



## **Student/Parent Handbook**

**2019-2020 School Year**

734 Apple Street, Burlington, NC 27217

(Ebenezer Church ECCO Building)

(336) 226-8526

[www.championsacademync.com](http://www.championsacademync.com)

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## **Champions Academy Mission**

The mission of Champions Academy is to educate, empower, and engage all students while helping them to become productive leaders in an ever-changing world.

## **Champions Academy Affirmation**

Here at Champions Academy we are respectful to ourselves and others. We take responsibility for our actions. We believe that we can achieve greatness. We are committed to excellence. We will help ourselves and others win because we are leaders and we are CHAMPIONS!

## **We are Champions and we are C.A.R.E.**

Children Achieving Radical Excellence

## **Administration**

**Program Director:** Dr. Renita L. Webb – Email: rwebb@ebenezerucc.com

**Site Coordinator:** Mr. Jimmie Burgess – Email: jburgess@ebenezerucc.com

**Office Administrator:** Mrs. Janis Holness

**Fiscal Officer:** Mrs. Faye Graves

**Chief Financial Officer:** Rev. Dr. Larry E. Covington

## **Schedules**

### ***“Regular” Days (Typically Tuesday, Wednesday, and Thursday)***

2:45 – 3:20 pm Arrival, Snack, SocioEmotional Vocabulary Activity

3:25 – 4:05 pm Enrichment Class

4:10 – 5:15 pm Homework/Tutoring

5:15 – 5:30 pm “Dinner”

5:30 pm Dismissal

6:00 pm Last Pick Up

### ***Enrichment Days (Typically Monday and Friday)***

2:45 – 3:20 pm Arrival, Snack, SocioEmotional Vocabulary Activity

3:25 – 3:45 pm Homework/Tutoring

3:50 – 5:15 pm Enrichment Class/Activities

5:15 – 5:30 pm “Dinner”

5:30 pm Dismissal

6:00 pm Last Pick Up

### **Dress Code**

- Shorts and skirts are permitted if they are “finger-tip” length.
- Items of clothing which expose bare midriffs, bare chests, undergarments, or that are transparent (see-through without additional covering of skin) are prohibited. Please be advised that spaghetti straps, shirts which expose a bare back, halter tops, and tube tops are prohibited. Blouses, collared shirts Tee-shirts and polo shirts are acceptable. Please avoid shirts with slogans of advertisements that may be offensive.
- There must be no skin showing between the top of pants and the bottom of shirts while standing or sitting.
- Leggings/Tights are permitted if worn under a top that comes down to mid-thigh.
- Clothing must not be so tight that it reveals undergarments.
- We value your safety in and around our campus, so please wear closed-toed shoe/sandals.
- Flip-flops are discouraged.

### **Attendance**

It is important that Champions Academy students are in attendance daily so that we can provide them with the academic support they need. If students are absent regularly, we will not be able to help them grow in the way that they deserve.

We do understand that sometimes circumstances happen that inhibit students from attending our afterschool program. We ask that you alert us if your student will not be attending via email ([jholness@ebenezerucc.com](mailto:jholness@ebenezerucc.com)) at least 24 hours in advance if possible.

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## **Policies for Champions Students**

### **Bathroom Policy**

Children must go into the bathroom one at a time and staff must remain standing at the door with the door propped open. Should a child need assistance with bathroom needs, one staff should remain at the door and one staff person (preferably of the same gender) should assist the child with their needs. Children should never be allowed to enter the same bathroom stall or be sent to the bathroom alone. Children and staff should wash their hands after using the bathroom, playing sports or outside and before and after eating. Hand sanitizer should be utilized after students blow their noses.

### **Illness**

A child must be isolated from the group and the parent and Site Director should be contacted if any of the following symptoms appear. If a parent cannot be reached, the emergency contacts must be reached.

- Severe pain or discomfort, particularly in the joints, abdomen and ears
- Acute diarrhea characterized as two times the child's usual frequency of bowel movements with a loose consistency
- Vomiting
- Severe cough or sore throat
- Oral temperature of 99.8 degrees F or over
- Yellow/Jaundiced skin or yellow eyes
- Red eyes with discharge
- Infected, untreated skin patches or lesions
- Difficult or rapid breathing
- Skin rashes and/or severe itching of body or scalp
- Lice
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood or pus from the ear, skin, urine or stool
- Unusual behavior for the child characterized by confusion or persistent, inconsolable crying
- Loss of appetite characterized by refusing all solids
- Symptoms, which indicate any of the following diseases: Chicken Pox, Lice, Strep Throat, Impetigo, Scabies, Pink Eye and Measles

The child may return to the program when they are symptom free for 24 hours or a licensed physician indicates the child poses no serious health risk to any other children via a signed physician's note. In case of absences due to communicable diseases, the child must have a physician's note to return to the program. Announcements regarding any communicable diseases will be posted at the site to make parents aware that they exist.

### **Minor Injuries**

Injuries such as bumps and bruises, etc... will be treated using First Aid procedures. Parents will be notified of the injury when they pick up their child. An accident report must be completed the same day and immediately forwarded to the Site Coordinator.

### **Serious Injuries**

If the Champions has suspected that a child has broken a limb, requires stitches, or has otherwise seriously injured him/herself, a staff will stay with the group while the other staff calls 911 and the Program Director. Provide appropriate first aid. An ambulance must be called to transport the child.

