



PARENT

HANDBOOK

SUMMER ENRICHMENT & ASCP

2023/2024

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Welcome Message

Dear Parents and Guardians,

We are thrilled to introduce you to our exciting new community initiative, the Summer Enrichment Program and After School Care Program STEM (Science, Technology, Engineering, and Mathematics) program. We believe that every child deserves access to quality education and empowerment opportunities, and we are dedicated to providing just that.

Our program aims to offer a comprehensive learning experience that combines academic enrichment with hands-on activities in the STEM fields. We strongly believe that exposure to STEM subjects at an early age not only enhances problem-solving and critical thinking skills but also nurtures a sense of curiosity and creativity in our young learners.

We understand the importance of educational continuity beyond the school year. That's why our Summer Enrichment Program is designed to keep your child engaged and intellectually stimulated during the summer break. Our carefully crafted curriculum includes a wide range of STEM-focused projects, experiments, and team-building activities, all of which will foster a love for learning and discovery.

Additionally, our After School Care Program STEM program provides a safe and nurturing environment for your child after regular school hours. We offer homework assistance, guided STEM activities, and opportunities for social interaction and recreational play. Our qualified and dedicated staff members will ensure that your child receives the support and encouragement they need to thrive academically and personally. We are excited to embark on this journey with you and your child, and we look forward to empowering the next generation of STEM leaders in our community. Together, we can make a difference.

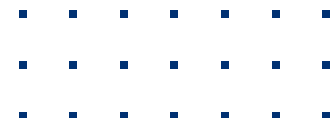
Warm regards,

C. Shaemun Webster
Executive Director
csw@topcommunitydevelopment.org



C. SHAEMUN WEBSTER
EXECUTIVE DIRECTOR
TOP COMMUNITY DEVELOPMENT

Vision and Mission



Vision



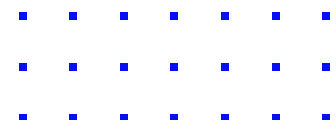
Our vision is to be a trailblazer in community development and education, serving as an unbiased partner in implementing strategies that drive community and organizational goals. We envision vibrant communities with thriving economies, empowered leaders, strong and resilient organizations, and inclusive and sustainable community planning. Guided by our commitment to excellence, innovation, and collaboration, we aspire to empower individuals and organizations to create positive and lasting impacts, fostering prosperous and resilient communities for all.

Mission



Our mission is to empower communities to enhance their well-being and foster thriving conditions in social, economic, and environmental realms. We are committed to partnering with communities to identify their unique needs, strengths, and aspirations. Through collaborative efforts, we provide the tools, resources, and support necessary to implement sustainable solutions. We strive to cultivate a holistic approach that addresses the interconnectedness of community well-being, encompassing social equity, and economic prosperity. By fostering inclusive participation, promoting innovation, and fostering partnerships, we aim to create resilient and thriving communities where every individual can flourish.

Registration Information



Registration

- Registration fees (\$25 per child) help to cover program supplies and equipment for each child.
- Registration fees are Non-Refundable.
- Students must be registered, and fees and tuition paid to attend either ASCP or Summer Enrichment Program
- **Summer Enrichment Registration Dates**
 - Block 1: Registration Opens 6/8/2023 - 6/22/2023
 - Block 2: Registration Opens 6/26/2023 - 7/10/2023

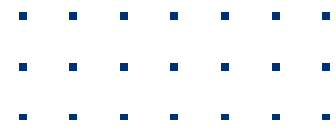
Tuition

- After-school Care Program tuition (\$200/month) are due on a monthly basis by the **5th** of each month.
- If tuition is unpaid after the **5th**, your child cannot return until it is paid.
- Summer Enrichment Program tuition (\$125 per block) is due upon registration for each block.
- Monthly tuition payments can be made at **www.topcommunitydevelopment.org**

