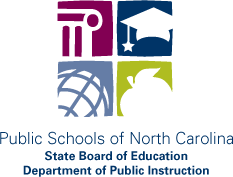


Youth Enrichment Center

**“Making Lives Easy to Imagine”**



# *Dear Parent and Youth:*

# *I am happy to welcome you and your child/children to the Maggie’s Outreach Youth Enrichment Center. As you made the decision to enroll your youth whether through volunteer referrals or mandatory referrals we believe you have made the best decision to put your child on the Road to Success.*

# *We are looking forward to a great year with you and your child. We hope that you will become fully involved in your child’s education and recognize how our program and services will benefit you and your family. Our staff is trained and will make timely communication with you to ensure your child remains on track. We are hoping you are ready to take this journey with your child.*

# *s a parent each of our programs, Mentoring, 21st Century Afterschool Learning Center, Rebuilding the Dream Day Program or Restitution Community Services and how to become a Wise Guy. We are here to assist!!*

# *Outlined in this handbook is information that will provide you and your family with details of expectation for parents and youth. Important documents that you must have already signed.*

# 

# *The following information will also help you to understand the operation of our sites, responsibilities of our staff, provided services, and your role in helping create a quality experience for your child.*

# *Thanking you again, for allowing our Family to serve your Family,*

# *Ms. Ophelia Ray, CEO, Founder*

# *Program Coordinators, Board of Directors*

***Mission Statement:***The MOCEDC Youth Enrichment Center provides children with expanded learning opportunities and enrichment activities outside of regular school hours in a safe and healthy environment that will empower all youth to reach their full potential as productive, caring, and responsible citizens in a changing world.

# Purpose:

The MOCEDC Youth Enrichment Center is a Community Learning Center that provides opportunities for academic enrichment opportunities, including providing tutorial services to help students meet State academic standards. The Center also offers students a broad array of enrichment activities that can complement their regular academic programs, assist in mentoring that will attract and retain a caring and highly collaborative relationship and other educational services to the families of participating youth. Each program assists students academically using CORE Standards in reading and math. Students are offered broad array enrichment activities such as Mentoring, S.T.E.M. Club House, Road to Success (RTS) Entrepreneurial program, Teen Adolescent Program, Youth-N-Arts and Out of School services that will complement their regular academic programs.

# Target Population:

The MOCEDC Youth Enrichment Center supports the creation of community learning and academic excellence that targets all students attending schools eligible for Title 1 School-Wide Program services. The MOCEDC Youth Enrichment Center currently offers academic, artistic, and personal development enrichment opportunities, and mentoring to the student and parents during afterschool hours.

# Services Provide at the Center:

# After School Enrichment

1. Project -Based learning
2. Career and College Readiness
3. Academic Enrichment (Homework Assistance)
4. Mentoring Programs
5. S.T.E.M Clubs
6. Fine Arts – Performing and Music
7. Technology
8. Parent Workshops
9. Youth Engage in Service (Y.E.S) Community Service and Restitution
10. Saturday Clubhouse
11. Male Adolescent
12. Computer Essential

# Location:

**Site 1: J.W Turlington Alternative School Site 2: Maggie’s Outreach Youth Enrichment Center**

116 W Prospect Avenue 115-117 West Elwood Avenue

Raeford, NC 28376 Mailing Address: P.O. Box 326 Raeford, NC 28376

# Hours and Days of Operation:

**Site 1: J.W Turlington Alternative School Site 2: Maggie’s Outreach Youth Enrichment Center**

Monday through Friday 4:00pm to 6:00 pm Monday through Friday 3:00 pm to 6:00 pm

Saturday Clubhouse 09:00-1:00 pm Every 1st & 3rd Saturday (unlessen notified of changes)

# The MOCEDC Youth Enrichment Center program will follow the Hoke County School Calendar for 21st Century Program, Other services held at the Center may continue based on enrollment criteria.

# We will not operate during school vacation days, early release, and teacher work days.

|  |  |
| --- | --- |
| **Non-service days:**  21st Century Program does not operate on non-school days during afterschool time. Schedule Saturday Academy continues at Site #2 | Monthly Calendars are available for out of school time by Program Coordinator. (Check Agency Website www.mocedc.com |

**Summer Academy Operation **8 weeks starting one week from annual school closing date  
See Program calendar for opening and closing also enrollment letter.

