the required forms to volunteer at the site are completed and submitted to Urgent, Inc.'s offices and to the school.

Parent Meetings

N/A

Newsletter

To keep parents up to date on program activities, a weekly newsletter and calendar containing information of daily activities, field trip dates and other informative information will be sent home each month.

Student Attendance

An attendance commitment for each youth is required. Excessive absences may result in the removal from the program. A parent call or conference must be made to determine the reason for excessive absences.

Class Assignments

Each Counselor will be assigned a group of up to 15 students. Groups are used to track attendance, transitions for one activity or location to another and for keeping track of the youth. For all age/stage and developmentally appropriate activities youth will remain with their primary Counselor. For all other activities, youth will be placed in interest related groups.

From time to time, staff may be re-assigned to a different group of students.

Signing in and Out

Upon arrival at the after school program each child must sign in with their counselor. At the end of each day, parents must sign their child out and receive a pass to present to their child's counselor to receive the child. Under no circumstances, are children to be released to anyone not in receipt of a pick-up pass.

STUDENTS ARE ONLY TO BE RELEASED TO ADULTS LISTED ON THE APPROVED PICK-UP ROSTER. Written notes and phone calls are not accepted for the release of any child. It is the staff person assigned to the sign out desk responsibility to check the authorized pick up list and ID of the person picking up the child.

Late Pick-Up

The program ends each day at 6:00 pm. Any parent who arrives after 6:00p.m. to pick up a child will be charged a \$5.00 late fee. In the event that a child is not picked up by 6:20 p.m., the closing staff must call the emergency phone numbers listed. The designated individual will be asked to pick up the child. If staff is **unable** to reach someone to pick up the child, the police will be contacted. Additionally, if the person contacted does not pick up the child at the stated time the police will be contacted.

Meals/Snacks

A nutritional snack and lunch, planned to meet a child's nutritional requirements is served each day. All snacks provide two different food components and are approved by the USDA and the Florida Department of Health.

Field Trips

There will be 8 field trips offered during camp. Typically there will be no fee for participation and will include admission, transportation and lunch. Eligibility for youth participation is based on program attendance and behavior. Some of these trips may include paying a discounted admission fee. Some field trips may be offered as family field trips.

Students must have a signed Field Trip Permission Form on file with the coordinator prior to the scheduled trip in order to attend. Parents must fill out a new permission form for each trip taken.

The bus company used for field trips must be Miami Dade County Public Schools approved.

Program T-Shirts

All youth must have a Children's Trust and/or Urgent, Inc. After School Program T-Shirt to attend field trips. Urgent, Inc. T-Shirts are \$7.00. Children's Trust T-Shirts are free if you participate in a Children's Trust Summer Program.

Emergency Contacts

Emergency contact information obtained from the student's enrollment form must be on file for every student attending the Youth Empowerment Summer Camp Program.

Fire Drills

If the school has a fire drill during the after school program, the staff and students should proceed to the indicated exit route posted in each classroom. No one is to return to the building until given approval by school staff.

Hurricane Watch/Warnings

In the advent of a Hurricane Watch or Warning, during after school hours, Miami Dade County Public Schools procedures will be followed. Parents will be notified of any program closures at the earliest possible time to ensure safety for all youth.

Accidents and Injuries

In the event of an accident or injury resulting in an injury to a child, the staff will take the following steps necessary to obtain medical care:

- Child will be given first aid if applicable (ex. Band aid, ice pack, etc.)
- Parents will be informed of all injuries at the time of pick-up or immediately if the injury is severe or warrants emergency medical attention.
- If the injury warrants emergency medical attention and the parents cannot be reached, the emergency contact must be notified
- If the injury/accident warrants emergency medical care 911 should be called immediately

The staff who was supervising the child at the time of the incident must complete an Accident/Injury Report and Parent Notification Form. The parent is to receive the Accident/Injury Parent Notification Form.

First Aid Kits

The Site Coordinator is responsible for keeping all first aid kits stocked with the required supplies. At no time are any oral medications allowed in the first aid kits.

Sickness and Illness

When a child gets sick during after school hours, the Camp Manager must notify the parent. If the parent is unavailable, the emergency contacts must be called. If there is a possibility of infecting other children, the child will have to be picked up prior to the close of the program.

Illness at the program that may cause a parent to pick up their child immediately and require them to take their child to the doctor may include, but is not limited to:

- A Fever over 100.9F on the ear thermometer (will need to see Dr to make sure child doesn't have an ear infection or strep throat or other contagious flu/cold)
- Any type of Rash or questionable Bumps, and/or red Spots (need to go to Dr to determine which rash child has and proper quarantine time to prevent spread of infection)
- Green/Yellow/Brown Mucus coming out of the nose, mouth, or eyes (will need 24hrs of antibiotic for nose/mouth or 24hrs of antibiotic eye drops for conjunctivitis/pink eye drainage before return to the program)
- Uncontrollable Coughing with or without Congestion (will need appropriate asthma meds or cough syrup to make the coughing stop)
- Loose stool or Diarrhea more than once in a day (will not be allowed back to the program until they have gone 24hrs without diarrhea)
- Vomiting or stomach flu of any kind (will not be allowed back to the program until they have gone 24hrs without vomiting)

Medication Authorization

We will not dispense any medication to any child during After School hours.

