

City of Hialeah
Education & Community Services Department
Young Leaders with Character Program



PROGRAM HANDBOOK



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Young Leaders with Character



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MISSION STATEMENT

It is the intention of The City of Hialeah to provide a safe, positive, and enriching experience for each participant enrolled in our program. The Young Leaders with Character out-of-school program is designed to provide academic enrichment in reading, math, science, college readiness and personal enrichment promoting healthy lifestyles through Physical Education, recreational activities, dropout prevention, character education, service learning, nutrition instruction, and continuous parental involvement. Students are engaged in daily activities closely supervised by staff and are provided a safe out-of-school environment.

PROGRAM INFORMATION

The Young Leaders with Character services are offered year-round by means of an afterschool program and summer program. Program year operates from August through July. Young Leaders with Character is a supervised out-of-school program staffed by certified teachers and trained staff. On average, the ratio of staff to student is 1:15.

The Afterschool program is open for students in grades 6th-8th and includes:

- **STEM Project Based Learning** (reading, math & science)
- **Algebra End of Course Exam** (tutoring)
- **Homework Assistance**
- **Fitness / Recreational Activities** (improving health & overall wellness)
- **Social Emotional Learning**
- **Nutrition**
- **Healthy Snacks (year-round)**
- **Nutritional Breakfast and Lunch** (summer only)
- **College and Career Readiness Workshops**
- **Family Involvement Activities**
- **Field Trips**
- **Swimming Lessons** (summer only)

Program Sites

			Afterschool Program	Summer Program
City of Hialeah Educational Academy (HEA)	2590 W 76 th St	305-723-6299	2:30-6:00 pm	Held at HEA
Henry H. Filer Middle School (HFM)	531 W 29 th Ave	786-682-8002	3:40-6:40 pm	Held at HEA
Hialeah Middle School (HMS)	6027 E 7 th Ave	786-618-4190	3:40-6:40 pm	Held at HEA

Sites Subject to Change Due to Funding

7:30am-6:30pm

Days & Times

The afterschool program is based on the Miami-Dade County Public Schools school-year calendar. Program hours are 2:30pm – 6:00pm (HEA) and 3:40pm – 6:40pm (HFM & HMS), Monday through Friday.

Program hours for Summer Camp are 7:30 am – 6:30 pm, Monday through Friday.

Inclusion

The Young Leaders with Character Program also offers additional resources through its Inclusion Program that facilitates youth with disabilities to fully participate in Young Leaders with Character activities. Students with special needs will be integrated with other students.

The City will make reasonable accommodations for a child's disability whenever possible. A child's participation/enrollment in the program is subject to an intake interview, provision of current Individual Educational Plan (IEP) or medical documentation, staff review of case, the ability to accommodate his/her particular need, and the City's ability to maintain an appropriate staff/child ratio (1:3 or 1:5, depending on need/space availability and funding). To make arrangements for a student with special needs, such as wheelchair accessible locations and/or other reasonable accommodations please call the ECS Department at 305-818-9143 and request a meeting.

Parent Involvement

Parents/Guardians are required to attend a Program Orientation during the school year and at the beginning of the summer. Program information, policy and procedures will be discussed at each orientation in order to insure child safety and program understanding. Parents are encouraged to attend the Family Education Nights at the child's site location. This portion of the program is intended to increase family involvement and improved communication between students and participating family members.

Parent ESL Classes

If you would like to improve your conversational English skills, we invite you to join USA Learns. This free program is intended for adults who have a basic understanding of the English language. The Program will provide instruction in English as a second language to adult family members using an online language learning program called USA Learns. Parents will learn and improve their English proficiency while developing their digital literacy skills. To register, please speak to the Camp Director at your child's site.

POLICIES & PROCEDURES

Attendance Policy

Attendance is mandatory and participants must be in attendance for the duration of the program. Parent/Guardians are required to notify the Camp Director prior to the child's absence. If a child is absent, the Camp Director will call and notify the parents the same day. All absences and calls are documented. This attendance policy is provided to each parent upon registration.

