

KIDS FIRST AWARENESS 21ST CENTURY COMMUNITY LEARNING CENTER

AFTER-SCHOOL & SUMMER OUTREACH PROGRAM
Alabaster, Alabama
(205) 706-9467 or (205) 663-4311

www.kidsfirst123.com

Handbook For: Parents and Staff



*Our Mission:
To prepare students and their families for the future,
By
Building foundation for life,
Through
Education, enrichment and resources!*

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Welcome To:

Kids First Awareness 21st Century Community Learning Center

Overview

Academic Achievement ~ Enrichment Opportunities ~ Family Services

We are excited about our after-school and summer outreach programs happening here in Alabaster, Alabama. We are proud to announce that we are part of the “No Child Left Behind Initiative Act” that is designed to provide extended learning and enrichment opportunities to students and parents.

We offer our students’ academic programs that focus on Reading and Math skills along with providing Life Skills that prepare students to work in the 21st Century. We also offer art, music, dance, and healthy eating classes, plus many fun, positive activities.

Our H.O.P. E. Family Educational Program (Helping Our Parents through Education) includes GED and Career Readiness Programs. It is a joint collaboration to encourage our adults to make a positive difference in daily living.

We encourage parents and community members to visit, participate, and support our students, parents, and program. We open our doors and hearts to provide a safe, educational, and fun environment for our youth and to assist our families with life skills enrichment opportunities for the 21st Century.

Our History

After moving here in 1997 from Atlanta Georgia, Oscar and Cindy Hawkins **realized the at-risk children in their neighborhood did not have any positive community events or programs.**

“They saw the need...and stepped out on faith”.

In 1999, along with some caring friends, they started an annual Kids-Community Block Party named:
“Be Cool...Stay in School...Up with Hope and Down With Dope”

This event is free and includes city leaders, teachers, and pastors. Along with games, a free lunch is provided for the children. The goal is to encourage children to **“Stay In School, Avoid Drugs and Violence, and Raise A Positive Community Awareness”.**

If one child at the event listens and says, “That person made it...I can too”, then we feel we have made a difference!

In July, 2002, they were provided the opportunity to open the very first at-risk community learning center in any public housing community in Shelby County, Alabama. The center is located in the Valley Public Housing Community in Alabaster. In June, 2003, the program evolved into a 501(c) (3) non-profit organization named **Kids First Awareness Community Learning Center.**

Our mission **is** to provide **children and their families** with a positive facility, encourage academic performance, offer access to technology, and encourage quality of life improvement opportunities **through education and resources.**

Please view our web-site at: www.kidsfirst123.com

May God Bless You All!

Kids First Awareness 21st Century Community Center

Our Goals and Mission:

Our Goals:

To provide an academic, fun, family and community-service learning involving projects.
We want to literally give back to our community by providing life-changing opportunities.

Our Mission:

To provide a safe and structured learning environment,
To build foundation for life through education and resources,
To help produce working members of our community who will impact our world!

- ☆ Improve academic performance
- ☆ Improve school attendance

- ☆ Reduce disciplinary actions
- ☆ Improve social behaviors

- ☆ Build a strong academic focus
- ☆ Create active collaboration and partnerships

- ☆ Increase parental and volunteer involvement
- ☆ Teach data collection, interpretation, and analysis

- ☆ Offer fun and engaging activities that reinforce learning
- ☆ Encourage regular open communication with local schools

THIS IS HOW WE CAN DO IT!

- ☆ *By caring about you and your child's future!*
- ☆ *By providing a safe, clean, drug free facility*

- ☆ *By providing professional and trained staff*
- ☆ *By providing the proper materials to learn and grow*

- ☆ *By providing the opportunity for fun, academic, and enriching activities that stimulate all participants mentally and physically*

- ☆ **By REGULAR PARTICIPATION**

Here Is How Our Program Is Organized

Board of Directors and Advisory Council

Kids First Awareness 21st CCLC Boards consist of community, church and school leaders, along with local business owners in order to strengthen and support where people live and work!

Executive Director

The responsibilities entail: management and supervision of programs; being the liaison between the parents and schools; managing the overall budget; program evaluation; and generally assisting with all activities related to KFA 21st CCLC. If you have a problem or need additional information, feel free to call or e-mail.

