
BOB BURDETTE CENTER, INC.

PARENT/STUDENT HANDBOOK



1401 West Washington Street
Charleston, WV 25387

Phone: (304) 342-1158

www.bobburdettecenter.org

Facebook: Bob Burdette Center, Inc.

Twitter: @BobBurdetteCntr

TABLE OF CONTENTS

About the Bob Burdette Center	1
History of the Bob Burdette Center	1
Mission Statement	2
Goals & Objectives	2
Schools Served	4
Sites.....	4
Registration.....	5
Who Can Attend?.....	5
Registration Guidelines	5
How to Register	6
Mandatory Orientation.....	7
Program Information.....	8
Program Guidelines	8
Walker Policy.....	9
Late Pick-up Policy.....	10
Program Activities	11
Virtual Enrichment Program.....	11
Second Step	11
Tutoring	12
Parent Involvement	12
Inclement Weather.....	12
Medical/Injury	12
Code of Conduct.....	13
Discipline.....	13
Personal Property.....	14
Emergency Procedures.....	14
Supporters	15
CACFP Nondiscrimination Statement	16

ABOUT THE BOB BURDETTE CENTER

HISTORY OF THE BOB BURDETTE CENTER

The Bob Burdette Center, Inc. is an after-school program that serves West Side children in grades K-12. It presently operates at four sites – Edgewood Elementary, Emmanuel Baptist Church, Mary C. Snow West Side Elementary, and North Charleston Baptist Church.

The program began in 1996 as the James Paige Learning Center and operated successfully under that name for two years. Much of the impetus for the program's inception came at the urging of Rev. Bob Burdette, for whom the present Center is named. Rev. Burdette was the Associate Pastor of Emmanuel Baptist Church from 1986 until 1995. It was his long-time vision to see an after school program opened at the church to serve the children of the West Side community.

In 1998, when the James Paige Learning Center was threatened with closure due to the lack of funding, the Emmanuel Baptist Church, realizing the devastating effect of such closure, voted to organize and support a new non-profit organization to be named the Bob Burdette Center, Inc. Thus, the Center continued operation without interruption.

In the beginning, the Bob Burdette Center served twenty children (grades K-5) from Tiskelwah Elementary School. Since then, the Center has expanded and now serves over 150 children in grades K through 12 from all West Side schools and Capital High School.

The program provides a safe haven and enrichment opportunities for children who might otherwise go unsupervised after school. Its overwhelming success emphasizes the need for afterschool programming on the West Side. The Bob Burdette Center is making a difference in the lives of children and families.

The Bob Burdette Center receives operating revenues from a combination of federal and state grant funding and contributions from foundations, churches, individuals, and businesses. Volunteers also assist in making the program successful.

MISSION STATEMENT

The Mission of the Bob Burdette Center is to provide West Side children and their families with opportunities for holistic (social, emotional, spiritual, educational and physical) development for healthy futures.

GOALS & OBJECTIVES

Goal # 1: To raise the academic achievement in reading/language arts of students who attend 30 days or more (regular attendees) on an annual basis.

Objective 1: By the end of each school year, at least 60% of regular attendees in third through fifth grade will improve their Lexile reader measure by the Houghton Mifflin Harcourt estimated average annual growth corresponding to their Fall Lexile measure.

Objective 2: By the end of each school year, at least 10% of regular attendees in kindergarten through fifth grade who have a Fall Lexile reader measure below the typical Lexile reader measure range for their grade level will increase their score to within or above the typical Lexile reader measure range for their grade level.

Objective 3: By the end of each school year, at least 60% of regular attendees will maintain or improve their Reading/Language Arts grade as measured by report cards.

Objective 4: By the end of each school year, at least 10% of regular attendees who had a failing grade in reading/language arts on their first semester report card will earn a “C” or higher on their second semester report card.

Goal # 2: To raise the academic achievement in math of students who attend 30 days or more (regular attendees) on an annual basis.

Objective 1: By the end of each school year, at least 60% of regular attendees in third through fifth grade will improve their Quantile student measure by the Houghton Mifflin Harcourt estimated average annual growth corresponding to their Fall Quantile measure.

Objective 2: By the end of each school year, at least 10% of regular attendees in kindergarten through fifth grade who have a Fall Quantile student measure below the typical Quantile student measure range for their grade level will increase their score to within or above the typical Quantile student measure range for their grade level.

