Enrichment Policies and Procedures

General
Everyone is responsible for wearing nametags all semester (adults and children). Besides being very helpful to new families joining us for the first time, it is also important for the church staff.

Supervision
Supervision of children is the responsibility of the parent who attends the Enrichment program with their children. ALL CHILDREN in grades K-8 shall have a parent ON PREMISES during Enrichment activities. Children should remain with their parent or be in an assigned class, study room or childcare at all times. Children under the age of 18 may NOT supervise younger siblings or other participating families’ children.
If a parent cannot attend an Enrichment day because of illness, employment or other extenuating circumstances, a SUPERVISION PROXY FORM must be completed and turned in to the leadership team prior to the start of classes on the day that substitute care is needed. The proxy is responsible for the child(ren) on the day or dates given on the form only. The proxy may not be another child or sibling under the age of 18. The proxy form is to be signed by both the parent and the proxy to ensure that both understand the responsibilities and requirements. An explanation should also be given to the children as to their responsibility to listen and respond to the proxy as if it were their parent.

Cleaning
Families are responsible for cleaning up after themselves during Enrichment. Each family must clean their own area after lunch (ie. throw out trash, wipe table, vacuum floor underneath table). Backpacks, jackets, shoes, books, etc. should be neatly stored in the designated areas. The fellowship area, hallways etc. should be free from clutter at all times. Teachers are responsible for making sure the room is in order when their class is over – pick up floors, wipe tables, wipe off white boards, and push in chairs. Childcare workers and study hall monitors should make sure the rooms are picked up before lunch and before the end of the day.

Attendance
All students and families are encouraged to make every effort to attend classes and clubs each week. If an absence is necessary, you should call or email the Enrichment coordinator prior to 8:30 am on the day of the absence. Parents are expected to contact the teachers to see if there is any makeup work or missed assignments. Families that are scheduled to serve (ie. classroom helper, childcare worker, etc.) should make arrangements for a substitute whenever possible. Teachers are expected to meet with their classroom helper at the beginning of the semester and arrange a “backup lesson” so that class can resume during an absence (when feasible). Teachers should attempt to give their classroom helper as much notice as possible when an absence is needed. If something unexpected happens at the last minute, call BETH PEREA 414-852-4518.

In the case of inclement weather, please check the website forums for cancellations. In general the building will be closed and classes will be cancelled using the same criteria as the FRANKLIN school district, this is usually broadcast on many local news/radio stations early in the morning. Parents and students should strive to be on time for classes. Families running more than 10 minutes late for any given class should plan to arrive for the next class they are scheduled to attend. Late arrivals are disruptive to both the teacher and students. Masters Touch will follow the same “sick child policy” that is used by Southbrook Church: "Please do not bring your child if he/she is ill with a fever, rash, cough, runny nose, diarrhea, or ear infection. If your child has been ill or has had a fever in the 24 hours prior to Enrichment, please keep your child home."

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Enrichment Policies and Procedures

Childcare
Teachers and leaders are encouraged to enroll their school-age children in available programs during Enrichment. A supervised study room will also be available for children during periods throughout the day when they are not in a class. Students are expected to study, read or work quietly here. Infant and toddler care will be provided for teachers/leaders children, as well as for volunteers during their service time period(s). Parents should utilize the sign-in sheet and nametags when children are dropped off and picked up. This will ensure that the childcare teachers know which children are supposed to be in the room at any given time.

Dress Code
We desire to provide a place where the Spirit of God can work in the hearts and lives of our members, therefore the following dress code should be followed at all Masters Touch events, including Enrichment, field trips, classes and any other situation where the students and families are representing our group.
Masters Touch recognizes that parents are basically responsible in their children's dress and general appearance. However, we realize that every family's opinion of what is appropriate may vary greatly. Therefore, we established the following guidelines to aid parents in selecting proper attire for group events. As Christian homeschoolers we should strive to set the highest of standards.
Under all circumstances ALWAYS MODEST. Our desire for modesty is rooted in our goal to honor the Lord in every area and not create "stumbling blocks" in the minds and hearts of others.
1 Timothy 4:12 Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity.

