

Our mission is to build a community of character for all generations to interact and grow as we live, work and play –  
a healthy community for all.

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COMMUNITY UNLIMITED, INC

**B.L.A.S.T.**

**Bringing Learning, Achievement, and Success Together**



A Safe Environment for Exploring and Discovering Success  
After School & Summer Program

**HANDBOOK**

UPDATED FALL 2009

LOCATED AT:

Union City Elementary School  
Union City Middle School  
Union City High School

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**FUNDED BY:**

**MI Department of Education –  
21<sup>st</sup> Century Community Learning Centers,  
BRANCH COUNTY UNITED WAY,  
UNITED WAY OF GREATER BATTLE CREEK**

**IN-KIND GIVING:**

**Union City Schools**

**It is the policy of this program that no person shall on the basis of race, sex, religion, age, national origin, marital status, disability, or political beliefs, be excluded from the education services of the program as required by state law.**

## **STATEMENT OF PURPOSE**

1. To provide a safe environment for exploring and discovering success.
  - a. Quiet study areas with staff assistance
  - b. Conducting the program in accordance with local, state, and national agencies concerning childcare.
  - c. Open-ended activities around a particular theme so children can explore and learn at their own pace.
  
2. To help children develop and strengthen positive personal and educational skills through:
  - a. working with parents and teachers to strengthen educational achievement.
  - b. character development.
  - c. increasing the sense of community.
  - d. promote the arts.
  - e. recreational/leisure/sport activities.
  - f. academic enrichment.
  - g. support multicultural appreciation.
  - h. having fun.
  - i. encourage healthy lifestyles and physical fitness.
  - j. good nutrition.

## **LOCATION**

### **BLAST**

Union City Elementary  
601 Walnut Lane  
Union City, MI 49094

### **BLAST**

Union City Middle School  
435 St. Joseph Street  
Union City, MI 49094

### **BLAST**

Union City High School  
430 St. Joseph St  
Union City, MI 49094

## **REGISTRATION & ADMISSION REQUIREMENTS**

Child must be school age. An up-to-date immunization record must be on file with the Union City School District and all required paperwork must be completed. Staffing will be maintained at the ratio of one paid staff member for every ten children at all times. Children will not be permitted to attend until parent completes all necessary paperwork.

## **ATTENDANCE PROCEDURE**

For the safety and well being of all whom attend the BLAST program, advanced registration and confirmed schedules of attendance are necessary for participation.

Students are expected to attend BLAST the entire length of program:

Before school program- Monday thru Friday

After School program-Monday thru Thursday

The summer program students are expected to attend five days a week for the entire six week program.

## **Withdrawal Procedures**

If for any reason your child does not wish to attend BLAST permanently, please call the appropriate site coordinator at the following number.

Union City Elementary-741-5794

Union City Middle School-741-3380

Union City High School-741-3331

## **FEES**

There will be a fee for all field trips Community Unlimited takes. Payments are non-refundable, if child is ill or misses for any other reason.

**A FEE OF \$25.00** will be charged for any NSF check handled. Prompt payment is expected in a money order covering fees and the \$25.00 processing fee. If payment is not received within 10 days of notification, your service will be terminated and your outstanding bill will be sent to the collection agency. Should a second NSF check be sent, the account might require cash or money order.

**Checks are made payable to: Community Unlimited**

## **SCHOLARSHIPS**

Scholarships are available for families that are having financial difficulties. Please contact the site coordinator if you are in need of financial help.

## **ARRIVAL & DISMISSAL**

1. Students will arrive and be dismissed to and from the program in any or all of the following ways: parent pick-up and/or drop-off, student will walk home, or Union City Community Schools bus transportation. A fee maybe charged for re-occurring late pick-ups.
2. Your child will be released only to persons listed on enrollment forms. In an emergency, we must have a note or call from the parent to release the child to a person not listed on the enrollment form.
3. We will verify persons authorized to pick up your child by checking driver's licenses if necessary.
4. Community Unlimited policies restrict staff from transporting children to their homes.

If your child is not picked up at designated time, one of the emergency contact persons you have listed will be notified to pick up your child. **PLEASE PICK UP YOUR CHILD ON TIME.**

## **EMERGENCY CLOSING AND DELAYS**

If school is closed, or the opening delayed, because of inclement weather or other conditions, Community Unlimited programs will be closed as well. The school notifies the following radio or television stations:

Coldwater	WNWN (98.5)	WTVB(1590)
Battle Creek	WKFR(103.3)	WBCK(930)
Kalamazoo	WKZO (590)	TV Channels 3 and 41

Parents and students are responsible for knowing about emergency closings and delays. If an emergency occurs, where it is unsafe to be in the building, there will be no BLAST Program. **Parents are responsible for discussing an emergency plan with their children.**

## **FIRE – TORNADO – SAFTEY(Lock-down) DRILLS**

Community Unlimited complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their leaders who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado (or severe weather) drills will be conducted during the tornado season using the procedure provided by the State.

As an added precaution, the staff and students will conduct what we refer to as a "Safety Drill". The drill is an age appropriate lock-down level.

## **Outdoor Play Area**

Community Unlimited will be using the Union City Community Schools Outdoor Playground Equipment during the Before and After School Program, please be aware that a school playground is not required to meet the same playground safety regulations of licensed daycare centers.

## **DISCIPLINE POLICY**

The program's philosophy of discipline is based on respect for the child's self-esteem, setting reasonable limits, and creating an environment that encourages self-discipline, problem solving, and conflict resolution. We see the opportunity to teach values of getting along with others, solving problems in a positive way, and learning self-control as the key to a successful program.