Objective 3: By the end of each school year, at least 60% of regular attendees will maintain or improve their math grade as measured by report cards.

Objective 4: By the end of each school year, at least 10% of regular attendees who had a failing grade in math on their first semester report card will earn a “C” or higher on their second semester report card.

Goal # 3: To raise the skill level of parents/caregivers to better support/assist students' academic achievement.

Objective 1: By the end of each school year, at least 50% of parents/caregivers who participate in family engagement activities will report improved skills in communicating positively with their student(s) about school as measured by parent/caregiver survey.

Objective 2: By the end of each school year, at least 50% of parents/caregivers who participate in family engagement activities will report improved skills in monitoring their student(s) as measured by parent/caregiver survey.

Goal # 4: To raise the social-emotional learning skills of students who attend 30 days or more (regular attendees) on an annual basis.

Objective 1: By the end of each school year, at least 60% of regular attendees will have a "Strength" or "Typical" rating for social-emotional skills for learning as measured by the Devereux Student Strengths Assessment.

SCHOOLS SERVED

Edgewood Elementary
Grandview Elementary
Mary C. Snow West Side Elementary

SITES

Emmanuel Baptist Church
(Mary C. Snow West Side Elementary K-5)
1401 Washington Street, West
Charleston, WV 25387
Phone: (304) 342-1158

North Charleston Baptist Church
(Grandview Elementary K-5)
1009 Woodward Drive
Charleston, WV 25387
Phone: (681) 265-5156

North Charleston Community Center
(Edgewood Elementary K-5)
2009 7th Avenue
Charleston, WV 25387
Phone: (304) 342-1158

REGISTRATION

WHO CAN ATTEND?

Any child in kindergarten through fifth grade who lives or attends school in the Bob Burdette Center's service area (West Side and North Charleston) is eligible to participate regardless of race, religion, culture, gender or socio-economic status. During the COVID-19 Pandemic, sixth through twelfth grade students will be referred to partner organizations providing services to older students.

During the COVID-19 Pandemic, only students who have chosen to attend school in person may participate in in-person afterschool programming.

The Bob Burdette Center will also be offering a Virtual Enrichment Program. Eligible participants may enroll in the Virtual Enrichment Program regardless of whether they have chosen the in-person, eLearning, or virtual option for school. The Bob Burdette Center will be utilizing Kanawha County Schools' Schoology platform for virtual programming. A separate handbook will be available for the Virtual Enrichment Program.

REGISTRATION GUIDELINES

- A parent or legal guardian must submit a completed registration form each school year. Registration forms may be completed online at <https://online.traxsolutions.com/bbcinc/main#/dashboard>. Parents/legal guardians have the right and choice not to sign this document electronically and may sign it normally and return it in hard copy form to the Bob Burdette Center, Inc. main office located at Emmanuel Baptist Church. Applications that are not complete will not be processed until all required information is provided.
- Enrollment is considered on a first come, first served basis. We will not assign or hold spots in the program without a fully completed registration form submitted.
- Regular afterschool attendees are given priority and then registration is opened to additional eligible participants.
- Students who participate in the Virtual Enrichment Program when in-person programming is unavailable will have priority over those who choose not to participate in the event of a waiting list for all of our in-person afterschool program locations.
- The applicant will be notified by the Bob Burdette Center whether the child can be enrolled or is placed on the waiting list.
- If space is not available at the time of registration, your child will be placed on a waiting list. Site enrollment is reviewed regularly by the Bob Burdette Center Program Director to determine if there are children no longer attending who can be removed from the roster, allowing wait-listed students to be enrolled. If space becomes

available, wait-listed families will be called in the order their registration was received.

- A parent or legal guardian must attend a parent orientation before the student may begin attending the afterschool program. During the COVID-19 pandemic, orientation will be conducted by telephone for new enrollees.
- Every participant is required to fill out a new registration form each school year.