Positive Discipline
Enrichment is a unique opportunity for homeschool families. We are not enrolling our children in a school; rather we are participating in Enrichment as a group of families who are instructing one another's children. Each family is unique and we may have some very different ideas about how to have well behaved children. Here are some suggestions for discipline in large groups:
1) Discipline is positive.
As teachers, we want a positive learning environment where we encourage the "right" behavior. Instead of emphasizing punishment for misbehavior, positive discipline encourages good behavior through positive reinforcement. Compliment individuals when they display a behavior you desire.
2) Discipline should not be a threat to the child.
Clearly communicate your expectations and try to state limits positively. For example, "Walk in the building" versus "No running in the building" and "The toys in this room are to be shared" versus "Don't fight over the toys." Children often are more likely to obey limits when they are positively rather than negatively stated. Children also will be more likely to follow the rules when they are given simple reasons for them. For example, "We walk in the classroom so we don't hurt ourselves or others."
3) Behavior standards should be well-defined and enforced consistently.
When enforcing the rules, never discipline in anger. Remember to respect the dignity of the child. When children know you care about and respect them, they are often more responsive to correction. Give the child a fair hearing when someone calls their actions into question and don't be afraid to admit when you're wrong. Humbling yourself will earn the child's respect.
Positive Discipline continued...

4) Always make sure that the child knows you are addressing him.
Get down to the child's level so you can look at one another eye to eye. This is less intimidating to a child than having an adult peer down at them from up above. Tell them specifically what behavior is wrong and tell them the consequence (i.e. - this is a warning but next time I will need to talk to your parent). Praise the child when they start to do the right thing.

5) Always try to give the child the benefit of the doubt.
Especially with younger children, the behavior may stem from immaturity as opposed to outright defiance. Remember to choose your battles and know your own weaknesses. Give the child a chance to correct themselves by bringing the undesired behavior to the child's attention. If this does not work, then the parent should be contacted by the teacher (not the teacher's helpers). The teacher and parent can discuss where to go from there.
It is important to remember that problems are often opportunities for us to build and encourage as positive role models.
Agreement, Understanding & Release Form

The Undersigned, as parent or legal guardian, understands and agrees to the following:
1. Masters Touch & Southbrook Church do not provide insurance coverage for students enrolled in Enrichment Programs against expense of illness, accident or injury while involved with the program. Participation is the sole risk of the students and his/her parents.

2. Masters Touch, Southbrook Church, and their officials, are completely released from any and all liability for damage, loss, injury or illness suffered by students enrolled in the Enrichment Program. The undersigned indemnifies Masters Touch, Southbrook Church and their officials and holds them harmless against claims or suits made or brought by anyone because of such loss, damage, injury or illness.

3. Permission is given to Masters Touch to use my child’s likeness for publicity or communication purposes, including, but not limited to use on the Masters Touch web site. No minor’s names will be used without specific parental permission.

   YES____________ NO ____________

4. I, as parent/legal guardian, give permission for my child to be treated for an emergency medical condition. In the event of a serious illness or injury, we will make an attempt to locate the parent or legal guardian to determine what medical treatment, if any, is necessary. If we determine medical treatment is necessary before the parent or legal guardian is located, we will begin treatment and/or call for professional medical assistance. It is understood that the child will be brought to the nearest hospital, regardless of insurance coverage.

_______________________________________________________    ___________________
Signature of Parent/Legal Guardian                               Date

Medical Information
(If applicable)

Name of student: __________________________
Medical conditions/allergies: _________________________________________________

Name of student: __________________________
Medical conditions/allergies: _________________________________________________

Name of student: __________________________
Medical conditions/allergies: _________________________________________________

Name of student: __________________________
Medical conditions/allergies: _________________________________________________

** Use reverse side of paper for additional children **

Enrichment Policies and Procedures

I, ______________________________________ (please print), certify that I have received and reviewed the Enrichment Rules and Policies and agree to abide by them.

