

**McCURDY MINISTRIES
COMMUNITY CENTER
AFTER SCHOOL CARE PROGRAM**

**PARTICIPATION
GUIDELINES/HANDBOOK**

2018-2019

**McCURDY MINISTRIES COMMUNITY CENTER
AFTER SCHOOL CARE PROGRAM PARTICIPATION GUIDELINES**

(McCurdy Schools of Northern New Mexico is a registered nonprofit corporation. The corporation also uses the trade name McCurdy Ministries Community Center (MMCC).)

MMCC After School Care Program provides a nurturing, loving caring atmosphere for children who remain on campus after school ends. *(The location for After School Care will be at Hovermale*

Hours After School:

Pre School 3:00-5:45 Monday - Friday

Elementary School: 3:00 – 5:45 Monday – Friday

In case of Early Dismissal at any school; After School Care still operates from 3:00- 5:30.

Fees: **Monthly fee per child: \$160.00

**** Monthly fee will be charged regardless of whether or not a child is in attendance.**

(There will be a \$1.00/minute assessment charged for every minute past 5:30 p.m. until the child is picked up.)

Code of Conduct

Conduct:

Respect is the key guiding factor for a child's behavior. All children are expected to respect themselves, others' property, regulations, authority, and each other's religious beliefs and practices.

Specific Expectations:

- Students need to report to the After School Care Program by the designated time. If they are going to be late due to being detained by a teacher, or their respective office, they should bring a note signed by the adult who detained them in order to facilitate a safety net on the child's behalf. If a student is signed up and doesn't show up within 15 minutes, the Care Provider will call the respective office and home number on the contact list to alert them that the child did not show up for the program.
- Cell phones will not be allowed to be in use during participation at the after school program. If students need to get a hold of parents or parents need to get a hold of students, the After School Care program does have a phone that can be used. That phone number is: 505-753-7221, ext. 227. Students should not have cell phones, cameras, or other electronic devices that have photo-taking features out of their backpacks and should not be seen at all by the adults in charge. If children do not comply and have their phones out or cameras out, they will be confiscated and a fine to retrieve them will be imposed. Only parents will be allowed to pick up the phone after they bring a receipt from the business office showing that they have paid that fine. 1st time: \$20.00; 2nd time: \$50.00; 3rd time: \$75.00 and student will not be allowed to continue participating in the program due to choosing to be in non-compliance with guidelines.
- Students should not engage in any behaviors that disrespect themselves, peers, adults or compromise their health, or authority figures, including, but not limited to:
 1. PDA (Public Display of Affection)

2. Profanity and vulgarity; including drawings, sketches, pictures, or clothing with inappropriate symbols or pictures that promote profanity and vulgarity or demeaning of any group
3. General bullying
4. Possess or use: energy drinks; bikes, skateboards, scooters, blades, knives, aerosols, lighters, matches; tobacco, alcohol, drugs, or drug paraphernalia
5. Throwing stones/objects
6. Pulling fire alarms or use of fire extinguishers
7. Pushing/shoving
8. Harassment
9. Forging a signature
10. Gang activity
11. Repeated or pervasive bullying
12. Discrimination: race, color, age, sex, ethnicity, age, sexual orientation, etc.
13. Fighting, assault and/or battery
14. Refusing to cooperate with staff
15. Defacing, tagging, graffiti, vandalism
16. Intimidation or threatening behaviors
17. Unauthorized use of computers or other technology devices. When authorized, must follow the guidelines for use of Technology.