HOW TO REGISTER

- Go to <https://online.traxsolutions.com/bbcinc/main#/dashboard>. Links to the registration website and handbooks can also be found online at www.bobburdettecenter.org or on Bob Burdette Center's Facebook page.
- New users should click "Register" to create a user account. The parent or legal guardian should enter his or her information and submit the account owner registration form. If the email entered by the parent is already present in Trax as the head of a household, an account will automatically be created and the user will be prompted to check his or her email to activate the account and complete the registration process. If on the other hand the user is not present in the system already, the system will queue the membership for approval by a Bob Burdette Center staff member. When approved, the recipient will receive a confirmation email. Emails will come from noreply@nfocus.com.
- Existing users should click "Sign In" and enter his or credentials to sign in to the portal.
- Users may register their child for an afterschool program by clicking "Memberships" then clicking "Select" on the appropriate membership type. Household members included in the user account will appear on the next screen. If the individual you wish to register for the afterschool program is not listed, click "Add New Person" and complete the Add New Member form. Once all the individuals you wish to register are listed on memberships page, select the individual(s) you wish to enroll and click next. A cart summary will display where you will have the opportunity to add additional memberships or activities. Once you have selected all the memberships and activities in which you wish to enroll, click next and complete the participant information form. Parents should register their child for membership based on the school he or she attends as follows:
 - Edgewood Elementary - North Charleston Community Center
 - Grandview Elementary - North Charleston Baptist Church
 - Mary C. Snow West Side Elementary - Emmanuel Baptist Church
- If you are unable to access registration online, you may call the Bob Burdette Center at (304) 342-1158 and request a paper registration form which **MUST** be fully completed before submitting.

MANDATORY ORIENTATION

- A parent or legal guardian must attend a parent orientation before the student may begin attending the afterschool program. During the COVID-19 pandemic, orientation will be conducted by telephone for new enrollees.
- A parent or legal guardian must confirm they have read the Parent/Student Handbook as part of the registration process.

PROGRAM INFORMATION

PROGRAM GUIDELINES

1. A parent or legal guardian must confirm he or she has read through the Parent-Student Handbook for online registration.
2. The afterschool program begins after school dismissal, Monday-Friday. Students should be picked up no later than 5:30 PM. Summer program hours are typically 8:30 AM to 5:30 PM. Consistent failure to pick up child on-time could result in child's dismissal from the program.
3. Children must attend at least three days a week if a full week of programming is offered and at least 1 day a week if programming is offered on a blended schedule. School activities (basketball, cheerleading, etc.) are excused absences. Excessive unexcused absences will result in child's dismissal from the program.
4. Parents/legal guardians or authorized pick up persons will not be admitted in the building. Parents/legal guardians and authorized pick up persons will be required to wear a mask/face covering when they come to the door to pick up a child. A staff person will bring the child to the door and we will sign your child out. The person picking up the child should have his or her ID available for verification.
5. All misbehavior will be documented in each child's folder. The parent/legal guardian is welcome to view this folder at any time. Reoccurring or serious infractions could result in on-site suspension (OSS), off-site suspension, or dismissal from the program.
6. Good behavior and attendance will determine who will be allowed to participate in special activities.
7. Each child will be expected to participate in every aspect of the program. This includes, but is not limited to, centers for science, reading, math, writing, computer lab, homework, and recreation. Failure to do so will result in dismissal from the program.
8. The BBC will only offer in-person afterschool programming if Kanawha County is green, yellow, or gold according the School Alert System: Saturday Education Map and Kanawha County Schools is providing in-person instruction.
9. Participation in the Virtual Enrichment Program is **REQUIRED** to maintain your child's spot in the afterschool program in the event that the Bob Burdette Center is required to temporarily cease in-person programming due to elevated risk of COVID-19 transmission in the community and/or Kanawha County Schools implements remote learning for all students.
10. Each child is expected to follow the COVID-19 social distancing guidelines to ensure every participant is safe as possible. Please refer to the COVID-19 Supplemental Handbook.

WALKER POLICY

The BBC Walker Policy has been developed to give parents/legal guardians of BBC children in 4th through 12th grade the option to authorize the release of their child to walk home or to a designated activity/destination. To help assure the safety of the child, the following conditions must be met for the BBC to release the child:

- The child must be in 4th through 12th grade. *****Younger siblings in kindergarten through 3rd grade are not permitted to accompany the child authorized and identified as a walker.**
- Written permission from the parent/legal guardian must be on file before the child can be released.
- It is the responsibility of the parent/guardian to determine that the child has the necessary maturity level and skills, and to review safety procedures with the child before authorizing release. Parents are also responsible for obtaining all communication from the BBC including parent letters, behavior reports, incident reports, permission slips, etc.
- There are no adverse safety factors, including but not limited to inclement weather conditions, as determined solely at the discretion of BBC Program Director or the BBC Program Director's designee. In this circumstance when a child will not be released, the parent will be contacted to pick up the child. If the parent does not arrive by 5:30 PM, the BBC will designate this as a late pick-up.
- The time of release is no later than 5:30 PM or sunset, whichever comes first. If the participant is to walk home earlier than closure or sunset, please communicate with site staff regarding what time the student should be released.
- The child must first get permission from a BBC staff member and then sign out before leaving.
- The child must walk home or to a designated activity/destination. Children are not permitted to wait to be picked up on grounds used by the BBC.
- The BBC is not responsible for direct, indirect, incidental or consequential injuries to the point of death resulting from child being authorized by parent to walk home from the center.

LATE PICK-UP POLICY

The Bob Burdette Center afterschool program closes promptly at 5:30 PM during the school year and summer program. If a child will not be picked up on time, the BBC must be contacted by phone. If the BBC has not been contacted within five minutes of closing, staff will attempt to contact the parent/legal guardian. If the parent/legal guardian cannot be reached, the BBC will call contacts from the child's Authorized Pick-up list. The BBC will continue to attempt contact with the parent/legal guardian and/or the contacts until one hour after closing.

The first time a child is late being picked-up, the parent will receive a written notification of the late pick-up policy. A second late pick-up will result in a written warning. A third late pick-up will result in a mandatory meeting with the afterschool site supervisor and/or Program Director to discuss the excessive late pick-ups. A third late pick-up may also result in a one-day suspension. Frequent late pick-ups may result in your child no longer being able to participate in the program.

In the event that a child remains at the afterschool program for one hour after closing and staff has not spoken directly to a parent or a contact who is on the way, staff will call Child Protective Services and/or the local police department to seek assistance in caring for the child until the parent (or alternate pick-up) can pick up the child.

Please note that proper identification is required when picking up your child. The BBC will contact you before releasing your child to any person not included on the Authorized Pick-up list.

PROGRAM ACTIVITIES

Participants engage in the following activities on a daily basis:

- Child and Adult Food Care Program (CACFP) nutritional snack & supper
- Study Time
- Gym

Participants also engage in the following activities on a weekly or bi-weekly basis:

- Reading educational enrichment
- Math educational enrichment
- Science, technology, engineering and math (STEM) enrichment
- Second Step
- Arts and crafts
- Urban Stage Dance
- Computer lab
- Child Evangelism Fellowship-Good News Club

VIRTUAL ENRICHMENT PROGRAM

With the current implementation of COVID-19 procedures, virtual programming has become a part of the Bob Burdette Center's program activities. Participants may choose which virtual class(es) they are interested in taking via our online registration process. To ensure we continue providing our participants with daily enrichment activities, in the event of having to cease in-person programming, virtual programming will be required by each participant to account for their daily attendance.

SECOND STEP

Second Step is an award-winning curriculum designed to teach children in their earliest school years to recognize and understand feelings, to make positive and effective choices, and to keep anger from escalating into violence.

Every participant engages in a 20-30 minute Second Step lesson once per week. During the lesson the children role play hypothetical situations that could escalate to violence. The children learn ways to deal with their emotions and possible violence in a positive way.

TUTORING

Participants performing below grade level or failing to achieve passing grades in math or reading are eligible to receive tutoring services provided by the Bob Burdette Center. Each child enrolled in the tutoring program receives at least 30 minutes of one-on-one or small group tutoring twice a week. Tutors are certified teacher, often from schools served by the Bob Burdette Center.

Virtual tutoring sessions will also be available to those participating in the Virtual Enrichment Program.

If you would like to enroll your child in the tutoring program, please contact the Bob Burdette Center.

PARENT INVOLVEMENT

During the course of the year, the Bob Burdette Center works with other organizations to provide a variety of opportunities for parents including nutrition and parenting courses.

If you are interested in GED or Adult Basic Education courses, the Bob Burdette Center can also connect you with programs that provide these opportunities.

The Bob Burdette Center encourages parents to participate in these classes and in opportunities for parental engagement in the afterschool program.