The parent will be notified and a student may be dropped from the program in any of the following cases:

- After 5-consecutive missed days without documentation
- If a pattern of missed days is determined
- If a pattern of early pick up is determined
- After 10 absences, child will be automatically withdrawn from program and parent will have to re-register child into the program if parent would like for child to continue.

The following will be taken under consideration and/or approved by the Program Director. Parents must provide a doctor's note or documentation to record an excused absence.

- Vacation (prior notice must be submitted)
- Sick/family emergency (with documentation)
- Other circumstances

Discipline Policy

In the event of unacceptable behavior, the Young Leaders with Character program exercises a standard and uniform policy when disciplining students. Our goal through the attached **Student Disciplinary Form** (see student disciplinary form below) documents the negative behavior, measures taken by staff and documents that the legal guardian/parent has been contacted and made aware of the incident and their response. Each negative behavior incident will be taken into consideration on a case-by-case basis. The Young Leaders with Character program reserves the right to use administrative flexibility in responding to a special or severe disciplinary issue. The Young Leaders with Character program reserves the right to remove a child from the program at any time if that child's behavior is found to be a safety concern to themselves, another child or to a staff person; or if the negative or unruly behavior is persistent and remains uncorrected.

Student Sign In/Out Policy

The parent/guardian or the student must sign in on the Sign In/Out Sheet everyday upon arrival. When the student is picked up from the site, the parent/guardian or the authorized person(s) must sign the student out. Any person other than a parent picking up a student must be named on the authorized pick-up list and is required to show identification. It is the responsibility of the parent/guardian to ensure the student's transportation to/from the program. Parent/Guardians and siblings are asked to wait in the areas designated for signing in/out and refrain from entering areas where the students are participating in scheduled programs.

Students will only be allowed to sign themselves out of the program at the conclusion of their site's program hours only if they have a Walk-Home form completed and signed by their legal parent/guardian

Late Pick-up Policy

The City of Hialeah Police Department may be contacted if a student is not picked up within an hour after the site closes. In the case of a late pick-up the parent will be charged \$5 for every 15 minutes after program hours (6:00pm (HEA) and 6:40pm (HMS/HFM) for aftercare and 6:30pm for summer).

Withdrawal Policy

If you wish to withdraw your child from the program, please notify the site's Camp Director and complete the Voluntary Withdrawal Form. If a student is dropped or withdrawn from the program, re-enrollment is based upon availability.

Medical Policy

City of Hialeah staff is not allowed to keep or administer medication of any kind to students. NO EXCEPTIONS. If a student is on medication, he/she must self-administer the medication. If a student is not able to self-administer, then an authorized person must come to the site to administer the medication at the designated times. Additionally, if a student has a medical condition which requires regular monitoring, he/she must self-monitor and notify staff of measurements. If a student is not able to self-monitor, then an authorized person must come to the site to monitor his/her condition at the designated times. Parents of students with medical conditions which require monitoring must provide appropriate documentation, with measurement thresholds, to staff for use in case of an emergency. Parents are required to schedule a meeting with the ECS Department Inclusion Specialist so that all parties may determine together the best methods of accommodating a student with a medical condition.

Sick Participant:

We are bound by health regulations to remove students who are, or appear to be sick. Signs of illness include, but are not limited to: green mucous, fever, pink eye, diarrhea, and vomiting. Parents will be called to pick up sick students. In the case of an emergency, at least one parent, guardian or designated emergency contact needs to be available to respond to the site within 15 minutes. Responding party should be authorized to make medical decisions on behalf of the student. The ECS Department reserves the right to require a Doctor's note upon student's return. The ECS Department will make every effort to notify parents in a site when contagious illnesses are reported; notifications will be "fact sheets" in English and Spanish from reputable medical sources for information purposes only. Parents should seek medical advice from a doctor regarding their own child.

