

PABC Financial Literacy Classes

Handbook

Welcome to Park Avenue Baptist Church. For summer 2023, we will be offering a financial literacy program. Our goal is to provide a safe place for students to engage in exciting activities and build confidence, character, and creativity.

We have highlighted a few major points of our program in this handbook to help you better understand the types of services we offer. If you find that you need additional information, please contact LaToya Major at 770-765-1170 or any of our team members at leaders@oaleadershipacademy.org.

What is DLM?

Divine Life Manna strives to improve the well-being and longevity of underprivileged communities by promoting personal development and empowerment through education and training.

DLM Class Dates

Starts June 17th and ends July 29th (Saturdays Only!)

Registration Fees and Tuition

Registration Fee - \$25 per child due at registration. Payments can be made online or in-person via debit card, credit card, money order, or cash.

Saturday Class Rate: \$50/class

You will be notified in advance of any additional fees if needed.

Registration fees must be paid in full at time of registration. Your child will not be entered into the program until the registration fee is paid.

Payment will be due on Friday each week.

Failure to pay the fee on the due date may result in additional fees to be paid the following week. If payment is missed for two weeks, your child may be released from the program.

The DLM Experience:

Divine Life Manna offers a student-centered learning environment where students can engage with their teachers and complete tasks in a timely manner. We are a community of staff who share the responsibility of ensuring students have fun and learn at the same time.

Staff Qualifications:

All staff members are carefully selected by experience and work ethic. All staff members are interviewed by the DLM staff, will undergo a background check, reference check, and will complete comprehensive training. They must be CPR/First aid certified. Teachers are selected based upon their experience with children and ability to collaborate.

Staff/Student Ratio:

Normal Day - 1:15

Site Hours

Program begins each day at 12:00 P.M. and ends at 3:00 P.M. Students will need to be dropped off and picked up at the DLM site.

School Site

Sessions will be held at 486 Park Ave SE, Atlanta, GA 30312. Students will have a private entrance on the side of the building where they will arrive and be picked up. There will be signage on the side of the building as well.

Drop Off/ Pick Up Procedures

Drop off and Pick up: Upon arriving at site, we ask that you sign your child in and also sign out when picking up your child. You will be required to show proper ID before we release your child. Only the names on the registration form are permitted to remove your child from our care. These are necessary safety precautions. For normal drop off and pick up, please enter and exit through the side door located on the side of the building. Parents should provide a note, e-mail, or phone call if pick up plans change that details the person's name. Photo ID will be required.

Late Fees

There will be a late fee of \$1.00 for every minute your child is not picked up after 3:30 P.M. We will make every attempt to contact you, so an updated phone number should be on file. Your child may not return to site until this fee is paid.

Field Trips

There will be 2 field trips this summer. One trip will be in house and the other will be at a nearby location.

Snacks

Students will be provided with snacks and water or juice on Saturdays. Students can bring their own snacks in a container that is labeled with the child's name. Students will need to bring a healthy snack for their scheduled snack breaks. They should refrain from bringing high sugar snacks, such as candy, cookies, cake, etc. There will be a refrigerator available.

Please include drink and utensils if needed. It is recommended that students bring a water bottle with them everyday. Students will have snack time in the afternoon each day.

No peanut butter or nut products are allowed at the site due to extreme allergies for some students.

Be Informed

A weekly email will be sent with announcements concerning our activities along with other information that may be beneficial to you or your child.

Activities

We at Divine Life Manna truly believe in our mission statement and strive to help students achieve their potential.

What to expect from our site:

- The Money Game for Financial Literacy

Site Visits

If an adult guest (18 or older) is interested in observing classes, please make arrangements with the staff. Unregistered children and child guests are not allowed to attend classes with the students. If you need special accommodations, let us know ahead of time and we will make arrangements.

Illness and Communicable Disease

If your child does not feel well, have him/her tell the teacher. The teacher will decide if the child should rest quietly for a short period or if a call should be placed to the child's parent/guardian.

Children who are ill with a contagious illness or fever may not attend school. A temperature of 100.7 is considered a fever. If your child has a fever, or becomes ill while attending school, we will call you. If your child is sent home with a fever, he/ she must be fever free for at least 24 hours before returning to the program.

Injuries/Accidents

Every effort will be made to notify the parent/guardian immediately in the case of an emergency or injury. In the event that the parent cannot be contacted or arrive at the site in ample time, the child will be transported to the nearest hospital.