INCLEMENT WEATHER

The Bob Burdette Center will NOT be open on days when Kanawha County Schools is closed or dismissed early due to inclement weather. **This includes emergency dismissals.**

MEDICAL/INJURY

- The Bob Burdette Center assumes no responsibility for injuries or illness sustained as a result of a child's participation in the afterschool program or any of its related activities.
- The Bob Burdette Center will administer basic first aid (i.e. band aids, ice, etc.) including certain occasional over-the-counter medications, with written permission.
- The Bob Burdette Center will contact an ambulance for emergency medical or dental care as indicated by the parent/legal guardian in the participant Emergency Medical Transportation form.
- If the Executive Director of the Bob Burdette Center or her designee believes that a child is facing a life threatening circumstance, he or she will call an ambulance for transport to emergency care without regard to whether the parent has given permission or refused to give such permission and the parent/legal guardian will be responsible for payment of any medical expenses incurred for such transport.

CODE OF CONDUCT

1. Play fairly and be honest.
2. Be respectful to Bob Burdette Center staff and volunteers.
3. Remove hats before entering the building.
4. Resolve disagreements in a positive way.
5. Say only good things about other people.
6. Be respectful to other participants and their property.
7. Avoid use of improper language.
8. Walk in the hallways.
9. Show respect to the facility and equipment.
10. Participate only in program areas open to your group.
11. Dress appropriately at all times.
12. Outside food is not permitted in the afterschool program.
13. Smoking, drugs, alcohol and weapons are prohibited.

DISCIPLINE

Minor Offenses-

1st Offense: Verbal warning

2nd Offense: Negative Dojo point/ Change seats or location (when applicable)

3rd Offense: Reflection area and/or time out

4th Offense: Contact parent; On-site or off-site Suspension/Reflection Form

- A parent or legal guardian will be notified and required to sign all Behavior Slips.
- Repeated offenses will require a parent conference before child can return to the program.

Major Offenses-

- All major offenses can constitute an automatic suspension without warning
- Major Offenses include but are not limited to:
 - Fighting
 - Disrespecting staff or volunteers
 - Inappropriate language
 - Stealing
 - Vandalism/Destruction of property
 - Inappropriate touching or sexual behavior
 - Gang activity
 - Bullying
- The length of a suspension may range between one and five days, depending on the severity of the offense and previous offenses.

Note: This is only a guideline. Actual consequences are determined on a case-by-case basis and at the discretion of the Program Director and/or the Executive Director. In lieu of suspension, other consequences such as on-site suspension may be implemented.

PERSONAL PROPERTY

- Participants are responsible for all of their personal items. Please label all belongings to increase the chances that a lost or stolen item is returned.
- The Bob Burdette Center is not responsible for any lost or stolen items.
- Personal cell phone usage is prohibited. If you need to contact your child at the program at any time, please call the Bob Burdette Center.

EMERGENCY PROCEDURES

In the event of an emergency that requires evacuation, the Bob Burdette Center will evacuate participants to a designated meeting location where the Site Coordinator will conduct a roll call. If unable to re-enter the building, participant will be transported to another site where their parent or legal guardian will be contacted to pick them up.

The following are the designated meeting locations by site:

Emmanuel Baptist Church - Field to the West of the church and church parking lot

North Charleston Baptist Church - Parking lot between the church and Grandview Elementary

North Charleston Community Center – Field behind the community center

In the event of an emergency that requires shelter-in-place, the Bob Burdette Center will follow shelter-in-place procedures and conduct a roll call. If you need to contact your child during shelter-in-place, please contact the Site Coordinator who will be the designated contact person during the emergency.

Emergency procedures will be communicated to participants and drills will occur once a semester.

SUPPORTERS

21st Century Community Learning Centers*

A.M. Scott Charitable Trust

American Baptist Home Mission Societies

Believe in West Virginia-Youth Encouragers Network

BB&T WV Foundation

Child and Adult Care Food Program

City of Charleston

The Daywood Foundation

Emmanuel Baptist Church

FestivALL Charleston

The Greater Kanawha Valley Foundation

Human Resource Development Foundation

The Bernard McDonough Foundation

Mary C. Snow West Side Elementary

North Charleston Baptist Church

Poffenbarger Foundation

United Way of Central WV

*Funding for this 21st Century Community Learning Center is provided in part by a grant from the United States Department of Education under the Elementary and Secondary Education Act, Title IV part B, with grant administration carried out by the West Virginia Department of Education.

CACFP NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

MAIL:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

FAX:

(202) 690-7442; or

EMAIL:

program.intake@usda.gov

This institution is an equal opportunity provider.