BEHAVIOR GUIDELINES

General Conduct Expectations

In general Participants, Staff and Parents shall:

- Show respect to everyone
- Refrain from using abusive or foul language or sexually explicit language
- Refrain from causing bodily harm to self, other participants or staff
- Show respect to equipment, supplies, and facilities

Additionally, Urgent, Inc. believes that staff should be able to work in an environment free of threatening speech or actions. Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical and/or psychological well being is strictly forbidden. Any participant, parent, staff member, or agent of the above who is found to have threatened a member of the staff will be reported to the authorities.

Prevention of unacceptable behavior is far better than merely seeking a cure. Students who attend Urgent, Inc.'s program should expect:

- To enjoy learning and have fun
- To find mutual respect, tolerance, trust and openness amongst all members of the program community
- To find friendship and support from students and all members of staff, consultants and volunteers

- To have interesting and demanding challenges
- To be recognized for their successes
- To have equal opportunity, without discrimination, on the basis of race, gender, creed or disability
- To be equipped for a variety of social situations

All of this is recognized through the programs staged reward system.

Rewards

Good behavior from students is to be encouraged in a positive manner. Our program aims to promote high standards of behavior, self-discipline and learning through positive encouragement and reward. Outstanding effort or achievement will be rewarded through the programs reward system. All participants are encouraged to value and take pride in their work and individual achievements and to respect and value the achievement of others.

- Merits will be awarded to students throughout the program for good work and effort in all activities: reading, physical fitness and social skills especially.
- These will be indicated by stamps or stickers on each students merit card to be kept in the Recognition Wall Banner. There are 20 sticker opportunity on each card. When the card is full the Enrichment Counselor will sign the card and the child can take the card home to their parents with a certificate.
- 20 merits will lead to the award of a merit certificate and eligibility to attend a schedule field trip (if they have not received any Pink Slips)
- 5 certificates lead to a year popcorn certificate
- 10 certificates lead to a year pizza certificate
- Counselors will keep a record of merits on a chart in their classroom and inform the Site Coordinator who have prizes. These will be presented at each parent orientation and/or end of year awards ceremony.

Additional merits can be received in the following areas:

- Teachers can award merits based on reading progress
- Staff can award merits based on A's received on report cards and to those students who have improved a failing grade to a C or better.
- Staff can award merits based on Perfect program attendance for the month
- Students demonstrating exceptional leadership abilities through receiving assignments of meaningful positions of responsibility eg. clean up helpers, line leaders, peer homework helpers, lead readers, etc. may also be rewarded merits by staff
- Students can choose a small gift from the Treasure Chest

Discipline

Staff should work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide their children toward socially acceptable behavior.

When behavior gets out of hand and discipline is needed, the student's primary counselor should attempt to correct the situation. The steps the counselor should take are as follows:

- Step 1: This refers to the first time a child is demonstrating inappropriate behavior. A staff member should attempt to correct the inappropriate behavior with a verbal correction. The staff member should redirect the child's energy and provide alternative activities using the Independent Learning Centers and/or the Learning Computer Websites.
- Step 2: If the child is disruptive again and refuses to behave, the staff should repeat the attempt to correct the inappropriate behavior with a verbal correction providing redirection and behavior choices. The child should be made aware that if they do not correct their behavior their parent will be informed at the close of the program day.
- Step 3: If the child is disruptive again and refuses to behave, the Counselor must notify the Site Coordinator. The Site Coordinator will complete a Behavior Warning (Pink Slip) in duplicate. One is filed in the Case Files and the other is given to the parent at pick-up.
- Step 4: If a child receives a second pink slip the Case Manager or Site Coordinator must schedule a parent conference to address the behavior.
- Step 4: If a child receives a third pink slip the child will be suspended for one day from the program.

Depending on the severity of the incident, the child may be suspended immediately for the next day or completely removed from the After School program. This decision will be made by the Site Coordinator on a case by case basis.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical contact of a sexual nature made by someone in the educational setting. URGENT, Inc. considers sexual harassment to be a major offense which will result in disciplinary action for an offending employee or student. Complaints of sexual harassment by staff or students should be directed immediately to the Coordinator. Any matter involving sexual harassment shall be treated confidentially.

PARENT HANDBOOK RECIEPT

I, _____ parent of

_____ have read and received Urgent,

Inc.'s Youth Empowerment Summer Camp Program.

Parent Signature

Date