MMCC AFTER SCHOOL CARE STUDENT DRESS CODE

SPECIFIC GUIDELINES:

1. Button down shirts, blouses, T-shirts and knit tops are acceptable with the following exceptions:
 - 1.1. All tops are to have covered backs.
 - 1.2. Necklines may not be lower than one horizontal hand-width measured from the collarbone. Cleavage is not to be visible at any time.
 - 1.3. Cutoff tops, tank tops, t-shirt type strap shirts, or spaghetti strap tops are not allowed. No skin should show at the midriff or back at any time, whether sitting or standing.
 - 1.4. Shirts must be longer than the waistline, but no longer than the fingertips. Shirts longer than the fingertips should be tucked in.
 - 1.5. Sleeveless shirts or tops are not allowed unless worn with a T-shirt with sleeves underneath.
 - 1.6. Shirt sleeves must be at least one horizontal hand-width long measured from the top of the shoulder.
 - 1.7. Mesh shirts, see-through or netted tops are not allowed. Dropped arm holes are not allowed.
2. Jeans, trousers or slacks are acceptable with the following exceptions:
 - 2.1. Low-rise jeans are not allowed. Pants must be worn at the waistline, and underwear should not be exposed.
 - 2.2. Pelvic bones and area are not to be visible at any time.
 - 2.3. Extremely large or oversized pants are not allowed.
 - 2.4. Bermuda shorts or walking shorts, are to be no shorter than one horizontal hand-width measured from the top of the knee.
3. Dresses and skirts, including slits, are to be no shorter than one horizontal hand-width measured from the top of the knee.
4. Sleepwear or pajamas or pajama pants or tops are not allowed
5. Inappropriate, revealing, suggestive or vulgar clothing is not allowed. Dirty, frayed, ragged or torn clothing is not allowed
 - 5.1. Clothing, jewelry, or articles that display vulgar or offensive words or symbols about drugs, alcohol, tobacco, violence, racism, death or satanic symbols are not allowed. (see 1.8 above)

- 5.2. Clothing with inappropriate language, images or symbols of a sexual or sexist nature are not allowed. (see 1.8 above)
- 5.3. Too tight or snug-fitting clothing is not allowed, including Spandex-type material or very tight fitting tops or pants, etc.
- 5.4. Leggings are allowed to be worn under skirts as long as skirt is within the dress code.
6. Hair should be neatly combed and clean.
7. Facial hair should be neatly trimmed.
8. Piercing on any part of the body (except ear lobes) are not permitted for safety reasons. Clear, discrete plugs may be used.
9. Shoes must be worn at all times on campus and in buildings. Wheeled shoes are not allowed. Open toe shoes are not allowed or sandals are not allowed.
10. Caps and hats are not to be worn in any school building except with a medical excuse. Caps may be worn outside as students travel from one building to another or while outside during break times or during field experiences but must be worn with the bill to the front at all times and must follow the dress code in regards to 5.1 and 5.2 above.
11. Sunglasses must be removed when entering buildings and classrooms. Sunglasses may be worn on top of the head, pockets, or shirts. Sunglasses are not to be worn on the back of the head.

****The Executive Director or designee's professional judgment is the FINAL DECISION on these matters.****

Technology/Network Use Guidelines:

- Students are expected to abide by the generally accepted rules of network etiquette. These guidelines include (but are not limited to) the following:
 1. No files, data, programs, directories will be put on the hard drives of the computers in the Building.
 2. Users shall modify data/files only in personal directories or those where specific authorization to use has been given.
 3. Computers will be used only for valid purposes, approved by the provider.
 4. Transmission and/or possession of files containing obscene, indecent, lewd or offensive messages or materials which explicitly or implicitly refer to the above is not allowed.
 5. No user shall engage in activity which might be harmful to systems or to information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files.
 6. No user shall annoy, harass, or intimidate other users of any system or network. No user shall use the system for financial gain or profit, or to lobby political ideas.
 7. Game playing is allowed only by permission of the provider and only games that are already on the system.
 8. All users shall respect appropriate laws and copyrights. The distribution of many programs, databases, text, and graphic files, and other electronic information resources are controlled by the laws of copyright, licensing agreements, and trade secret laws.
 9. All files/data/e-mail created; transferred on McCurdy Ministries systems are open to examination by system administrators and/or staff. All network activities are potentially logged and examined. If a system user does not approve of this examination, he/she will not use the computers, systems, and networks on site.
 10. DO NOT REVEAL YOUR HOME ADDRESS OR PERSONAL PHONE NUMBER, OR THE ADDRESSES AND PHONES NUMBERS OF OTHERS.
 11. ELECTRONIC MAIL: E-mail is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to authorities. E-mail will be

monitored by respective staff. No personal e-mail accounts will be set up on Ministries computers.