**Enrichment Center Student Admission Guidelines:**  
 Programs within the Youth Enrichment have different admission processes due to the fidelity and design of the youth qualification and enrollment requirements. Below are general details admission documents needed to ensure timely enrollment within Youth Enrichment Programs. Parents must complete all documents within the program as instructed by Coordinator. All documents must be sign prior to service start date. Parents/Guardian are required to participate in monthly family engagements not less than 6 are required for all programs, and attend mandatory orientation

* 21st Century Afterschool Learning Center
* RTS Youth Mentoring
* Youth Engaged in Services (Community Service/Restitution)
* Rebuilding the Dream Youth Structure Day Program
* Elementary Afterschool (fee based)
* Male Adolescent Program (Wise Guy)

# Enrollment Forms

A completed set of enrollment forms must be on file before any youth can participate in any services or activities conducted by MOCEDC.

Student and parent forms must be completed and turned into Program Coordinator prior to any student attending MOCEDC Youth Enrichment Centers.

# Orientation

Upon completion of the enrollment forms, parents and students must attend a mandatory Orientation session the first Saturday after a completed enrollment package is turned into the Program Coordinator.

The Program Coordinator will facilitate the session and review paperwork, go through the handbook, provide an overview of the program, and answer any questions the student and/or parent may have.

Mandatory documents:

1. Agency Intake Form
2. Referral form from agency or parents (mandatory all programs)
3. Parents ID verification of guardianship
4. Media Release
5. Transportation authorization
6. No show policy
7. Internet policy
8. Parents/youth/organization expectation agreement
9. Signatures on all required forms
10. Youth Individual Service Plans (all programs)

# Parents’/Guardians’ Expectation of the Program

**Parents/Guardians may:**

* Schedule a meeting with the Program Coordinator about concerns related to their child or the program
* Will be informed about any misbehavior on the part of their child and meet with the Worksite Coordinator to bring improvement in the situation
* They will be regularly informed about any and all MOCEDC Youth Enrichment activities
* They will be informed promptly if their child is in jeopardy of being dismissed from the program

# Expectation of Parents/Guardians:

* The Program expects that parents/guardians will:
* Make every attempt to attend parent workshops and events, while understanding they must attend at least six events
* Keep the child’s records up to date
* Contact the Program Coordinator if the child will not be attending the program for three or more consecutive days and send a written note signed by the parent/guardian when child returns
* Be attentive of correspondence that comes from the MOCEDC Youth Enrichment Center Program

# Program Expectations of the Student

* The program expects that children will:
* Not miss more than three unexcused days away from the program
* Be responsible for their actions
* Follow school rules that guide them while at the program.
* Remain with program staff at all times until released by the proper authority
* Be in attendance for Twelve consecutive hours a month

# Student’s Expectations of the Program

* Student may expect:
* To have a safe and nurturing environment.
* To receive respectful treatment with discipline that is fair.
* To have MOCEDC Youth Enrichment staff members who are actively involved with them.



# Dismissal/Release of Student

1. Student must complete sign in and sign out sheet before arrival and dismissal.
2. Pick up may ONLY be made by authorized parties. Permission must be in writing and signed by the student and parent/guardian. All complete permission slips must be provided to the Program Coordinator before any adjustments can be made.
3. In the event of illness or sickness, please notify the Program Coordinator as soon as possible.
4. If an emergency should arise and you should need to remove your child from the school before the closing of school, we would appreciate it if you notify program staff and school staff.
5. Staff will not release child to anyone including parents, who appear to be under the influence of drugs and alcohol.

# Attendance Policy

# We highly encourage our members to participate in the curriculum daily in order to receive a greater impact of our programs. Attendance is how we are to measure your child’s improvements. Regular attendance is essential to help your child improve academically and personally. Excessive absences do not allow the student to receive the program’s full benefit. We encourage students and parents to inform us if they are going to be late or absent from the afterschool sessions. School absences and suspensions will be counted as excused absences.

# Discipline Procedures

We encourage and only tolerate exceptional behavior during the afterschool program. The staff will work with the student and strive to cooperate with parents to resolve any problems that may arise. However, if a child’s behavior consistently disrupts the flow of the program, physically or emotionally harms others, or otherwise conflicts with the program rules and guidelines, parents will be notified. After reports to the parents, one oral and one written, the child may be SUSPENDED from the program for a designated length of time.

In cases of severe discipline problems, parents may be called to pick up their child immediately and the student may be suspended at that time. Staff will not be responsible for enforcing punishments placed on a student by parents for misbehavior at home.