______________________________________________________   ________________
Signature of Parent/Legal Guardian                                                             Date
Discipline Policy

Masters Touch is a Christian organization; therefore it is expected that all Enrichment program participants conduct themselves in a Christ-like manner. Our goal is to maintain a positive environment for learning and to exemplify an attitude that leaves a good impression on those whose facility we use, outside teachers, and any others with whom we have contact. Parents are responsible for maintaining control over the conduct of their children during all enrichment activities. Care should be taken to respect the building and all of its contents. Children should be instructed to avoid any situations that are dangerous or destructive to themselves, other participants, or the facility. Any actions that involve intervention by a teacher monitor, or any other adults will be brought to the attention of the Leadership Team.

The following policy will be in place to handle any problems or discipline needs that arise. Parents, students and teachers will be required to sign that they have read and understand the discipline policy, as well as the outlines of expected behaviors, before being allowed to participate in Enrichment programs.

1. **First occurrence** – correction of the child directly through a verbal warning. We expect all children to treat adults respectfully and any teacher, monitor or adult member may speak to a child who is acting disrespectfully or disobeying the rules. Children are then expected to correct their behavior respectfully and immediately.

2. **Second occurrence** – brought to the attention of the child’s parent or proxy. If after initial correction a child does not correct their behavior, the child will be given a “pink slip” notifying the parent of the behavior. The parent is asked to take needed measures to correct the child’s behavior. The parent must also talk with the teacher involved before the next scheduled class.

3. **Third occurrence or second “pink slip” in a semester** – a leadership team member will meet with the parent and the teacher involved, discussing the child’s behavior and a plan of correction. If a plan cannot be agreed upon, or the child does not follow the plan, then the child will be restricted from further participation in that class until the following semester.

I have read and fully understand the above discipline policy as outlined above. I will discuss this with all family members and will address any issues of behavior as they arise, as well as abide by any outcomes.

__________________________________________________     ____________________
Parent/Legal Guardian Signature                                                    Date
Outline of Expected Behavior

Expected behavior for students:
• Respect other students: no roughhousing or any other kind of physical actions towards others; no name calling, belittling or other inappropriate language
• Respect teachers & adults: listen to instruction & correction; raise your hand, wait your turn, and do not disrupt or distract the class.
• Respect the facility: no running or shouting; clean up after yourself, do not misuse or destroy any part of the building or its contents; use the back stairs

Expected behavior for parents:
• Supervise your own children and monitor their behavior at all times
• Discuss any problems with a teacher or a class with that teacher only and directly
• Be on time and have your children ready to participate
• Pray for, support & encourage the teachers, volunteers and students

Expected behavior for teachers and leaders:
• Present appropriate lessons for students
• Discuss a child’s behavior and/or progress only with that child’s parent
• Begin and end classes as scheduled
• Properly supervise & monitor the students during your class period(s).

Signature of Parent/Legal Guardian                                           Date
___________________________________________________       __________________
Signature of Parent/Legal Guardian                                           Date
___________________________________________________       __________________
Signature of Child                                                              Date
___________________________________________________       __________________
Signature of Child                                                              Date
___________________________________________________       __________________
Signature of Child                                                              Date
___________________________________________________       __________________
Signature of Child                                                              Date
___________________________________________________       __________________
Signature of Teacher                                                            Date
___________________________________________________       __________________
Signature of Coordinator                                                         Date
SUPERVISION PROXY FORM

Effective Date: ________________________

Child(ren) for whom Proxy is responsible:
____________________________________________________________________________________
____________________________________________________________________________________

Parent(s) Name:
________________________________________________________

Reason for Proxy:      Illness    Employment    Other (please explain):__________________

Parent’s Location (Include a phone number where you can be reached):
____________________________________________________________________________________
____________________________________________________________________________________

Proxy’s Name:
________________________________________________________

Proxy’s Signature: ___________________________________ Date: __________________

Approved by: ______________________________________ Date: __________________

Revised: 8/6/2015