



# **STUDENT/PARENT HANDBOOK**

**PARENT/GUARDIAN:  
PLEASE RETAIN THIS HANDBOOK FOR YOUR RECORDS.**

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## **PURPOSE**

The mission of the Youth Life Foundation of Richmond (YLFR) is to train up a generation of leaders who are educationally, and morally excellent. The Learning Center exists to equip youth to aggressively stand against the particular challenges facing youth and train them to provide responsible leadership for their peers and future generations.

The Learning Center provides academic enrichment, recreational and cultural development, and guidance for youth.

To meet such goals, the Learning Center provides:

Educational Training through academic instruction, guidance on how to plan, set goals and self-motivation, and tutorial assistance from a caring adult who can give academic support and model responsible adulthood on a consistent basis.

Moral Excellence through instruction and demonstration of traditional values, application of basic principles of right and wrong, and conflict resolution skills aimed at personal character development.

Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, or disability.

## **PUBLIC DISCLOSURE STATEMENT**

The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.

**RELIGIOUS EXEMPTION** In compliance with the Code of Virginia, Section 63.2-1716, the Youth Life Centers are religiously exempt from licensure and are classified as a “religiously exempt child day center.”

**QUALIFICATIONS OF PERSONNEL** Staff position descriptions are posted at the Centers for your review.

### **DESCRIPTION OF FACILITIES**

The Highland Park Center is located at 3080 Meadowbridge Rd., RVA 23222. The size of the building is approximately 9,000 sq. ft. The number of rooms used for the Center is four. The kitchen facilities are not available for use by the Center. Playground equipment consists of a basketball hoop.

**ENROLLMENT/CAPACITY** The maximum number of children that the Center will enroll is 42. The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 75.

**FOOD SERVICE** The Center does not intend to provide food service other than prepackaged foods received through Feedmore or other similar agencies. This service consists of a snack and juice during the after school program and a prepackaged cold breakfast and lunch during the Summer Program. No foods are prepared on site.

**HEALTH REQUIREMENTS FOR STAFF** Staff employed at the Center MUST be certified by a practicing physician to be free from any disability which would prevent them from caring for children. Documentation is on file at the Center.

**PUBLIC LIABILITY INSURANCE** The Center is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the Center as a result of negligence.

**FIRST AID/CPR** A person trained and certified in first aid and CPR will be present whenever children are present or at any other location in which children attending the center are present.

## **STUDENT CREED**

- I will strive to be disciplined in my schoolwork, homework and activities at the Learning Center.
- I will work to the best of my ability.
- I will show reverence for God with my words and actions.
- I will give my respect to my fellow students and leaders.
- I agree to work toward a standard of excellence in everything I do.
- I will demonstrate love to all people.
- I am willing to learn how to be a leader, not a follower.
- I will show my gratitude toward those who help me.
- I will work toward being a responsible person.
- I will encourage other students to do their best.
- I will use learning center resources and equipment, especially computers, in a responsible manner.
- I agree to resolve conflicts in a non-violent way.

## **RULES**

The following rules outline the basic expectations for behavior during all Learning Center activities:

1. Obey right away.
2. Speak only kind words.
3. Keep hands and feet to yourself.
4. Walk quietly inside.
5. Be attentive when someone else is talking.
6. Use inside voices.
7. Clean up after yourself.
8. Respect others!

## **PROHIBITED CONDUCT**

*The following are examples of misconduct for which students and/or parents are subject to immediate disciplinary action, including expulsion from the YLFR program:*