There are three specific rules used at all BLAST sites:

1. Act in ways to keep yourself safe and unharmed.
2. Act in ways to keep others safe and unharmed.
3. Act in ways to keep property safe and unharmed.

In the event of inappropriate behavior, the staff will use the following guidelines:

1. Watch and wait. Child needs to learn to negotiate. If adults interfere too often or too quickly, children will come to rely on adults to solve all disagreements.
2. Move physically closer to the conflict.
3. Explain to the children in non-judgmental language what you observed. Give each party an uninterrupted opportunity to air his/her views.
4. Brainstorm solutions to the problem. Help the children think of a plan to solve the conflict. Write the solution and ask the children to sign it. This provides the children the opportunity to work out their own resolution.
5. Institute a time out. These are rare occurrences. They are opportunities for the child to calm him/herself down and think things through. Duration of the time-outs is kept to a minimum.
6. Ask for a written or verbal apology.
7. Separation from the group. This is used in extreme cases when the child poses a danger to others present in the Center.
8. The BLAST Program does not allow the use of physical punishment. Major infractions or consistent breaking of any rule will require a conference between the site coordinator, parent, and child.

The BLAST Program reserves the right to refuse or terminate service to any child who is a danger to others, continues in the unrestrained use of unacceptable language, or is deemed unmanageable by the staff.

Physically harming or bullying another person will NOT be tolerated and may lead to temporary or permanent suspension from the program.

## **PHOTOGRAPHY**

Community Unlimited will on occasion photograph, videotape, and/or make audio recordings of children for the purpose of advertising, including television and electronic media. Any such photographs, films, recordings, plates and tapes are the property of Community Unlimited.

## CLOTHING

Appropriate dress for school is appropriate for BLAST. Please keep in mind that children play on the floor, paint, make crafts, and play outdoors. Since outdoor activities are part of our program outerwear is essential. Because we encourage lots of group games and physical activity, tennis shoes and socks are recommended to be worn daily.

## BLAST STAFF

In order to meet the goals of this program, BLAST will maintain a staffing ratio based on State of Michigan licensing requirements per age level of the students. We will have volunteers on hand as well in order to meet the individual needs of the children. The staff will be working in conjunction with school staff and other resource personnel. **Parents are always welcome and we encourage you to come and be a part of the BLAST program.**

## POLICIES OF UNION CITY COMMUNITY SCHOOLS

The school district does NOT allow for the use of skateboards or roller blades on school property at any time. In an effort to continue a positive rapport with the schools, these policies will also be upheld at BLAST. Staff and children will be respectful of teacher's classrooms and belongings.

## DAILY ACTIVITIES- Sample/Subject to change

**CU BLAST follows the same calendar as the Union City School District for holidays.**

SCHOOL YEAR: Monday – Friday- Before School	
Varied times according to building	Individualized tutoring, homework assistance and computer lab
SCHOOL YEAR: Monday-Thursday After-School	
Varied times according to building	Attendance and Supper
Varied times according to building	Academic: Individualized tutoring/homework help based on need and high interest “disguised” learning activities in reading, math, science and social studies
Varied times according to building	Recreational/Enrichment activities

TENTATIVE SUMMER SCHEDULE: Monday – Friday (6 one week sessions)	
9:00 – 9:15	Attendance and breakfast
9:15-12:15	Academics: Individualized tutoring/homework help based on need and high interest “disguised” learning activities in reading, math, science and social studies
12:15 - 12:45	Lunch and Outside Play
12:45-2:30	Recreation/Enrichment Activities

## **MEALS**

All students attending the BLAST program will receive: Supper: consisting of milk, 2 fruit/vegetable servings, grain/bread, meat or meat alternate.

## **ILLNESS & ACCIDENTS**

Emergency files are kept for each child. A parent will be notified by telephone if her/his child becomes ill or injured. In the case of serious accident or illness, 911 will be called and emergency medical care sought. The parent or emergency contact will be notified as soon as possible.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the site coordinator may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the site director.

## **MEDICATION**

If a child needs to take medication during the BLAST program hours, a medicine-dispensing authorization form must be appropriately filled out by a parent/guardian the day of the prescription is being brought to the site. Medication will **ONLY** be dispensed with appropriate, complete, authorization forms. Non-prescription medicine cannot be dispensed unless a doctor's note is attached.

The staff may dispense only prescribed drugs in the original container, which bears the original label, displaying legible information, stating the following;

1. Prescription number
2. Name of medicine
3. Strength and quantity of medicine
4. Expiration date of any time-dated drug
5. Directions for use
6. Child's name
7. Physician's name
8. Date of original issue or with refill, most recent date of issue
9. Name and address of licensed pharmacy issuing the medication.

The BLAST program is separate from the school. We cannot accept or assume instructions concerning medication from school.

## **CHILD ABUSE POLICY**

Under Michigan law, CU staff is required to report to the Branch or Calhoun County Child Protective Services any suspected indication of child abuse. The law gives immunity from legal action if such report is filed in good faith. The law further requires that we allow CPS case workers to interview any child who is referred to them, whether by a member of the staff or by any other individual.

## **FIELD TRIPS**

2/7/2011

Field trips are academic activities that are held off school grounds. No student may participate in any trip without parent consent. In accordance with school board policy the use of tobacco or tobacco products is prohibited on field trips. Parents wanting to transport their own child home from a trip will be expected to sign a release form, available from CU staff. (Drivers may not transport students, other than their own, on the return trip.)

### **COMPUTER USE**

Before any student may enhance their learning through the school's computer network, his/her parent must sign an agreement, which defines the conditions under which the student may participate. Failure to abide all of the terms of the agreement may lead to the termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities. Students losing computer privileges during the school day for misconduct will also be unable to use the computer at the BLAST program.