The Site Coordinator must be notified immediately. An accident report must be completed that same day and forwarded to the Program Director immediately.

### **Playground/Outdoor Safety**

Children should follow all school rules regarding playground use/outdoor play. Standard rules include no food or drinks on playground equipment; do not walk up slides, no standing on top of structures (ie. monkey bars, tall structures, etc.), no pushing/shoving, one person at a time on slides, swings and other equipment, children must be in the site of staff at all times.

### **Medication**

Medication may only be given to children if it has been provided by the parent with written permissions.

### **Release of Children**

Children may only be released to a custodial parent or guardian, or other person listed as authorized by the parent/guardian on the child's registration paperwork located in the child information binder. Staff must verify the person picking up with a photo id (driver's license, passport, military id, etc.). If staff is unable to verify the person attempting to pick the child up the child is NOT to be released.

### **Transportation Policy**

The Champions Academy employees are NOT permitted to transport Champions Academy participants in their personal vehicles at any time. Any person having a personal relationship with any Champions Academy student must disclose the relationship/friendship in writing to the Program Director.

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## **Behavior Management**

Staff must guide children in a manner consistent with care, honesty, respect and responsibility. Children will be encouraged to think about choices they make daily. Staff will use positive reinforcement techniques and discussion to guide children in making positive and appropriate choices. Inappropriate behavior will result in consequences and will be handled in the following manner:

### **Minor Behavior Issues**

Redirection - Children will be redirected to another activity when needed.

### **Major Behavior Issues**

Removal from an activity Children behaving aggressively will immediately be removed from the activity. Time outs may be used to a maximum of one minute for every year of age of the child. All efforts should be made to resolve issues peacefully and allow the child to return fully to program as quickly as safely possible. Parents must be notified by the Site Coordinator of incident at pick up or asked to pick immediately depending on the nature of the incident. Program Director should also be made aware of incident.

### **Aggressive Behavior**

If behaviors occur once staff will remind the children that such behavior is not appropriate and will not be tolerated. Staff will make every effort to redirect the child to a positive activity; if aggressive behaviors continue or escalate the child will be removed from activities and directed to the Site Coordinator. Should behaviors escalate or continue parents and the Program Director will be notified and appropriate disciplinary actions taken.

### **Zero Tolerance Policy**

The Champions Academy will not tolerate any violence or threats of any kind. If a child is involved in any inappropriate physical contact (which is determined by the Program Director), he/she will immediately be suspended from the program.

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## **Emergency Procedures**

Staff must know where emergency exits are located within the building. Emergency numbers will be listed next to the telephone in each room and emailed to all staff.

*In the event of an evacuation, please adhere to the following:*

- Evacuate the building to a designated meet up location.
- Take attendance sheets.
- After evacuating, make sure all children in attendance are accounted for
- Enter the building only after the all clear has been given by the emergency professionals.

## **Child Abuse & Neglect Reporting Procedures**

The Champions Academy takes allegations of child abuse and neglect seriously. All child care staff are legally mandated reporters of suspected child abuse or neglect. Should any staff person witness or hear of a report of child abuse or neglect they are legally required to report the allegation to the Child Abuse Prevention Hotline. The phone numbers for the child abuse hotline are located in the student information binder at each site location. Reports are to be made immediately and the Program Director should also be notified when a report is made. Staff is not to investigate the claims for validity. If a child discloses a case of abuse or neglect or staff have reason to suspect such has occurred (visible bruising, child wearing the same clothing multiple days in a row, etc.) they are to call the hotline and report the allegation immediately after calming the child and seeking assistance from co-staff and the Site Coordinator. Staff making such a call should have the child's information file accessible and move to a private area where they will not be overheard by children. Do NOT have the child call or be present while calling.

## **Title VI**

Title VI is a Federal law that protects persons from discrimination based on their race, color or national origin in programs and activities that receive Federal financial assistance. The Champions Academy does not discriminate against any person based on their race, color or national origin at any time.

# Academic Calendar

## Champions Academy | 2019-2020 Calendar

**Champions Academy** will follow the ABSS days for inclement weather. If the school closes, Champions will also be closed.



MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**11** Champions Closed (ABSS Early Release Day)  
**27** Champions Closed (ABSS Teacher Workday)

**7** First Day of Champions for Fall/Spring Session  
**16** Champions Closed (ABSS Early Release Day)  
**29** Champions Closed (ABSS Teacher Workday)

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2020						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**10-17** Champions Closed (ABSS Spring Break)

**2** STEM Activity 10am - 12 pm  
**5** Champions Closed (ABSS Teacher Workday)  
**11** Champions Closed (Holiday - Veterans Day)  
**27-29** Champions Closed (Holiday - Thanksgiving Break)

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**9** Champions Academy End of the Year Trip  
**15** Last Day of Champions for Fall/Spring Session

**23-31** Champions Closed (ABSS Winter Break)

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**22** First Day of Champions for Summer Session

**1-3** Champions Closed (ABSS Winter Break)  
**20** Champions Closed (Holiday - M.L. King Day)  
**21** Champions Closed (ABSS Teacher Workday)

JANUARY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JULY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**3** Champions Closed

**5** Champions Closed (ABSS Early Release Day)

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**7** Last Day of Champions for Summer Session