**Brooklyn Presbyterian Church**

**C.O.R.E.** (Community, Outreach, Recreation, Education) **After School Program**

**Parent Handbook 2023-2024**

**Mission Statement:**

CORE is an after school program offered by Brooklyn Presbyterian Church. Our mission is to provide a safe and supportive environment while nurturing individual spirit and intellect, and showing the love of God through meeting needs rather than through preaching.

**Hours of Operation:** Thursdays from 3:00pm – 5:30pm

**Dates of Operation:** September 14, 2023 – March 21, 2023. (Ending with Columbia’s Spring Break). CORE after school program is closed on the days that Columbia Central Community schools are closed. This includes weather related closings, holidays, conferences, etc.

**Cost:** FREE

**Transportation:** Columbia Middle and High School have a bus that drops off near the church at the corner of Chicago and West streets, and Napoleon schools have a bus that drops off at Brooklyn Presbyterian Church. It is the responsibility of the parent or legal guardian to arrange drop off schedules with the school, as well as arrange pick up from the CORE program. Parents and caregivers of all other students will need to arrange transportation to and from the church program.

**Age Range:** Kindergarten – 12th grade. This is a great opportunity for the 6th – 12th graders to develop leadership skills and learn the importance of volunteering.

**How to Enroll:**

1. Go to brooklynpres.org to **fill out** the registration form, **view** the handbook and **sign** the Parent Handbook Acknowledgement, or pick up at the church during office hours, Mon.-Thurs. 8:30am-3:30pm.
2. Complete and return all forms (if not submitted online)
	* 1. Registration Form
		2. Parent Handbook Acknowledgement
3. Mail or hand-deliver your registration forms to:

Brooklyn Presbyterian Church

160 N. Main St.

Brooklyn, MI 49230

***Note: We must have these forms completed and on file by the first day your child attends the program.***

**Daily Routine:**

After school -3:30pm Arrival, Homework, Free Play

3:30pm-3:45pm Prayer and Snack

3:45pm-4:20pm Recreation (outside if weather permits)

4:20pm-4:55pm Spiritual Growth

4:55pm-5:30pm Craft/Activity

**Program Benefits:**

In addition to providing a safe supervised place for your child to be after school, we also offer opportunities in the following areas:

* Academic skill-building and homework help
* Recreation and leisure
* Unstructured play with same-age peers (games, crafts, etc.)
* Community service
* Opportunity for ongoing relationships with caring adults and older youth
* A place that strengthens social skills and character
* Great opportunity for teens to build leadership skills and engage in teambuilding while earning volunteer hours.

**Policies and Procedures**

**Supervision Plan and Ratios:**

Children will have adult supervision at all times. In addition there will be older youth to provide homework help, mentor and play games with the kids.

**Check-in/Check-out Times and Procedures:**

Students will be checked in as they arrive at the program. Please notify the church office if your child is not in school that day or will not participate in the program for other reasons. Parents or someone listed as a pick-up person will need to check their child/ren out at the end of the program at 5:30pm.

**Snack**

Snack will be provided by the church or by volunteers. If you would like to donate a snack or special birthday treat, please let the coordinator know.

**Outdoor Activities:**

Weather permitting; we will spend time each day outside. Please dress accordingly.

**Cell Phones/Electronics:**

Students will not be allowed to have cell phones and electronics out of their backpacks during the program (with the exception of laptops or tablets for homework). We want to encourage the kids to do the activities with their peers instead of texting or playing with electronics.

**Proper Channels for Communication:**

Parents are encouraged to get to know the staff and adult volunteers who are caring for their child. If the need should arise for you to address a concern that involves one of our volunteers, please contact Jennifer Waluck, Christian Education Director. Do not directly confront a volunteer in the unlikely event that a grievance arises.

**Volunteer Qualifications/Expectations:**

We take child welfare very seriously because we believe in the right of children to have learning and play as their primary life concerns. All adult volunteers have completed and passed a background check.

**Conduct/Discipline:**

We expect students to show responsibility, respect for others, and common sense in their behavior. We further expect our students to faithfully follow the rules and guidelines of the program and leaders. Parents will be kept informed if there are conduct concerns.

**Explanation of Unacceptable Behavior:**

All children, parents, and volunteers at the Brooklyn Presbyterian Church CORE Program are expected to refrain from foul language, physical violence, or force or any threat thereof, smoking, consumption of alcohol, use of illegal drugs, inappropriate displays of affection, or carrying firearms or other weapons.

**Exclusion of Sick Children:**

Please follow school policy and do not send your child to the program when/if sick.

**Accidents/Incidents Involving Children:**

Our first priority is to avoid incidents and accidents through vigilant supervision and organized activity. In the event that a child is involved in a serious incident or accident outside the realm of what could happen in normal activity, the incident will be documented. Parents will be notified immediately if this is warranted by the seriousness of the situation, otherwise a copy of the report will be given to you when you arrive to pick up your child.

If a child is injured or becomes ill, we will treat him/her with appropriate first aid and notify the parent. If necessary, 911 will be called. We will notify parents immediately if this occurs.

**Keeping Records Current:**

We ask for your assistance in keeping your child’s records up to date by informing us of any major changes such as: address, phone numbers, people authorized for pick-up, emergency contacts, or medical records.

**Important Closing Dates for 2023-2024**

The C.O.R.E. program **WILL NOT** be in session on the following dates.

Thanksgiving Break – Nov. 23

Christmas Break – Dec. 28, Jan. 4

Any weather related or emergency closings.