Contact information:

Mrs. Cindy Hawkins (205) 706-9467 or email: kids.1st@att.net ; Kids First Center (205)-663-4311

KFA 21st CCLC Teachers, Professional Tutors, Helpers and Instructors

The dedicated, enthusiastic, and creative instructors are the core of the program and the key to our success. Instructors may be certified teachers, professional instructors, and high school and/or college students. It is their responsibility to maintain an atmosphere conducive to learning. They must adhere to the goals and objectives of the KFA 21st CCLC program which include: increased participation; academic achievement; assistance with test taking and graduation exit exams; provide standards-based teaching; use computer-assisted technology and performance assessments; differentiate instruction for diverse learners; and provide homework/tutoring assistance.

Cost

There will be a materials/supply fee for activities. The Program is offered to all students. Scholarships are limited.

TRANSPORTATION

☆ Transportation will be provided for field trips.

HOLIDAYS / EARLY RELEASE / HALF DAYS

☆ We will be closed on school holidays/early release/ half days/bad weather.

REGISTRATION

☆ **All students must have a registration form on file at KFA 21st CCLC.**

GENERAL RULES FOR PARTICIPANTS

- ☆ The academic component of the program is the most important aspect of our program.
- ☆ All school rules apply. Respect all staff, other participants, and property.
- ☆ No inappropriate language, fighting, or stealing, follow directions from staff.
- ☆ Ask permission when leaving program areas
- ☆ Do not stand in street or go to Abbey Wooley Park unsupervised.
- ☆ Once a participant signs in, they are required to follow program rules until 6:00pm.
- ☆ For complete list of rules see Director
- ☆ Open Monday –Friday (student must have written permission from staff to attend on Friday). All children must be picked up. KFA 21st CCLC is not responsible for children left unattended or unsupervised in Abbey Wooley or in Valley Complex!

Student Membership Program Registration

***Registration is on-going unless program membership is full.**

First come, first served! There are a limited number of scholarships available!

☆ ***Each parent must fill out a "Membership Registration and School Release of Information Form."***

☆ ***The information must be updated each year.***

- The form contains basic information-- name, grade, address, demographics, etc.
- The form requires a students, parent/guardian signature.
- Each parent/guardian is encouraged to sign a school grade release form.

Absence from daily attendance is cause for being asked to leave the program.

Example: If a student misses 10 or more days in a row, he or she will be dropped from the program unless they are under a doctor's care or parents contact the staff.

**PLEASE NOTE:
STUDENTS MAY NOT ATTEND THE PROGRAM WITHOUT
A MEMBERSHIP REGISTRATION FORM**

**BEING ABSENT 10 DAYS IS A REASON FOR BEING DROPPED FROM
ENROLLMENT...**

If your child cannot come----just call!

***Leave a message and say:
My child will not be at the center today and we will see you in a few days.***

Kids First Awareness 21st Century Community Center-Alabaster, AL Registration Membership & Shelby County Release of Information

Office use: Program fee is: \$5.00 per week/Child or Scholarship Award, or Sliding Scale

| | |
|----------------------------|-------------|
| Your child's name #1 _____ | Grade _____ |
| Your child's name #2 _____ | Grade _____ |
| Your child's name #3 _____ | Grade _____ |
| Your child's name #4 _____ | Grade _____ |

School: (circle) – Creek View/ Meadow View/ Thompson Intermediate / 6th Grade / T. Middle / T. High

Address: _____ Alabaster, AL 35007

Home Phone#: _____ Cell Phone #: _____

Parent or legal guardian name (Please print) _____

In case of emergency contact name and #: _____

Name of person who may pick up your child : _____ or _____

My child is allergic to: _____

Subject having problems with at school: (circle) - Math / Reading /Other _____

CIRCLE Yes or No:

- Yes or No: My child has my permission to walk home at 6:00 p.m.
- Yes or No: My child will be a bus rider
- Yes or No: My child receives free lunch
- Yes or No: My child has permission to be in photographs/newspaper/media for Kids First Center
- Yes or No: After 6:00 p.m., My child can stay in Abbey Wooley Park after KFC is closed.

Release of School Information:

CIRCLE Yes or No: I authorize the Shelby County School to release any information on my child for Mrs. Hawkins to set up academic programs; including test scores, information about my child, and copies of progress and report cards.

| | | |
|------------------------|----------------------|------------|
| Parent Must Sign _____ | School Name(s) _____ | Date _____ |
|------------------------|----------------------|------------|

I agree that Kids First Staff, Director, or Board Members will assume no financial responsibility for accidents, injuries, illness, or death which may occur at Abbey Wooley Park or Valley Complex, at Kids First Awareness 21st Century Community Learning Center, or on any field trips.

