



2020-2021 Guardian Information Packet

Welcome to Proud 2 Be Me Neighborhood Learning Center. We're excited that your child will be joining us this year for a safe and enriched program experience. This information packet is designed to share important and helpful information with you, and to help make this experience as worry-free as possible. In order to continue to provide a quality learning environment for all children, we need your help. Strong guardian participation from start to finish . Cooperation with all of the assignments and guidelines put in place is essential. We know your child will experience new activities, learn,see the beauty in where they are from,make new friends, and discover new adventures while here at the neighborhood learning center. Our staff – well-trained and chosen for their enthusiasm, educational background, and experience – will make your children their top priority. We hope that you, as parents and guardians will share in these experiences along the way. We look forward to having your child join us!

If you have any additional questions we encourage you to contact learning center director Jazmin Norman (973) 789-5334.

OUR LEARNING PHILOSOPHY AND GOALS

Proud 2 Be Me provides a positive atmosphere of safety, support, self love, and a high expectation to learn and improve academically and socially. Allowing for personal growth and development in spirit, mind, and body. Children who participate in our programs will:

- Increase their ability to learn with others and individually
- Increase good study habits
- Become a better reader
- Demonstrate a growing ability to make decisions
- Show increased self-confidence socially and academically
- Increase eagerness to try new things and develop new skills;
- Improve academic performance, retention, and personal growth
- Encourage love for their culture and neighborhood
- Develop fun new ways to learn

LEARNING CENTER HOURS 7:00am-7:00pm

**Fall 2020 Virtual Learning Assistance Program
(Lead by Certified Teachers)**

Beginning October 19, 2020

7:30am-3:30 pm

Full day or half day available

Grades K-8

One time registration fee of \$35—Includes reusable mask, headphones, and personal hand sanitizer.

\$200 Weekly Cost

Daily snack included

(Must bring lunch for full day sessions)

Covid -19 School Age Tuition Assistance Accepted.

Apply @www.childcarenj.gov

After Care Enrichment Program

(Beginning when school resumes to in person schedule)

3:30pm-6:30pm

\$125 Weekly Cost

Daily snack included

Covid -19 School Age Tuition Assistance Accepted.

Apply @www.childcarenj.gov

15% multiple sessions and multiple children discount
Early registration advised due to limited slots as per Covid regulations

Strict Covid-19 compliance protocols in place (Air Filtration, Daily temperature and oxygen level checks, and daily facility sanitation)

Transportation available
Within 5 mile radius of center

Tutoring Program Cost

Hourly session core subject 1:1 tutoring rate-\$50
Hourly session core subject group same grade level rate-\$25per child

Specialty subjects and language 1:1 rate-\$75

Our tutors range from high school scholars to certified teachers. All attentive and trained in our proven tutoring technique.

DROP OFF/SIGN IN

Students must be escorted into the building and signed-in by parent/guardian.

PICK UP/SIGN OUT

Parents/authorized pick up individuals must walk into the building each day to sign-out your student.

Students will not be allowed to leave the program alone.

Adults not listed on the registration form or not authorized in writing by a parent will not be permitted to sign out a student. If you anticipate any other person picking up your child, (relative, neighbor, babysitter, etc.), please plan accordingly and submit the changes in writing to the Director or Teacher at least 24 hours prior in advance. No exceptions!

WEEKLY VIRTUAL ASSISTANCE REGISTRATION

Register no later than 7:00pm on Monday before each week child attends. This will assist us in scheduling appropriate staff and making accurate counts when purchasing materials and snacks for the week. We encourage you to register for multiple weeks in advance to ensure a spot for your child.

REFUNDS

Refunds are made only for absences that are in excess of three consecutive days, and only in the event of serious injury or illness certified by a doctor.

SICK DAYS AND ILLNESSES/INJURIES

If your child is not coming to a session on a given day, please phone our office at (973) 789-5334. This way we will not keep the others in a group session waiting unnecessarily. If a child becomes ill or injured while at the learning center, the Teacher or tutor will take whatever steps necessary to obtain medical care and keep child isolated from other children. If it is determined that the child should be sent home or seen by a doctor, we will notify you to come pick your child up in a timely manner. If we are unable to reach you, we will contact the emergency numbers listed on the Emergency Contact Card. Please be sure that your emergency contact people are aware of this. In the event of a serious emergency, 911 will be called first.