12. Downloading information onto the hard drive is prohibited. Any user identified as security risk or having a history of problems with other computer systems will be denied access to computers.
13. No disks or software from outside sources may be loaded on to computers owned and operated by McCurdy Ministries neither in the offices or the respective Ministries programs. If it is necessary to load a disk or software or CD into a computer, only the Computer Technician may load it, and then, only after it has been scanned for viruses. If a student brings homework in on a disk or CD or flash drive, the IT will scan it first.

Student Health:

- If a student becomes ill during their stay at the program, the provider will call the student's parent/guardian or designated contact person as authorized on the emergency contact form to inform them to come pick up the student.
- MMCC After School Care program **will not dispense** any medications at any time. If the student was allowed to have medication at school, the student must give it to the provider for safekeeping and it will be given to the parent/guardian at the time the child is picked up.
- **A student must not have any over the counter medication with him/her.**
- Students with a medical condition that requires the student to use and or carry an inhaler must provide the provider with written permission from a physician. Written permission must be updated in the student's file each year.

After School Care Pick up:

- For After School Care, the parent/guardian must sign the student out of the program.

General Information:

Discipline:

The true goal of any disciplinary measure is to assist the student in achieving self-discipline, which will manifest itself in clear and logical reasoning, and in actions that are consistent with good moral principles. When a child's behavior infringes on the rights of others, the child will be corrected and made to understand the reason for any corrective measures administered which may be loss of playtime and/or other privileges. Parents will be notified of consequences if there are further infractions. If unacceptable behavior continues the child will be asked not to attend and other arrangements for care will need to be arranged by parents.

Billing:

Billing: On the 1st of the month, billing will be sent; due on the 15th. If the 15th falls on a weekend; payment will be due the Monday immediately following. Late fee is \$25.00. If non-payment occurs past 30 days, child will not be allowed to attend for the remainder of the year.

Cause for Termination of Agreement:

McCurdy Ministries reserves the right to terminate agreement of contract and service provided by the After School Care Program for misuse, abuse, or disrespect for services rendered or

personnel involved; deemed justified by Staff and Administration. **No refunds** will be made for any portion of the month's payment.

Parent(s)/Guardian(s) agree(s) to:

1. Pay the required fee as outlined.
2. Complete and submit prior to participation in program, the Emergency Information form and to keep immunizations up to date.
3. Provide a physician's authorization form if the named Student is required to carry an inhaler.
4. Allow MMCC to dis-enroll Named student from program for misuse, abuse, or disrespect for services rendered or personnel involved; deemed justified by Staff and Administration. **No refunds** will be made for any portion of the month's payment.
5. Release and hold harmless McCurdy Ministries, its agents and employees from all claims, damages or other liabilities for injuries to the named Student, unless injury results from gross negligence on the part of the program.
6. Hold McCurdy Ministries harmless in case of loss, theft or destruction of the named Student's property which has been brought in to the program facilities.
7. Allow McCurdy Ministries to search the named Student and his or her property, including but not limited to backpack, and have the Named referred for drug testing if deemed necessary.
8. Read, sign and abide by the terms of this contract and the McCurdy Ministries After School Program guidelines as explained in the Program Guidelines, and any other amendments that might be made from time to time.
9. Allow McCurdy Ministries to use the named Student's picture for promotional purposes. (No names will be given).

McCurdy Ministries Community Center After School Care Program Participation Guidelines Agreement:

I have read, understand, and agree to abide by the guidelines outlined for participation in the MMCC After School Care Program.

Failure to do so will result in having me (for student)/ my child (for parent) dismissed from receiving services.

Parent Signature Date
Date

Student Signature