# Discipline Plan

 1st offense: Program Coordinator talks to student and notifies the parent both verbally and in writing through an incident letter. Student will be suspended from the program for one day.

 2nd offense: Program Coordinator talks to the student, notifies the parent both verbally and in writing through an incident letter. Student will be suspended from the program for one week.

 3rd offense: Program Coordinator conferences with student and parent in person regarding the situation. An incident letter will be drafted and Program Coordinator notifies and consults with School Principal and Program Director/CEO to determine whether or not the student should be withdrawn from the program for the remainder of the year (or other duration).

**No Tolerance Policy/Prohibited Behavior**

1. Assault
2. Threatening Acts
3. Harassment
4. Bullying
5. Verbal Confrontation
6. Profanity
7. Obscene Gestures
8. Disrespectfully addressing an official
9. Possession of a Firearm
10. Bomb threats
11. Possession of destructive device
12. Death by other than natural causes
13. Inappropriate sexual behavior
14. Alcohol possession
15. Breaking/Entering School Property
16. Communicating Threats to School
17. Burning School Property
18. False Fire Alarm
19. Gang Activity
20. Kidnapping
21. Possession/Weapon
22. Possession/Chemical or Drug Paraphernalia
23. Possession/Controlled Substance/Selling
24. Stealing

**No Tolerance Policy/Prohibited Behavior Consequences**

If these actions above are not corrected immediately, then the following consequences will apply:

* 1st Consequence: Participant will receive a verbal warning and parent/guardian will be notified.
* 2nd Consequence” Participant will sign a behavioral contract and parent/guardian will be notified about recommendation for suspension.
* 3rd Consequence: Participant will sign a behavioral contract and parent/guardian will be required to conduct an office visit before participant can return to their specific program.
* 4th Consequence: Participant will not be allowed to continue in their specific program and parent/guardian will be notified immediately verbally and in writing.

**Dismissal/ Pick Up Policy**

All students who are in attendance at JW Turlington (Site 1) and attend the 21st Century Learning Center Afterschool program will be provided transportation through Hoke County School System. All other youth will be provided transportation from their home school only and parents must pick their child up from Maggie’s Outreach (Site 2).

If your child is a pick up and will not be riding the bus, parents are responsible for sending in a note to the Program Coordinator stating their child (ren) will not be a busy rider and the name and contact information of who will be picking up that child. This information must be on hand and updated regularly. No child will be allowed to leave the 21st Century afterschool program without a responsible adult. Parents are required to pick up their child(ren) no later than the designated closing time. For your child (ren) ‘s safety, it is **REQUIRED** that you sign your child(ren) out daily-photo ID is required upon request. If there is anyone who is NOT authorized to pick up your child (ren), you must provide the Program Coordinator a written note with that information and also place it on the registration form. It also must be indicated in writing, on the enrollment form and on file if you desire to have your child (ren) walk home. It is the parents’ responsibility, not the student, to update your contact address and numbers as they change. Walkers are not permitted to leave prior to 6:00 pm. After three (3) late pick-ups, your child will be removed from the after school program until the beginning of the next quarter.

**Emergency Program Closing**

During severe weather conditions, it is necessary to close the program on short notice. The determining factor in such a decision is the safety of our youth and employees. The MOCEDC Youth Enrichment Center follows the Hoke County Public Schools Emergency Weather advisory dismissal plan.

**MOCEDC Youth Enrichment Center Forms**

# Student Acceptable Internet Use (see policy)

During any MOCEDC Youth Enrichment Programs, the students will have access to computers. Each student will be monitored closely by staff to ensure appropriate use. All students will be directed, monitored and expected to exercise good judgment, use the computer resources in an appropriate manner and adhere to the program policy. Individual users of the Internet are expected to abide by the generally accepted rules of network etiquette. Student use of electronic information resources is expected to be related to educational goals and objectives only.