- Physical abuse of any person, including, but not limited to, sexual assault and abuse, on Learning Center premises or at Learning Center sponsored events or functions.
- Conduct which threatens or endangers the health or safety of any person or at any Learning Center sponsored events or functions.
- Theft of Learning Center property or other property on the premises.
- Willful, wanton, or reckless damage to Learning Center premises or property, or other property on Learning Center premises.
- Dishonestly or knowingly furnishing false information.
- Intentional obstruction or disruption of teaching, research, administration, disciplinary procedures, or other Learning Center activities.
- Failure to comply with Learning Center policy or with directions of Learning Center staff authorized and acting in performance with their duties.
- Keeping, using, processing, selling or distributing any firearms, fireworks, explosives, illegal drugs or paraphernalia or dangerous weapons on Learning Center property or at Learning Center functions.
- Harassment, intimidation, bullying or cyberbullying through written, verbal or physical act, or any electronic communication, directed toward a person that is intended to cause harm or emotional distress.
- Abusive language including profanity, coarse jesting or other harmful language.
- Excessive tardiness or absenteeism (see attendance policy).
- Failure to display respectful attitude toward staff, volunteers or students.
- To enter or exit the Learning Center through a window when no emergency is present.
- To pull or activate any fire alarm when no fire is present, or to falsely report any fire or other emergency.
- To use any broiler oven, electric coffee maker, popcorn popper, microwave oven, open burner, or electric water heating device without the expressed consent of a Learning Center staff member.
- To tamper with fire equipment or to carry or remove fire extinguishers from their mounts or storage boxes except in case of a fire.
- To engage in any disorderly conduct, or to interfere with the rights of other students in their academic pursuits.
- To create excessive noise by any means whatsoever.
- To discard trash in any vehicle or to drop or throw any object from the window of any vehicle used for transportations purposes to and from Learning Center sponsored events and functions.
- To extend arms, hands, head, or any objects out of a window during the normal operation of any vehicle used for transportation during Learning Center sponsored events.

## **DISCIPLINARY PROCESS**

All disciplinary actions will be taken in accordance with the nature and severity of the breach. Disciplinary proceedings for any breach of conduct shall take into account: First, the rights of those students whose educational opportunity may be disrupted or diminished because of the breach. Second, the appropriate action to meet the needs and rights of the student who is responsible for the misconduct. Behavior that fails to adhere to YLFR expectations will be addressed through the following consequences:

- 1. Behavior Points:* At the end of each day, students will receive points based on their overall behavior. Those with excellent behavior will receive 2 behavior points. Students who struggle or need improvement will receive 1 behavior point. Students who demonstrated consistently poor behavior will receive 0 behavior points and must leave for the day. Behaviors that result in automatic zeroes include: hitting, fighting or threatening, cursing, extreme disrespect of any kind, and leaving the building without permission. In addition, if a student is suspended from school (or from riding the school bus) for any reason, he/she cannot attend the Learning Center and will receive 0 behavior points for those days.
- 2. Fun Fridays:* Fun trips and activities take place each Friday and must be earned through attendance and by accumulating enough points throughout that week. Those exhibiting poor behavior and receiving low behavior points will not be able to participate. During the school year—for a regular 4 day week, students must earn at least 7 behavior points for the week. For a 3 day week, 5 points must be earned. For a 2 day week, 4 points, and for a 1 day week, 2 points. During the summer program, 5 points must be earned for Monday – Wednesday. For those present 2 days during the week, 4 points must be earned, and for 1 day in attendance, 2 points must be earned.
- 3. Suspension:* After a student has received 5 zeroes, they will be required to take a week off from Learning Center activities and a parent conference must be held with the child in attendance, before they will be able to return.



4. *Expulsion:* Removal from Learning Center activities for the remainder of the year will be required after 2 suspensions.

## **ATTENDANCE POLICY**

Good attendance is essential to the success of a student's educational and moral training. Only absence from the Learning Center for acceptable reasons and on minimal occasions will be permitted. Students are expected to attend the Learning Center 4 days each week (Monday-Thursday).

### *Exceptions:*

- Absences due to student illness.
- Absence due to death or illness in the immediate family.
- Absence due to participation in school-sponsored activities. Any ongoing commitment, such as regular participation on a sports team should be communicated to Learning Center staff beforehand.
- Absence due to family emergency.

### *Tardiness:*

- Students are expected to be in attendance at the Learning Center immediately after their school day is completed. Excessive tardiness will be addressed by the staff with students' parents.