In the event of accidents, staff members who witnessed the accident will complete an accident report which will be kept on file and a copy given to the parent.

If we cannot contact you or your emergency contacts, we will do the following:

Contact ambulance.

Have your child taken to the nearest emergency room in the company of a staff member.

Although Staff receive first aid and CPR training in order to assess seriousness of injury or illness and to properly communicate the EMS, the Staff are only allowed to provide soap, water, and bandages for the treatment of minor injuries.

WHAT TO LEAVE AT HOME

We do not allow personal toys including video games, trading cards or electronics. The only exception is a school issued or personal laptop or tablet for work to be completed on.

MEALS

Students who stay for full day must bring lunch

2 Daily snacks are provided. Please be sure to notify us of any allergies your child may have so we can make accommodations for snack time.

DISCIPLINE POLICY

It is our intent that each child enjoys the enrichment activities planned by understanding that he/she is responsible for his/her actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline. We are here to assist him/her and to know that we expect him/her to succeed. Character development is an important part of our program. We also use positive reinforcement by consistently acknowledging good behavior. Please review these Character Guidelines with your child.

1. Take charge of yourself – “I am responsible for MY actions and MY belongings.”
2. Speak for yourself – “I will only say nice things about other people.”
3. Listen to others – “I will listen as intently as I wish to be heard.”
4. Show respect – “I will follow the instructions of staff at all times. I will leave my group only with permission. I will touch only my belongings.”
5. Take care – “I will keep the building and equipment neat, clean and safe.”

LEARNING CENTER RULES

Our utmost concern is the safety and welfare of our campers. Please be sure that your child is aware of the centers rules and abides by them. Violation of these rules may result in a camper being dismissed. If a child willfully and repeatedly disregards the behavioral expectations at the center, or endangers the safety of him/herself or others, the director may see fit to dismiss the child. All dismissals are without refund.

Behaviors which are not tolerated and could result in suspension from 1-5 days or immediate dismissal from our program are as follows:

Lack of respect to staff or to other children(talking back, verbal and/or physical abuse)

Fighting or harming another person. (punching, slapping, pushing, kicking, biting, etc.)

Damage to property

Stealing

Using foul language

Behavior poses a danger or threat to themselves, other campers, or staff

CONSEQUENCE PLAN

Should behavior problems arise, we will initiate the following steps:

FIRST Offense

Reasoning & Redirection: Staff will implement redirection and/or one-on-one communication.

Every effort will be made to help the child understand the inappropriateness of her/his action and agree to an alternate form of behavior. Children may be redirected to alternative activities.

When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.

SECOND Offense

Removal from Specific Activity: When reasoning has been pursued and has not changed behavior, staff will remove child from the activity for a brief time out or loss of privilege. Parent will be notified of the behavior at pick up.

THIRD Offense

Parent Conference: If the behavior persists and the staff has attempted a variety of disciplinary measures, the P2BM staff will notify the centers

director to decide upon a disciplinary plan which may include a discipline report. A discussion between the director and parent will occur. At this time, the child may be eligible for suspension or dismissal from the program. Our goal is to define what specific changes in behavior need to be made to help the child be successful in the program.

Daily Health Screening and Healthy Related Protocol

Performing a health assessment of all participants (staff and students) upon initial arrival at the center.

Students to become familiar with staff and discuss any health concerns they may not have shared in their health histories.

Staff to review, verify, and update as necessary, the individual's health needs/restrictions.

Students medications and use instructions to be left with the staff

Staff to ask about the individual's potential exposure to communicable diseases in the two weeks prior to their participation in any program at the center/

Staff to assess the individual's present health status for signs of illness or other health problems to prevent the spread of communicable diseases and health ailments (respiratory, gastrointestinal, lice, etc.) to other participants by suitably isolating or restricting the suspect individual(s).

Daily Temperature and oxygen level checks before entering facility

Daily Covid Questionnaire

Social Distancing

Proper wearing of face Mask