



**EN GEDI**  
**Handbook**  
2018-2019



Dear Student/Parent/Guardian:

Welcome! This handbook is designed to introduce you to the program, outline policies and procedures, and answer questions you may have about our program.

Our program is entering its eighth year serving students in the Cedar Springs community. We are a Christ-centered program that is funded entirely through the donations of individuals in Cedar Springs who desire to make an investment in every phase of your child's life. This funding allows students to explore, discover and learn in a safe environment. During En Gedi, students will participate in a wide variety of activities, from homework help, to art and music classes, to sports, and life skills discussions. There are opportunities for students to learn new things, discover new passions, meet new people, and achieve new successes.

This handbook has been designed as a companion to the Parent/Student Handbook provided by your child's school. **All Cedar Springs Public Schools policies and procedures are still in effect during the En Gedi program.**

## **APPLICATION & ENROLLMENT**

Parents interested in enrolling their child in En Gedi must complete the application form included as the last page in this handbook. No student will be allowed to attend any of our programs unless a current application is on file. ***Students must have a current application on file each new school year.***

## **ATTENDANCE**

The En Gedi program begins immediately after school is dismissed. Students will have time to stop by their locker, use the restroom, and take care of other matters, but will need to arrive at En Gedi promptly. Students won't be permitted to check-in to En Gedi after the program has started unless they have written permission from a teacher, parent/guardian, or coach. Likewise, students are required to stay at En Gedi until dismissal time, unless a parent or guardian comes to En Gedi to sign them out. Students in the middle school are expected to ride the bus to En Gedi. Arriving at a time later than the bus will require a note from a teacher, parent/guardian, or coach.

En Gedi is only in operation when school is open. If school is canceled for inclement weather, or if school is dismissed early, En Gedi ***will not*** be open that afternoon. En Gedi ***will not*** be open on school holidays, unless a special event has been planned and publicized for a particular day.

## **OPPORTUNITIES FOR INVOLVEMENT**

En Gedi is here to serve your child and the Cedar Springs community. To ensure the safest environment for both students and staff, all of our staff members are thoroughly screened, and have signed an authorization form allowing us to perform a criminal background check. No volunteer staff are allowed to work with our students unless these items are completed.

Parents and guardians are welcome to observe the En Gedi program at any time. Please check-in with the En Gedi Director or Site Manager upon your arrival. However, as with our volunteer staff, parents and guardians will not be allowed to participate in activities with the students unless the required screenings have been completed.

Parents/guardians and students are encouraged to “Like” the En Gedi page on Facebook (<https://www.facebook.com/engediyouthcenter>). This page will be continuously updated with our schedule of activities, pictures, and other timely information.

## **RELEASE FROM CARE STATEMENT**

Parents/guardians are responsible for the safety and well-being of their child once the child has been picked up from the program, or released from the program to walk home. Parents/guardians are encouraged to find a safe route to and from their child’s school and discuss what to do in the event of an emergency or when confronted by a stranger. For safety reasons, it is crucial that parents/guardians know when to expect their child to arrive at home if they are not picking him/her up from the program. Any concerns or emergencies should be directed to the En Gedi Director.

## **DISCIPLINE & DISMISSAL**

The En Gedi program has an established discipline procedure in place that is in line with the school’s expectations and has been reviewed by school administrators. Each procedure is based on logical consequences for poor choices. Examples of steps include the following: verbal warning, time out from activities, suspension from the program for a period of time, and permanent removal from the program. Please contact the En Gedi Director for more information about the discipline policy. Participation in En Gedi is a privilege. Since we want to create a safe and nurturing environment for your child, En Gedi reserves the right, along with the school staff, to remove students from the program for poor choices and decisions that compromise their safety and well-being or that of other students or staff in the program.

Please note that this handbook serves as a companion to the Parent/Student Handbook provided by your child’s school. **CSPS policies are still in effect during En Gedi.**

## **STUDENT APPAREL & BELONGINGS**

Students attending the En Gedi program should be dressed appropriately to engage in active physical fitness and games. It is especially critical that students have suitable footwear and clothing for running and being active. Additionally, it is important that students are dressed properly for the weather. When possible, sporting activities take place outside. The En Gedi program does not go outside on days where school recess takes place inside unless the weather has improved significantly between the time of recess and the beginning of the after-school program. En Gedi cannot be held responsible for lost, broken, or damaged personal items or clothing.

Just as during the school hours, electronics—including MP3 players, phones, tablets, handheld games, and the like—are not permitted at En Gedi. En Gedi staff will follow school policy related to the removal or confiscation of such devices.