Medication

All medication must be turned in to the site director with a completed medicine form, provided by a medical professional. The time, dosage and name of medication must be listed. A parent must sign this medication form. Medication MUST be in the original container, with the original label. Medications will be dispensed by the site coordinator or director and will be documented.

Weather

In the event we should have severe weather, we will follow the guidelines set forth by our executive team and the city of Jonesboro. Please monitor the city's website, television stations and/or radio announcements for early dismissal.

Behavior Policy

The staff at DLM will strive to not only provide fun and learning experiences, but to also stress respect for the environment and others. The following procedure will be followed when children misbehave or break the rules. We reserve the right to bypass one or more steps in the process if a situation warrants. Please review the rules with your child and make sure they are understood. We believe that you, as a parent/guardian, will appreciate notification of any problem that your child may experience. Divine Life Manna reserves the right to suspend or expel any child from the program who poses serious continual discipline problems, whether or not all of the steps in our discipline procedure have been completed. See Below:

MINOR OFFENSES: Disrespect of staff or participants, inappropriate behavior on the van or on field trips and breaking general program rules.

Consequences:

- 1st Offense - Verbal warning followed by a note in file
- 2nd Offense - Loss of morning or afternoon activities and notify parents
- 3rd Offense - Written notice to parent/guardian
- 4th Offense - Termination from program or session. This will be up to the Director's discretion. No refunds will be given.

SERIOUS OFFENSES: Endangering another person's well-being, swearing or verbal abuse of staff or participants, stealing or destruction of property, general disregard for Unit Leaders, program and regulations. If we need to remove student from program immediately, the parent will be notified.

Consequences:

- 1st Offense - Written notice to parent/ guardian regarding the problem
- 2nd Offense - Removal from site, student will be with Director, and parent/ guardian will be notified to pick child up
- 3rd Offense - Termination from Program, or session. This will be up to the Director's discretion. No refunds will be given.

What to Wear/Bring

1. Comfortable clothes and tennis shoes are recommended. No open toe or open back shoes.
2. Students should bring sunscreen. We will encourage them to apply as necessary. We will spend time outdoors daily, weather permitting. Snacks, jackets, sunscreen and other personal items should be marked with student's name.
3. **IF YOUR CHILD WEARS GLASSES-** please make a plan with your child for the safety of their glasses.
4. Students may not bring friends or family members to the site who are not enrolled in our program.
5. If your child brings money to school, we are not responsible if it lost or stolen.

Lost and Found

Due to limited space and cleanliness, lost and found will be cleared out frequently. Please check the lost and found every day for any belonging your child/ children may have misplaced. Staff members will not take time away from students to search for lost items. The DLM Staff will not assume responsibility for the loss of personal property.

Donations

Donations will be accepted throughout the year. If you have games, crayons, paper, craft supplies, etc. that you would like to donate, contact the Director.

General Rules of DLM

Please review with your child

- Personal items (electronics, cards, toys, etc.) are NOT allowed at program unless an activity calls for this. You will be notified in advance if your child can bring these items.
- Avoid all forms of horseplay including piggyback rides, wrestling, hitting, kicking, pinching or picking each other up.
- Sticks, rocks, dirt, sand and mulch should not be picked up.
- Students are not allowed to walk around the building or any area without a staff person.
- Only staff and students are permitted in program areas.
- Keep hands and feet to yourself.
- Profanity or negative talk will not be tolerated.
- Always show good sportsmanship.
- If you do not feel well, tell your teacher.
- If there is a problem, notify a staff member immediately.
- Respect other students, staff, equipment, facilities and yourself.
- On the van, remain seated, talk quietly and save food for later.
- Always pick up and put equipment away.
- Always ask permission from teacher to use restroom or to get a drink from their water bottles.
- Students should ALWAYS be with their teacher unless they have permission to be somewhere else.
- Stay in program areas with your group at all times.
- If a child consistently refuses to follow directions that apply to his or her safety, we will contact the parent/guardian immediately.
- Please do not bring makeup, hairspray, body spray, cologne, etc. to program. These things need to be left at home.
- Videotaping and taking pictures is prohibited.

Insurance

We make every effort to protect your child from injury. Unfortunately, accidents do happen. Our facility does carry liability and medical insurance for participants in the case of an emergency. The program does not assume any responsibility for injury or accidents occurring at programs, activities, special events, field trips, outings, etc.

Refund Policy

Refunds are given only if the program is canceled by the DLM Director or under extraordinary circumstances for health. A doctor's note will be required. If you are not satisfied with the program and would like a refund, please contact LaToya Major at leaders@oaleadershipacademy.org