Important Dates

- June 26, 2023 - Summer Enrichment Program (Block 1) Opens
- July 3-7, 2023 - Closed for Holiday
- July 14, 2023 - Last Day Summer Enrichment Program (Block 1)
- July 17, 2023 - Summer Enrichment Program (Block 2) Opens
- July 28, 2023 - Last Day Summer Enrichment Program (Block 2)
- August 1, 2023 - Registration Opens After School Care Program (ASCP)
- September 11, 2023 - ASCP Fall Semester Begins

General Information



1 Staff

TOP Community Development takes pride in our after-school program and strives to hire qualified individuals to serve you and your family. All staff is high school graduates, college students, college graduates or teachers and have passed a background check. Our staff encourages open communication to ensure that your child has the best experience. Feel free to contact the staff to discuss any questions or concerns.

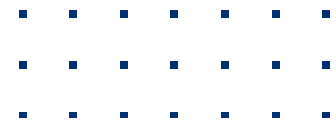
2 Clothing

Send your child in comfortable clothing. Shorts, t-shirts, sneakers, and hats are recommended (No open-toed shoes/sandals). Shorts should be of appropriate length and bellies should not be exposed. Please label all belongings with your child's name. TOP Community Development is not held responsible for any lost items.

3 Toys/Electronic Devices

We request that participants do not bring personal belongings to the site. Electronic devices (cell phones, earbuds, Bluetooth, electronic games, iPads, etc.) are not allowed during program hours and it is recommended that they not be brought to the sites. The staff, teachers, and other children cannot be responsible for lost or damaged personal property. Only bring essential items.

Parent Information



4 Custody Matters

It is TOP Community Development ASCP staff's intent to meet the needs of the children, especially when their parents/guardians are experiencing a difficult situation such as divorce, separation, or remarriage. However, the center cannot restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking the child up unless the center has been provided with current legal documents restricting the parent from having access to the child(ren). Copies of the court documents will be kept in the child's electronic file.

5 Emergency Information Update

It is important that we maintain current and accurate records of each child so that parents can be contacted in case of an emergency. This information includes address, phone numbers, email, and names of individuals authorized to pick up your child(ren). It is extremely important to your child's (ren) safety and well-being that we be informed of changes. It is the responsibility of the parent/guardian to make any necessary updates if changes occur.

6 Communication

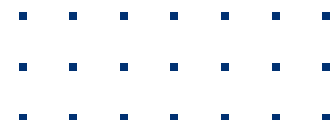
Parents/Guardians must inform the staff when:

- Household contact information should be updated (i.e., change in phone #, e-mail, address, emergency contact, etc.)
- Someone other than those listed on your child's registration will be picking up your child. This information must be in writing and the designee will be asked to show valid identification.
- Your child cannot be picked up on time or your child will be late.
- If your child or member of the household is ill.

Parents/Guardians will be notified when:

- Your child is injured or ill.
- Your child is having disciplinary issues.

Online Forms



Please complete at each

4 Photo Release Form

This grants permission to TOP Community Development to use the likeness, image, and/or voice of your child in any and all forms of media, including but not limited to photographs, videos, audio recordings, and digital or print materials, for the purposes of marketing, advertising, promotions, and any other lawful purposes related to the activities of TOP Community Development. Consenting to this will release TOP Community Development, its representatives, agents, and/or third parties acting under its authority from any claims or liabilities arising from the use of the images

5 Emergency Contact Information

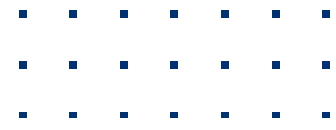
The primary concern of summer enrichment programs is the safety and well-being of the participants. Emergency contact forms provide essential information about who should be contacted in case of an emergency. The emergency contact form serves as a communication tool between the program staff and the participant's designated emergency contacts. It provides a centralized and easily accessible record of important contact details, ensuring efficient and effective communication in non-emergency situations as well.

6 Medicine Administration Information

A medication administration form is a document used to ensure safe and accurate administration of medications to individuals in various settings, such as schools, camps, childcare centers, or other programs.

The medication administration form provides a documented agreement between the participant's parent/guardian and the program staff regarding the correct dosage and designated times.