## **TRANSPORTATION**

En Gedi is located in the Red Hawk Elementary (RHE) building. Students in the 6th grade program of En Gedi will not leave their building, but proceed from their classroom to the En Gedi rooms. For students in other buildings, please consult with your building principal about available transportation or walking routes. Please keep in mind our attendance policy (see above) which states that students must arrive promptly at En Gedi, or they risk not being allowed to attend that day's activities. If students will be coming to En Gedi following an after-school activity (such as a test retake or sports practice), they will need to bring a note from a teacher, coach, or parent/guardian in order to be allowed a late check-in to En Gedi.

En Gedi dismisses at 5:15 PM Monday through Thursday, and at 4:00 PM on early-release Fridays. Parents/guardians must mark on their student's application form how their child is to be released. Exceptions to what is marked on the application form must be communicated to the En Gedi staff ahead of time.

*Pick-up*—An authorized individual may pick-up a student at any time. At Red Hawk Elementary, students will be released through Door #10, at the northwest corner of the building, after the parent/guardian has signed them out.

*Walking*—Students are allowed to walk home from the En Gedi program, provided that this preference is marked on the application form. Parents/guardians are encouraged to find a safe route home and discuss what to do in the event of an emergency or when confronted by a stranger. For safety reasons, it is crucial that parents/guardians know when to expect their child to arrive at home, if they are walking home. Students who are walking home must sign-out with an En Gedi staff member, and promptly leave the school campus.

## **HEALTH CARE PLAN**

En Gedi takes all appropriate precautions to ensure that students and staff learn the necessary steps to remain healthy and safe both in and outside the program. There are important steps that parents/guardians can take to assist in this endeavor. ***It is critical that program staff have access to current home and work phone numbers*** for parents/guardians and current, reliable emergency contacts. Please be sure to notify En Gedi of any changes in phone numbers, addresses or emergency contacts as they happen throughout the year. Also, please notify the individuals you are listing as emergency contacts to ensure they are aware of this and willing to accept responsibility for your child, if necessary. Should the En Gedi staff need to contact a parent/guardian or emergency contact due to a student being ill with fever, cough, rash, head lice, or a serious injury, it is expected that this individual will come and pick the student up from the program. The En Gedi staff also expects to be informed if a student is absent with a communicable disease. If your child is ill, he or she must be fully recovered before returning to school and to extracurricular activities, including En Gedi. As with public school policies, all immunizations must be up to date for all students enrolled in the program. According to state law, children may be excluded from school and all related activities if this policy is not followed. En Gedi staff will work to ensure that all areas of the program space are safe, clean, and free of hazards. This includes, but is not limited to, disinfecting tables before and after use, mopping up spills, picking up coats, backpacks and other items in spaces where students walk, sweeping floors, inspecting equipment before use, and keeping students out of areas where broken equipment or other hazards exist. When students are injured in the program and first aid is required, En Gedi staff may provide basic care-giving measures, including bandages, ice packs, etc. En Gedi staff will follow school policies when such circumstances arise.

## **MEDICATION & ILLEGAL SUBSTANCES**

En Gedi staff ***is not*** permitted to administer medication of any kind to students participating in our program. If your child has any food allergies, please make sure this information is clearly documented on your student's application form.

The use of tobacco, drugs, alcohol and foul or inappropriate language are not permitted on school property or during any En Gedi programming. Use of these items or this language can result in suspension or removal from the En Gedi program.

## **CONTACT INFORMATION**

Phone: (616) 696-7330 x1920

Email: [engediyouthcenter@gmail.com](mailto:engediyouthcenter@gmail.com)

Facebook: <https://www.facebook.com/engediyouthcenter>

**PHOTO RELEASE**

Signing the student application indicates that you are allowing us to post pictures and/or videos of your child to our Facebook page and website. Your child's name will not accompany any posted media.

## Student Application

Please complete this application and return it to En Gedi. No student will be allowed to attend without a current and complete application on file each school year.

Student's name: \_\_\_\_\_

Address: \_\_\_\_\_

Birthdate (mm/dd/yyyy): \_\_\_\_\_ Grade (this school year): \_\_\_\_\_

How will your student go home each day (check one): [  ] Pick-up [  ] Walk home

Is there anyone that **may NOT** pick-up your student: \_\_\_\_\_

Parent/guardian name: \_\_\_\_\_

Primary phone number: (     ) \_\_\_\_\_

Emergency contact name: \_\_\_\_\_ Phone number: (     ) \_\_\_\_\_

Parent/guardian email address: \_\_\_\_\_

Are there any allergies or medical conditions we need to know about? **Yes / No** If yes, please indicate them on the back of this page.

***Don't forget to "Like" us on Facebook to get regular updates about En Gedi.***

By signing below, I as the student attending En Gedi Youth Center, and I as the parent or guardian, agree to follow all of the policies and procedures outlined in this handbook.

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Student signature

***We are open Monday through Thursday until 5:15 PM,  
and until 4:00 PM on early-release Fridays.***