

The Training Center

Student Handbook

2021-22



O Δ TRAINING
☆ ☁ CENTER

Dear Parents,

Welcome to The Training Center's Academic Enrichment Program! A Place Where Dreams Begin.

The Training Center located at 2011 W 10th St, Marion, IN is a community partnership to service families of at risk students K-8 attending Marion Community School. This handbook will provide valuable information considered important to your child's safety and to the basic operation of the program. The goal of the program is to provide opportunities for children to develop socially, emotionally, physically, and academically.

If you have any questions or need additional information, please feel free to The Training Center at 765 573-4599

TABLE OF CONTENTS

Welcome Letter	1
Philosophy, Objectives and Goals	3
Admission Policy	3
Hours of Operations	3
Basic Program Elements	4
Communication	4
Daily Policy	4
Discipline Policy	4
Dress Code	5
Electronic Device Policy	5
Fee Information	5
Health and Safety	5
Illness	5
Newsletter/Parents' News Board	6
Relationship with Parents	6
Snacks	6
Schedule	6
Teacher Workdays	6
Parent and Student Agreement	7

PHILOSOPHY

Every Child....

...deserves to dream big and see their dreams become a reality.

...needs to feel loved and appreciated.

...should receive a good education and be given the tools to help them be successful.

VISION

To see children develop community, build stability and strong academics on their way to attaining their dreams.

The Training Center – a place where dreams begin

MISSION

Our mission is to partner with families and the local community to provide an academic and youth development program for children enrolled in grades K-8 attending Marion Community Schools, Lakeview Christian School or St. Paul Catholic School.

ADMISSION POLICIES

Students K – 8th Grade attending Marion Community Schools, Marion, IN are eligible to apply for admission. All students are required to enroll annually for the program. Application forms are available the Training Center Office. In order to maintain the safety and well-being of all students, students will obey the rules and regulations in order to continue in the programs.

HOURS OF OPERATION

The Training Center will begin August 16, 2021. The program is held Monday through Thursday. The last day of the program is May 18, 2022. Hours 2:30-6:00pm M-Th, days school is in operation. Summer Hours will be announced later in the year.

BASIC PROGRAM ELEMENTS

Activities:

Creative arts (music, drama, art, dance), games and recreation, STEM, assisted homework time, life skills, computer lab and snack time are just a few of the growth activities.

Homework Room:

Each day after snack time, a supervised, quiet, "homework room" is scheduled in the program. Each child is responsible for keeping track of his/her own homework assignments. The staff can provide assistance with homework, but only if the student is clear about the assignment and is staying on task.

Staff:

The Program is staffed by experienced volunteers and supervised by the Program Coordinator. This staff works together to help each child grow in a loving and nurturing atmosphere.

COMMUNICATION

You may reach The Training Center staff by calling 765 573-4599 during the hours of operation. There is an answering machine for your convenience after hours. Your calls will be returned as soon as possible. Daily contact between parents and staff is an important part of the program. By sharing information concerning your child's activities and welfare, we can work together to better meet the child's needs. It is extremely important that any change in address, emergency numbers, etc., be kept current.

Newsletters/calendars are sent home monthly to keep parents informed of upcoming events, activities, and health and safety issues.

DAILY POLICY

Directly after school, a staff member will have your child sign in and parents should plan to pick up child. Only parents or persons listed as having permission may take a child home. Children within walking distance (and permission given) will have an adult assist them to their home. This procedure is necessary for the safety of the students.

DINNER

Students will be provided a hot, healthy dinner each evening as part of our programming. Please notify of any food allergies.

DISCIPLINE POLICY

Children are expected to comply with all after school rules and regulations. Every child is expected to obey the rules of The Training Center, respect staff members, other students and all property. No child is to leave the supervision of his/her teacher without expressed permission. If a child violates these standards, the student may be removed from the group and him/her placed separately for an appropriate period of "time out."

To provide a safe and caring environment where children can play and learn, limits are set on behavior. Limits are set for three primary reasons:

- (1) to prevent children from injuring themselves or others;
- (2) to prevent the destruction of property, materials, or equipment; (3) to help children learn respect for themselves, other children, and adults.