Head Lice:

If head lice are found on a student, he or she will not be able to return to the program until the student is lice free. The ECS Department will make every effort to notify parents in a site if lice are reported; notifications will be "fact sheets" in English and Spanish from reputable medical sources for information purposes only.

Nutrition

Students receive FREE snacks during the school year approved by the Miami-Dade County Public Schools. During the summer months June through August, students receive FREE breakfast and lunch from the Miami-Dade County Public Schools. The City of Hialeah will provide students with FREE snacks.

Enrichment Activities

Students will be able to engage in various enrichment activities in the *Young Leaders with Character Program*. Activities such as chess, dance, guitar, voice and piano lessons are some of the few activities that will be offered to the participants. Participant input on activities offered in the program is always welcomed.

Parents will also have an opportunity to participate with their child(ern) in family enrichment programs.

School Extra-Curricular Activities

The YLC Program understands that participants are interested in partaking in school related extra-curricular activities and supports their decision to do so. The program has taken steps in ensuring safety to these participants when they want to participate in a school sponsored activity during YLC program hours. The participant's legal parent/guardian must completely fill out an Extra-Curricular Activity Permission Form prior to the participant starting a school related extracurricular activity. This form needs to be completed with the date, times, room number and teacher responsible for activity. Only student's that have a signed permission form from their parent/guardian are allowed to attend the activities. When the school activity is completed for the day, the student will be responsible for signing themselves into the program. Students participating in school extra-curricular activities will receive snack when they enter the program and then must participate in project-based learning activities taught by one of the programs certified teachers on the days they attend their school activity. The afterschool program may designate a special group for these participants to ensure that the student is receiving the full breadth of programming activities in the YLC Program. Any student that does not have a signed Extra-Curricular Form completed and is constantly absent from the program will be withdrawn due to the attendance policy. Students who also do not sign themselves in after their extra-curricular activity is completed will also be subject to withdrawal due to the attendance policy.

Cell Phones

Students may bring cell phones but they must remain stored in a purse or book bag. Phones may not be used during program hours. Staff is NOT responsible for any lost or stolen items.

Personal Items

Personal items from home are **not permitted** in the program. No Gameboys, DSIs, iPods, PSPs, Computers, iPads, etc. are allowed. Staff is NOT responsible for any lost or stolen items.

Uniform Policy:

School Year Program: During regular program hours students must adhere to their school uniform policy.

Summer Program: Program shirts must be worn to all field trips and are not to be altered in anyway. Shorts must be at mid-thigh length or lower. Sneakers must be worn at all times. Open-back shoes are not permitted in the program. Students not wearing appropriate attire or shoes will not be allowed to participate in the scheduled activities for that day. Personal items should be stored in book bags. On the days scheduled for swimming, students must bring a swimsuit, towel, and sunscreen. Participants may bring sandals in their swim bag and change shoes for the pool only. Each registered participant will receive one FREE program shirt. If a student forgets to wear their shirt the day of the trip or loses their shirt during the summer program, it will be the parent's responsibility to purchase a new shirt.

REGISTRATION INFORMATION

Required Documentation

The following documents must be submitted to the ECS Department in order to complete your student's registration process: **a registration form, current photo of student, copy of student's birth certificate or passport, current report card or school's acceptance letter, and proof of residency.** It is the parent/guardian's responsibility to notify staff in writing of any change in registration information. ECS reserves the right to ask for information and related documentation on both parents, regardless of marital status, for pick-up authorization and emergency contact purposes. Parents are also required to complete the **Parent/Student Contract, ECS Sharing Information Form, Department of Records Management Student Records Release Authorization Form, and the Nita M. Lowey 21st CCLC Student Demographic Form.**

Registration will be held at program sites. Program and registration dates will be advertised at all ECS sites. If a student is dropped or withdrawn from the program, re-enrollment is based upon availability.

The City of Hialeah's Young Leaders with Character out of school programs are funded by the Nita M. Lowey 21st Century Community Learning Centers Grant with support from the City of Hialeah.



Education & Community Services Department
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305-818-9143