Open: Mon.-Thurs. 3:00-6:00 p.m.
Fri. 3:00-5:00 p.m. Testing/Study --- With Permission Only

Parent or Legal Guardian: _____ **Date** _____

Kids First Awareness 21st Century Community Learning Center

For: Parents

(Please read and sign and give to Mrs. Hawkins)

I received, read, and understand the Kids First Awareness 21st CCLC Program Handbook.

I and my child/ children agree and will abide by all of the policies and procedures mentioned within Kids First Awareness 21st CCLC Program Handbook.

I will do my best to work with the staff in accordance to the guidelines, and I will hold my child/children responsible for his/her actions.

I will be a positive role model for my child and community.

I UNDERSTAND HOW BEHAVIOR ISSUES/PROBLEMS WILL BE HANDLED:

- * FIGHTING (putting hands on) -CHILD LEAVES ON THE SPOT!**
- * PARENTS CALLED TO PICK UP CHILD**
- * FIRST TIME BEHAVIOR PROBLEM--VERBAL WARNING**
- * SECOND TIME--WRITTEN REPORT FILED AND PARENT CALLED**
- * THIRD TIME--CHILD SENT HOME FOR (10) DAYS**
- * FOURTH TIME--CHILD RELEASED FROM PROGRAM**

DEFINITION – A disciplinary problem is defined as one in which a child is continuously disrupting the smooth flow of the program by either requiring constant one-on-one attention, is inflicting physical or emotional harm on other children, is physically and/or verbally abusing staff, or is otherwise unable to conform to the rules and guidelines of the program.

Parent Signature _____ **Today's Date** _____

Kids First Awareness 21st Century Community Learning Center

For: Students

(Please read and sign and give to Mrs. Hawkins)

Code of Conduct Form/Respect the Center

As a participant in this program, I will:

- FOLLOW SCHOOL RULES AT KIDS FIRST CENTER
- NO GUNS OR DRUGS IN KIDS FIRST CENTER
- PROVIDE A COPY OF PROGRESS AND REPORT CARDS
- SIGN & OUT IN EVERY DAY--**FOLLOW ALL PROGRAM RULES**

- KEEP PERSONAL BELONGINGS IN MY BAG, CUBBY, or LOCKER
- FOLLOW ALL INSTRUCTIONS GIVEN BY MS. CINDY AND STAFF
- COMPLETE ALL HOMEWORK, ASSIGNMENTS
- GO TO ROTATION CLASS FOR READING AND MATH
- INFORM THE CENTER IF AM SICK OR INJURED OR HAVING A PROBLEM

- RESPECT ALL OTHER CHILDREN AND THE STAFF AT ALL TIMES
- RESPECT SUPPLIES, EQUIPMENT AND PROPERTY
- RESPECT ALL PERSONAL BELONGINGS OF OTHER CHILDREN

- CLEAN UP AFTER MYSELF FOLLOWING ALL ACTIVITIES
- I WILL NOT LEAVE TRASH IN FRONT OR BACK YARD OR PARK
- NEVER LEAVE KIDS FIRST CENTER WITHOUT PERMISSION
- I WILL NOT FIGHT (put hands on)/BE VERBALLY ABUSIVE TO AN ADULT

- HIGH SCHOOL STUDENTS MUST WORK ON: TEST TAKING, LIFE SKILLS, WORK KEYS/JOB OR COLLEGE PREPARATION
- IF NO MEMBERSHIP FORM ON FILE-NOT ALLOWED IN UNTIL 5 P.M.

THIS IS HOW BEHAVIORAL ISSUES/PROBLEMS WILL BE HANDLED:

- * **FIGHTING (putting hands on)--CHILD LEAVES ON THE SPOT-**
- * **FIRST TIME BEHAVIORAL PROBLEM--VERBAL WARNING**
- * **SECOND TIME--WRITTEN REPORT FILED AND PARENT CALLED**
- * **THIRD TIME--CHILD SENT HOME FOR (10) DAYS**
- * **FOURTH TIME-CHILD SENT HOME (30) DAYS OR RELEASED FROM PROGRAM**

CHILD and PARENT SIGNATURE:

Parent

Child

Date

After-School Program Information

Monday – Thursday 3:00-6:00 P.M. and Friday-Testing Only 3:00-5:00 P.M.

Behavior/Discipline Problems

Most problems can be addressed with: “I am sorry... a hug... and a hand shake...”