### *Absenteeism Procedures:*

- It is the parent/guardian's responsibility to notify the Learning Center staff with a phone call or text stating the purpose for the absence.
- In the event of an absence from school for any reason, attendance at the Learning Center will not be allowed that day.
- Early pickups should be communicated prior to arriving at the Learning Center, preferably before the Learning Center begins that day.
- An in person parent meeting will be required if a student has 5 unexcused (uncommunicated) absences within 1 year. Continued lack of adherence to communication expectations regarding absences will result in additional requirements.

## **OPERATING INFORMATION**

**AFTER SCHOOL PROGRAM HOURS OF OPERATION** Children arrive after end of school day. Parent pick up by 5:30 PM.

**CLOSURES** The Learning Center follows the RPS School Calendar. It is closed whenever schools are closed for the day. Also, whenever school after school activities are canceled due to adverse weather forecasts, the Learning Centers will not be in session. The Learning Center does pick up on Early Dismissal Days from school. Learning Center typically begins the same day that school starts. Learning Center typically ends on the last day of school. Calendars, with special events, Fun Friday activities, and closures will be sent home each month.

**EMPLOYEE STANDARDS** Center employees are CPR and First Aid Certified. All employees have been cleared of any violation against a child after consenting to a Criminal Record Check and a check by Child Protective Services. All employees receive additional training each year in topics such as age-appropriate activities, health and safety issues, playground safety, child abuse and neglect, and behavior management.

### **TRANSPORTATION POLICIES AND PROCEDURES**

During the school year, children are transported from specific Public Schools or Apartment complexes by the Learning Center vehicles. If the child will be riding in the Learning Center vehicle, the parent should provide the public/private school with a **WRITTEN NOTE** before the first day of pick up.

If a child is absent from school or is picked up from school by a parent and will not be riding in the Learning Center vehicle, it is the parent's responsibility to call the Center, so that the driver will know not to expect the child.

### Rules for the Vehicles:

1. Seatbelts must be fastened and passengers seated while vehicle is moving.
  2. Voice level needs to be low enough not to distract the driver.
  3. Hands, arms, legs, head, other body parts and all inanimate objects must be inside the windows at all times.
  4. No trash should be thrown on the vehicle floor or out of the windows.
  5. No eating or drinking in the vehicle.
  6. No pushing and shoving when unloading or loading the vehicle.
  7. Students are to wait for the driver before proceeding to or from the vehicle.
  8. Backpacks are to be kept closed and zipped while on the vehicle.
  9. The driver will not move the vehicle if any child refuses to buckle their seat belt. The child will receive a zero for the day, and the driver will call the child's parent to pick the child up for not complying. The child may be suspended from the vehicle for a period of time if this continues to occur.
- \* No child will be left unattended in the vehicle at any time.

**PICKING UP CHILDREN** Parents or other authorized adults are required to sign their child out of care on the sign-out sheet. The Center closes promptly at 5:30 PM. Please call the Center if you know you will be late. If no authorized adult (those listed on the child's student application) has come to pick up the child by 5:45 PM, the following procedure will be followed: At 5:45 PM-The person in charge will attempt to contact the parent(s) and/or primary emergency contact persons listed on the child's registration form to determine why the child has not been picked up. At 5:50 PM-The staff will begin contacting the persons listed as secondary emergency contacts. At 6:00 PM-If the staff is still unable to establish contact with any parent/guardian or anyone listed as an alternate contact, he/she will contact the local authorities.

\*Habitual late pick up (after 5:45 PM) will result in your child's removal from the program.

Alternate Adult Pick Up: Children can only be released to those persons whom the parent has authorized in writing. Phone authorization will only be accepted in emergency cases, and will be required to provide a follow up text confirming the identity of the person the child is to be released to. Unknown persons picking up children will be asked to provide photo ID to be certain their identity matches the person the parent or guardian has authorized to pick up their child.