Consequences for unacceptable behavior are:

First Occurrence: Warning

Second Occurrence: Time Out

Third Occurrence: Discipline Form will be completed.

Fourth Occurrence: Parent/Student Conference

DRESS CODE

The Training Center will follow the same dress code as Marion Community Schools. Students who attend another school should dress accordingly: t-shirts, jeans, skirts or shorts (must be finger-tip in length). No tank tops allowed.

ELECTRONIC DEVICE POLICY

Electronic devices such as cell phones, text messaging devices, pagers and beepers may be carried on campus by students. The devices should be used for the sole purpose of after-school contact. During Training Center hours:

1. Use of cell phones to make or receive phone calls or text messages is prohibited.
2. The device must remain in the "off" position, not in the silent or vibrate modes.
3. The device must be kept out of sight.

Students who violate this policy will have their device confiscated and returned only to their parent.

The Training Center may search a student or student's property based upon reasonable suspicion that a student may have violated this policy.

Students may not bring iPods, MP3 players, radios, tape or CD players, headphones, or other items generally used for "amusement" without specific permission of the coach with administrative approval for their use in the classroom or Training Center activity. Any of these devices that are taken up will be turned in to the office.

FEE INFORMATION

The Training Center is blessed to be able serve students free of charge.

HEALTH AND SAFETY

An Emergency Form for every student in the Training Center is required. Prescription medication will not be administered.

If the child sustains a minor injury such as a small cut or scrape, the staff will administer first aid at the school. In cases which appear more serious, the staff will attempt to follow the instructions appearing on the emergency form. If the instructions are not adequate or cannot realistically be followed at the time of the emergency, the staff will do what is in the best interests of the child. Children will be released only to the parents or guardians or to the person whose names appear on the emergency form.

An incident report will be completed by staff noting who was involved and action taken. Form will be signed by staff present. A copy will be given to a family member, original kept in student permanent file.

ILLNESS

If a child has symptoms of illness or signs of communicable disease, he/she will be isolated from the other children while the parents are contacted and asked to pick up the child within an hour of notification. Children should not be sent to The Training Center on days they are unable to attend school because of illness. Any contagious illness may require a doctor's note for re-admission. Staff is expected to instruct children on State Regulations for washing hands in an effort to reduce contagious illness.

Covid Policy: Mask are required at all times for staff and students. Temperature is taken upon arrival. A student cannot attend showing any symptoms of Covid. (If student has been placed on quarantine through contact tracing, they may not return until they have met current State Regulations.) Hand sanitizer is highly recommend.

NEWSLETTER/CALENDAR

Each month a newsletter is produced to keep families in each program informed about the events occurring in the program. Parents will be informed of snack menus, activity information, and weekly themes.

RELATIONSHIP WITH PARENTS

Parents are welcome in our program at any time. Staff will share brief information about a child's day with family members on a regular basis, if this can be done without interrupting supervision of other children. Staff members are to handle problems or issues with parents in a courteous, professional manner.

SNACKS

Nutritious snacks such as pretzels, popcorn, cheese sticks, fresh fruit and vegetables, etc. are provided each day. A snack menu may be sent home each month. Please inform The Training Center staff in writing if your child has special dietary requirements, restrictions, or food allergies.

SCHEDULE

The Training Center staff will provide a variety of supervised activities for your child. These activities will include arts and crafts, group games, indoor and outdoor games, tutoring, computer, and homework time. There will be special activities and programs planned for holidays and school functions.

A detailed schedule will be provided the first day of each month.

TEACHER INSERVE DAYS/HOLIDAYS/SUMMER BREAK

The program will NOT operate on teacher workdays. The Training Center will follow the Marion Community School calendar. Activities may be offered during the Christmas break. An announcement will be sent detailing Holiday and Summer Activities.

PARENT AND STUDENT AGREEMENT 2021-22 (Sign & Return)

We, the undersigned, have read and agree to be governed by The Training Center Handbook.

Child's Signature: _____

Child's Signature: _____

Child's Signature: _____

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____