More serious problems will be dealt with according to the situation, and addressed on a one on one basis. All problems at KFA 21st CCLC will be handled at the location!

If you have a problem with a child, parent, or staff at KFA 21st CCLC call the office and leave a message requesting a meeting at: (205)-706-9467. Staff will contact you within the hour.

Arrival Procedures

Students are responsible for signing themselves in. **Students must sign in.**

All students arriving at Kids First should sign in and out at the table located near the front door.

It is a membership participant rule that students sign in and out daily in order to give credit for their presence and for safety. Once students sign in, they are to follow all rules and obey staff at Kids First Community Center.

End of the Day Procedures: * **If you are a car rider, parents must sign children out daily.**

Students will clean up their areas at the end of the day and bring their backpacks to the front of the door. Students are not allowed to leave trash in the front or back yard. Students will not be allowed to leave Kids First Awareness 21st CCLC area until parents arrive.

We require that you sign your child out each day.

***If child is a car rider, you must pick them up before 6:00 p.m.**

**Sign out sheet is located in the front blue room at the front desk in the red box,
Labeled: Car Riders' Parents Only!**

***If your child leaves before 6:00 p.m. they cannot come back in or out of the building.
If you leave, you leave for the day!**

*After 6:00 p.m. -- KFA 21st CC staff, Board of Directors, or Columbiana Housing Authority are not responsible for your child/children left unattended or unsupervised in Abbey Wooley Park or in Valley Complex.

*It is your responsibility to pick up your child by 6:00 p.m. The Director and staff leave at 6:00 p.m.!

If you have not called by 6:00 p.m. It is by law that we call Alabaster Police Department.

**Parents are welcome!
Check in with Director-before proceeding to final destination.**

After-School Program Information

SCHEDULE:

Monday –Thursday - 3:00 - 6:00 and Friday - 3:00-5:00 (Testing Only)

2:30: Open

2:30-4:00: Outside Fitness/ Computer Lab/Read a Book / One on One Help

4:00-5:00: Homework Time/Reading or Math Rotation/Test taking skills - (K-2/3-4/5-6/7-8/9-12)

5:00-6:00: Snack/Music/Art/Poetry/Character Education/Drug & Awareness and much more

6:00: Dismissal

Snack

Each registered participant will be offered a snack at 5:00 p.m. only **upon completion** of homework and/or enrichment activity.

If No Homework

Each student is required to work in a workbook, work on test-taking skills, or an educational enrichment activity.

Enrichment Classes

Computer Training, Health / Fitness Program, Art, Music, ACT Prep., GED, Alabama Exit Exam, etc.

Parents Involvement

The purpose of parents involvement is to bridge the gap between parents, school, and community. We will provide planned opportunities for parents to become involved with the students' education at home, school, and Kids First Center.

Parents may be involved through volunteering for the program, participating in family events, and providing input for the Advisory Council; and/or visiting the program. It is a requirement of the program that parents will also be asked to complete a pre and post survey regarding your child's social and academic progress.

Once a month, on Fridays, we will offer a Family Honors Day Program from 4:00-5:00 P.M. We will open our doors to parents, teachers and other community members to visit the center, observe our activities, and support our children.

Summer Program Enrichment Information

**We call our summer students Summer Bells...
Because learning does not stop when the bell rings!**

Summer “BELL’S”... Building Educated Leaders for Life

**Summer Registration is ongoing until membership is full!
First come, first served! There are a limited number of scholarships available.
Each parent must fill out a summer membership form.**

Schedule for Summer “BELL’S”...Building Educated Leaders for Life

9:00-11:00 A.M.: High School & College Test Preparation --- Three days a week-call for schedule

| Group #1 | Group #2 |
|-------------------------------------|---|
| 11:00 A.M.-12:00 P.M. -Lunch | 3:00-4:00 P.M.: Sign in/Summer Activities |
| 12:00-1:00 P.M.: Sign-in/Activities | 4:00-5:00 P.M.: Computer/Outside/Activities |
| 1:00-6:00 P.M.: Activities/Home | 6:00 P.M.: Home |

Summer Enrichment Learning Activities:

Reading, Math, How to Read a Map, Art, Science, Setting Goals/Conflict Resolving, Computer Training, Guitar/Violin Lessons, Poetry and Critical Thinking Class, Fitness Games, Assistance with High School Exit Exam, College ACT Test, Field Trips to 4-H Center, YMCA-Swimming, Oak Mountain Park, and much more!