Health and Medical

# Health/Medical Issues

In consultation with parents and site staff, accommodations for students with health or medical issues will be developed on a case-by-case basis. Parents/guardians are asked to contact the school nurse regarding medication requests. MOCEDC Youth Enrichment staff will follow district procedures in the event of an emergency. If a student becomes ill, parents will be notified. Parents are responsible for picking up sick children as soon as possible. Students will be isolated from the other participants until a parent arrives. The student will be under the supervision of a staff member

Media Release Form

# Enrichment Center Services and Program Activity Descriptions:

# Students will combine various forms of learning through the methods stated below.

|  |  |  |
| --- | --- | --- |
| Program Name | Program Description | Frequency |
| **Technology Google Classrooms** | Students will explore the functions of Google Classrooms. Google Classrooms is a blended learning platform developed by Google for schools that aims to simplify creating. Students learn fundamentals and create their own website and newsletter. Students will also have the opportunity to create visuals for the J.W. Alternative School official website | Mondays |
| Road to Success Mentoring | RTS Mentoring will ensure that all students engage in a controlled environment that fosters and promotes social acceptance and better relationships among their family and peers while developing new habits. Students will participate in activities based of on the teaching of Sean Covey’s best-selling book the 7 Habits of Highly Effective Teens and workbook. | TuesdayWednesdayThursday |
| Chess Club | Students will learn the dynamics of chess. Chess can help the students think critically and improve their creativity, teamwork skills, improve memory and allow the students to socially interact with classmates in a positive environment. | TuesdayThursdaySaturday |
| Wise Guy | Male students are engaged in a mentoring relationship with a mentor and exposed to life skills preparation, confidence building, networking, community service and mindfulness | Monday thru Friday |
| Daughters of Hope | Female students will be welcomed in a judgement free environment where they are encouraged to converse and engage in empowerment, social activities that provide exposure to sisterhood, networking, career preparation, confidence building, and goal planning and achievement. | Wednesday |
| S.T.E.M Club House Girls Who Code | S.T.E.M Club House is designed to offer challenging learning environments in Science, Technology, Engineering, and Math, which maximizes youth potential and ensures students are well-equipped to meet challenges of the 21st Century. Female students will learn the fundamentals of coding and practice the usage of technology and how to apply it in their daily lives. | 1st and 2nd Saturday of every month |
| S.T.E.M Club House Dronechanics | S.T.E.M Club House is designed to offer challenging learning environments in Science, Technology, Engineering, and Math, which maximizes youth potential and ensures students are well-equipped to meet challenges of the 21st Century. Male students will learn the fundamentals of drone technology and practice how to create and utilize drones. | Every 1st and 3rd Saturday |
| RTS Entrepreneurial Program H.O.K.E. Helping Our Kids Excel | Students will be provided with enrichment activities where they experience and learn about entrepreneurship. Youth will participate in seminar series of career discovery activities and assessment, devotionals, and affirmations. Students will also learn the components of resume writing, how to be a positive teen and how to establish and maintain credit and debt. |  |
| Youth -N-Arts | Students will be provided with high quality experiences and instruction in the visual and performing arts, to enrich the community with cultural events. | Every 1st and 2nd Saturday |
| Rebuilding the Dream | Provide students with a positive yet structured environment of academic instruction, pro-social skills for youth while supporting school drop-out prevention and help prevent delingquent behaviors. | MondayThruFriday |
| Health and Life Skills | Students will learn fundamental concepts and inherent values of wellness as well as Life Skills that provides youth with guidance for the future development and implementation for grades k-12 Health & Wellness Program. | Friday |

**Acknowledgments**



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**MOCEDC Youth Enrichment Staff and contact**

**Please call (910) 875-6623 and then the individual extension of the staff you are trying to reach.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **TITLE** | **STAFF PROGRAM** | **PHONE**  **EXTENSION** | **OUTSIDE**  **EXTENSION** |
| **Ophelia Ray** | **CEO** | **Executive** | **2012** | **1** |
| **Gloria McGregor** | **Board Chairman** | **Board** | **2013** | **2** |
| **Chavala**  **Damaron** | **Administrator** | **HR/Fiscal Officer** | **2016** | **3** |
| **India McDuffie** | **Manager** | **Budget Manager** | **2017** | **4** |
| **Stephanie Parker** | **Work Site Coordinator** | **21st Century** | **2014** | **9** |
| **Brittany Gillespie** | **Program Coordinator** | **Youth Engaged In Services** | **2024** | **5** |
| **Courtney McCrae** | **Program Coordinator** | **DPS Rebuilding the Dream Day Program** | **2019** | **6** |
| **Patrell**  **Ray** | **Program Coordinator** | **Road to Success Youth Mentoring** | **2020** | **7** |
| **Tony McCoy** | **Program Coordinator/**  **Health Educator** | **Wise Guy Male Program** | **2021** | **8** |
|  | **Program Support** | **DPS Rebuilding the Dream Day Program** | **2018** |  |
| **Stephanie**  **Morrison** | **Office Support** | **Operation** | **2011** |  |