Medical Information



7 Communicable Illness

No child will be allowed in our program if they have a communicable (contagious) illness. This is for the safety and well-being of each child in our care.

Your child cannot attend the program if:

- your child is sick. - your child is symptomatic.
- your child has been told to quarantine.

Symptoms include but are not limited to:

- diarrhea - vomiting - fever
- sore throat - stomachache - headache

Children must be symptom-free for 24 hours before returning to the program. A doctor's note may be required.

8 Medications

Anytime your child needs any medicine(s) during the program (including aspirin), we request that you complete the online form and notify the teacher and complete the online medication form.

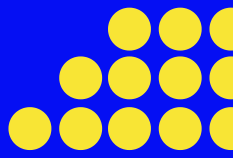
A doctor's prescription is required for our staff to oversee the administration of any medication (including over-the-counter medication). Medications will be kept on a weekly basis only and must be stored in their original container.

9 First Aid

In the event of an injury, our staff will take the necessary steps to keep children calm. Staff will seek emergency medical care as warranted.

The following actions may include but are not limited to

1. Provide immediate first aid.
2. Attempt to contact a parent or guardian.
3. If a parent or guardian cannot be reached, we will attempt to contact others listed on your registration forms.
4. In the case of serious injury, 911 will be called. Transport fees will be the responsibility of the parents or legal guardian



Bullying Policy

The TOP Community Development believes that all students have a right to a safe and healthy environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance.

The TOP Community Development will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The TOP Community Development expects students and/or staff to immediately report incidents of bullying to the staff. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to students on grounds during Summer Enrichment and After School Care.

Students who bully are in violation of this policy and are subject to disciplinary action up to and including removal from the program without a refund. . We have adopted a Student Code of Conduct to be followed by every student while on campus.

The Student Code of Conduct includes, but is not limited to:

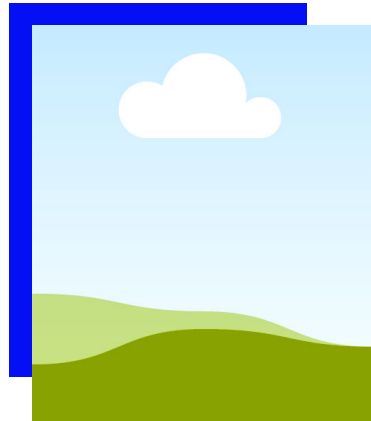


- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the staff.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that an appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Executive Director.
- We prohibit retaliatory behavior against any complainant or any participant in the complaint process.

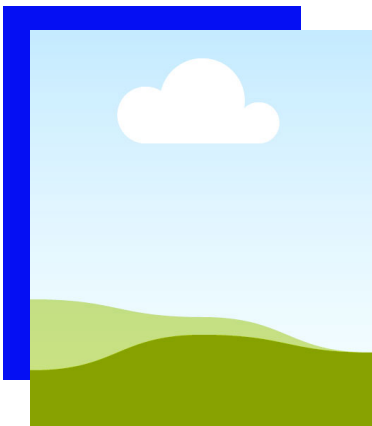
Our Team



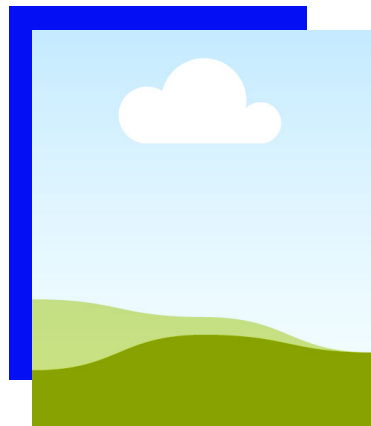
C. Shaemun Webster
Executive Director



Name
Program Director

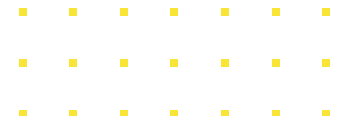


Name
Admin. Support Specialist



Name
Director of Volunteers

Contact Information



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 www.topcommunitydevelopment.org