For your child to participate in Group #1 or Group #2,
Your child **must** be willing to work on re-enforcement in reading or math,
arrive and be picked up **on time**, stay in the building...no in or out during learning time.

Material fee may apply.

No fighting, disturbing other children, teachers, volunteers, or consistent behavior problems.

It is with great pleasure that we introduce you to
the first community wide adult educational program called:

H. O. P. E.

“ **H.**  **P.** **E.** ”

Helping Our Parents through Education

Literacy, GED, Career Readiness, Fitness & Health, Credit Counseling Program

This is a joint collaboration with business and community leaders to provide free services to adults through education and resources.

***We understand that everyone faces difficult choices.
At times we may all feel disconnected from our community
and what is happening in the world around us.***

Our goal with this program is to help make a positive difference in a person’s daily life, as well as provide better quality of life for a person and their family.

“**Helping our families one at a time...**”

Free child care is available during all classes.

Classes will meet at various locations in Alabaster.

To find classes visit our website each month at:

www.kidsfirst123.com (Click the tab: H.O.P.E)

Classes are updated on our website each month.

For more information call: (205)-706-9467

October 2012

Emergency Awareness

Guide, Goals and Objectives

Often, the outcome of an emergency is directly affected by how well the people involved are prepared. In any emergency, whether it is a natural disaster, human disaster, or an act of terrorism, children may not understand what is happening and may be physically or developmentally unable to protect themselves.

Kids First Awareness has an Emergency Awareness Plan in order to react and protect the lives of those involved.

Our goal is to provide basic awareness and planning information that can be used in a variety of settings.

The objective of this guide is to educate those involved in developing an emergency response plan in the following areas:

1. Collecting and posting emergency numbers
2. Creating and executing an emergency evaluation plan
3. Reviewing and posting guidelines on how to handle a medical emergency within Kids First Center
4. Training staff on specific roles and responsibilities during an emergency
5. Review special consideration for children with special health needs during an emergency.
6. Practice emergency drills with students

Our mission with the emergency plan is to be better able to protect lives and return to normal operation in less time.

EMERGENCY ACTION

ROLE AND RESPONSIBILITY OF STAFF

In case of an emergency, Kids First Awareness Center Director, then staff, then volunteers or adults are in charge of students until police and/or fire officials assume control of the scene. Contact names and telephone numbers are in an emergency backpack and in a binder in the Director's bottom desk drawer. Kids First Awareness Center Staff has been trained to respond in the case of an emergency.

Code of Action

| Code Color | Action |
|-------------|--|
| Code Red | Evacuate the building. Go to Alabaster Police Building up the street across from Kids First Center. Stay there! Do not move. Staff will direct students from that point. |
| Code Yellow | Lockdown in the building. Everyone comes inside the building and locks all doors and windows. Staff will direct students from that point. |
| Code Green | All Clear. |

Emergency Kits, Supplies, and Fire Extinguishers

An **emergency pack** will hold emergency supplies in case of evacuation. The **backpack** is located under the sink in Yellow room and in Mrs. Hawkins office over the computer.

Contents of Backpack: Flashlight, AM/FM Weather Band, Notepads, Pens/ Pencils, Scissors, Hand Sanitizer, Whistle, First-Aid Kit, Parents Contact Numbers, and Emergency Numbers.

Parents' and staffs' contact numbers can also be found in Mrs. Hawkins bottom desk drawer in the binder marked Membership.

Location of additional emergency supplies:

- Under the kitchen sink in the yellow room on the left hand side.
- In Mrs. Hawkins office in the white overhead closet.

Location of Fire Extinguishers: Over the kitchen sink on right hand side and over Mrs. Hawkins's office computer.

Personnel Policies

Each teacher, instructor and volunteer is chosen and trained, and we hold high expectations for performance in accordance with the mission and goals of KFA 21st CCLC. We will strive to contribute to the well-being, satisfaction, and success of each instructor. All staff will be fingerprinted and will complete a background check.

COMMITMENT

Each teacher/instructor has committed to the youth and KFA 21st CCLC for a specified period of time.

ABSENCES

KFA 21st CCLC staff are expected to be at their assigned areas at their designated times. If a time conflict or absence arises, please communicate this **immediately** to the Director so that alternate arrangements can be made. **All absences must be reported to the Director by 10:00 a.m.** The Director can be reached via phone to report absences.