**MEDICAL POLICIES AND PROCEDURES** The Learning Center follows all health/communicable disease policies as outlined in the Virginia School Health Guidelines Manual. Viral illnesses such as colds, flu and other contagious diseases are common in children. To protect your child and to help contain these illnesses, we will not accept a child at the center if he/she shows any signs of the following:

- sore throat
- discharging eyes or ears
- constant cough
- diarrhea and/or vomiting
- heavy and/or discolored nasal discharge (yellow or green)
- undiagnosed rash
- infectious/contagious disease, including head lice
- conjunctivitis (pink eye)
- fever (temperature over 100.3 degrees)

If any of the preceding symptoms are observed in your child at the beginning of the day, or if a child becomes ill during the day, the child's guardian or parent will be called to come and pick the child up. It is expected that the parent/guardian can be reached within 20 minutes should this need arise. The parent is expected to make arrangements for the child to be picked up within one hour of notification. The Center reserves the right to refuse to allow a child to return if the center director or teacher believes the child to be too ill to participate in the program. Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing

medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum.

The parent should notify the Center immediately if the child contracts a communicable disease. When the Center receives word of exposure to a communicable disease, a notice will be posted.

Medication Policy: Learning center staff do not administer medication (including over the counter medications), except in the case of a life-saving emergency.

Accident Reports: The Center strives to minimize the probability of accidents through close supervision of children and the maintenance of a clean and safe facility. Any time a child receives an injury at the Center, the parent will receive an injury/accident report. This report will be given to you at pick up (or drop off). The parent should review the report, sign it, and return it to the staff member.

**CHILD ABUSE** Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of the Learning Center are considered mandated reporters, under this law. The employees of the Center are not required to discuss their suspicions with parents prior to or investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, the staff of the Learning Center cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith." Virginia law defines child abuse and neglect to include any present or past act of physical abuse, physical neglect, sexual abuse, and/or emotional maltreatment of any child under the age of 18. The Center provides staff with child abuse and neglect training and is supportive of any staff member's decision to report a concern to the appropriate authorities.

Procedures for Reporting:

1. Staff member becomes concerned that a particular child may be involved in an abusive or neglectful situation.
2. Staff member will exercise total confidentiality at all times in regards to the issue.
3. Staff member discusses concern with the Program Director and/or Operations Director.
4. Staff member and Director file a report with Social Services within 72 hours if they feel strongly that abuse/neglect has taken place. Child Protective Services will determine whether or not the situation warrants an investigation, NOT the Center.
5. The Center will follow the advice of Child Protective Services regarding whether or not to discuss the situation with the parent/guardian.

**FOOD POLICIES** The Center does not prepare any foods on site. All snacks are prepackaged and provided through Feed More services. Menus are posted throughout the Center.

Foods from Home: Children are NOT permitted to bring food products from home.

Exceptions: Parents may provide food from home:

1. If it is for a special diet or medical reason.
2. If prior arrangements have been made with the Director and/or Assistant Director for special celebrations such as class holiday parties or birthdays.

**YOUTH LIFE FOUNDATION OF RICHMOND  
STUDENT/PARENT HANDBOOK AGREEMENT**

*Please sign this page and return it to staff, along with any other forms.*

I/We, \_\_\_\_\_, the parent(s)/legal guardian(s) of \_\_\_\_\_, acknowledge that I/We have received a copy of the Youth Life Foundation of Richmond’s Student/Parent Handbook and have been given the opportunity to read the manual and ask questions about and understand the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the manual. I/We agree to instruct my/our child(ren) to abide by all the contents therein; encourage and ensure that my/our child(ren) pursue excellence in character and conduct; and support the staff in the preservation of the Learning Center as a community committed to educational and moral excellence.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child Name

\_\_\_\_\_  
Child Name

\_\_\_\_\_  
Child Name

\_\_\_\_\_  
Child Name

**LEARNING CENTER RULES:**  
*Obey right away.  
Use only kind words.  
Keep hands and feet to yourself.  
Walk quietly inside.  
Be attentive when someone else is talking.  
Clean up after yourself.  
Use inside voices.  
Respect others!*

**ZERO TOLERANCE:**  
*Fighting/hitting  
Cursing  
Leaving without permission  
Extreme disrespect of any kind*