TIMESHEETS (Payroll)

All KFA 21st CCLC contact staff will be paid the last day of the month. All paid/volunteer staff will sign in daily in a logbook in the director's office. Time cards for paid staff are due on a weekly basis. Time cards and lesson plans must be completed neatly and in a timely manner, or you may not be paid on time or in the approved manner. All time sheets and lesson plans must be turned in to the Director.

OBSERVATION

The Director will regularly evaluate the program and instructor effectiveness. Feel free to showcase your creative projects and imaginative teaching methods.

STUDENT SUPERVISION

- It is your responsibility to ensure **Safety and Accountability**
- It is imperative that we account for all the children participating in our program

KNOWLEDGE, SKILLS, & ABILITIES

KFA 21st CCLC teachers & staff will display a joy of teaching as an intellectual profession, maintain an atmosphere conducive to learning, and adhere to the goals and objectives of the KFA 21st CCLC program goals and objectives included. They must also display: an increased participation in academic achievement, on-time promotion and graduation; provide standards-based teaching; use computer-assisted technology and performance assessment; differentiate instruction for diverse learners; provide homework and tutoring assistance; promote the discovery of competence within each child; promote high expectations; celebrate program/classroom successes; and make reasonable efforts to promote and maintain appropriate student behavior.

Teachers/Instructors/Volunteers Responsibilities

STUDENT ATTENDANCE

Accurate attendance records are a **very important** part of KFA 21st CCLC. Our effectiveness as an after-school program is measured partly by how many students **attend regularly**. Consequently, each instructor will be provided with a roster (homework list) of students to record attendance. Attendance should be turned in to the Director **DAILY** and will be monitored and recorded.

LESSON PLANS

Instructors are *expected* to provide a brief summary of their activity schedule. Please work with the Director in completing your plans. Be sure to include educational standards that your course is adhering to (when applicable). The Director will provide this form. Your forms should be turned in to the Director in a timely manner.

PRE & POST TESTING

As part of the evaluation process, KFA 21st CCLC is interested in finding out to what degree our students are being affected by the academic and enrichment opportunities offered. Each instructor will be responsible for administering a pre and post test to evaluate the needs and gains of each student. The pre and post tests should be the exact same document. Pre-tests are administered in September and Post-tests are administered in May.

DUTIES

See job description and daily schedule for clarification. The Director will also schedule daily duty assignments.

PURCHASE ORDER FORMS--- REQUESTING SUPPLIES

Please review and use the Material Request Form to request any supplies you need. Note that KFA 21st CCLC cannot reimburse any out-of-pocket expenses. Make your requests at least a week ahead of time. See the Director for request forms.

DISCIPLINE

A variety of classroom/student/behavior management techniques have been vital to KFA 21st CCLC staff. Instructors are expected to help students develop positive behaviors conducive to the learning process through program rules and procedures that are implemented on a consistent basis. Discipline is everyone's responsibility. KFA 21st CCLC staff has obligations for discipline. All instructors should accept responsibility for enforcing program rules fairly and immediately.

REMOVAL FROM CLASS/PROGRAM

Participation in KFA 21st CCLC is a privilege. Consequently, if a student is disrupting the program to the extent that it affects other students, the student will be asked to meet with the Director and possibly with parents to discuss his or her continued participation. Do your best to communicate discipline issues to the Director so that she may subsequently relay that information to the parents. Always call on the Director to assist you in dealing with severe discipline issues.

VOLUNTEERS

Volunteers are welcome and a much needed part of our program. Contact 205-706-9767

Kids First Awareness Community Center

Staff Code of Conduct

KFA 21st CCLC Employees are required to:

- Make the well-being of students the fundamental value of all decision-making and actions.***
- Conduct themselves in a manner consistent with effective and orderly education that protects the students and the District's property.
- Maintain just and courteous relationships with students, parents, staff, and others.
- Strive for the maintenance of his/her efficiency and knowledge of developments in his/her field of work.
- Fulfill professional responsibilities with honesty and integrity.
- Direct any criticism of other staff members, or any department, toward improving the program.
- Protect the civil and human rights of all individuals.
- Implement the KFA 21st CCLC policies, rules, and regulations.

If you ever have questions about the program, or the guidelines for instructors, please do not hesitate to ask the Director.

For Staff: Please sign and return the bottom portion of your handbook.

I have read, understand, and agree to all of the policies and procedures mentioned within. I will do my best to teach in accordance to the guidelines, exhibit responsibility, and be a positive role model for the students at Kids First Awareness 21st CCL Center.

Staff Signature _____ **Date** _____