



Nehemiah
C E N T E R

PARENT HANDBOOK
PROGRAM YEAR 2024-2025

5015 Fannin Street, Houston, Texas 77004

713-526-5015

www.nehemiahcenterhouston.org

COVID-19 ADVISORY

The Nehemiah Parent Handbook 2024-2025 provides information on procedures and policies. The Center has suspended or altered many public health practices related to COVID-19 that have been in effect at Nehemiah during the past years. Nevertheless, the Board of Directors and Executive Leadership of the Nehemiah Center reserves the right to immediately reinstate measures that it might deem necessary to safeguard the health and wellbeing of the students, staff, and general community of the Center. These measures may include any or all the following: use of masks; physical distancing regulations; restricted access to the building by families and others; suspension of field trips; limits on enrollment; shutdown of in-person student/family programs; and the like.

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MISSION, VISION, AND VALUES

Mission

Neighbors helping neighbors create a safe haven in which children are motivated, inspired and equipped to realize their God-given potential.

Vision

To help develop in a child a sense of self-worth, Christian values, and direction that will ensure his/her lifetime self-determination.

Values

As Christ's disciples, we are obligated to be His role models in a culturally sensitive and age-appropriate way.

HISTORY

Over two decades ago, a group of volunteers from First Presbyterian Church who tutored at MacGregor Elementary School developed the idea for the Center. Deeply touched by the children they tutored, the volunteers envisioned a place, a safe haven, where the needs of children and their parents could be met. Inspired by the work of Nehemiah from the Old Testament, they started and supported a new ministry.

The Nehemiah Center is a multi-faceted ministry model that provides assistance to low-income families who are invested in seeking a better future for their children through education, emotional wellness and spiritual enrichment. This Christian-based non-profit organization works with children attending public schools in Houston's inner city. The Nehemiah model is a holistic approach to building children's lives, minds, hearts and spirits by working with the entire family. The Center serves and follows the children as toddlers through their college years by engaging and retaining family participation year after year, creating the opportunity to build trust and a sense of community through relationships. We provide services to assist children in overcoming barriers to their academic and life success.

NEHEMIAH CENTER STAFF

Lucia Apreza	Kitchen Manager
Susan Black	Development Associate
Guadalupe Bolaños	Pre-K3 Lead Teacher, Afterschool Receptionist
Maria Bolaños	Language Interventionist/Pre-K Assistant
Justin Deslandes	Pre-K 4 Lead Teacher & College Prep Program Teacher
Angela Estrada	Afterschool Teacher
Maribel Estupiñan	Morning Receptionist
N. Fontenot	Bus Driver
Adrian Griffin	Accountant
Brianna Hall	Volunteer Coordinator
Nora Hall	Development Coordinator
Aaron Hughes	College Prep Counselor
Jazmin Hutchinson	Family Services Coordinator
Tonia Labbé	Executive Director
Christina Luna	Development Director
Dr. Lakita Okere	Director of Education
George Pabo	Praise and Worship Leader
Deysi Rivera	Pre-K3 Assistant Teacher, Afterschool Teacher
Mimi Tran	Pre-K4 Assistant Teacher, Afterschool Teacher
Emma Watkins	Administrative Coordinator, Food Coordinator
Dr. Ellen Welsh	Counselor, Graduate Support

PROGRAMS AND SERVICES

The Nehemiah Center is a Four-Star certified program, a quality rating and improvement system for childcare programs participating in the Texas workforce commission's childcare services program. Date of issue December 1, 2022.

The Center offers the following programs and services:

Mommy and Me Program

For toddlers and caregivers

Pre-K Program

Pre-K3 for three (3) year olds-Regular Day (8:00AM-3:00PM)

Pre-K3 for three (3) year olds-Extended Day (8:00AM-6:00PM)

Pre-K4 for four (4) year olds-Regular Day (8:00AM-3:00PM)

Pre-K4 for four (4) year olds-Extended Day (8:00AM-6:00PM)

Afterschool Programs

Academic Enrichment Program, AEP (Kindergarten –5th Grade)

College Prep Program, CPP (6th-12th Grade)

Academic Tutorials (by selection only)

Family Services

Effective Parenting Program (EPP)

Mental Health Services and Referrals

ESL, GED Referral Program for Adults

The Leadership & Global Studies Academy at Nehemiah

The Leadership & Global Studies Academy at Nehemiah (6th, 7th, & 8th)

THE NEHEMIAH CENTER IS LICENSED AS A CHILD-CARE CENTER, THEREFORE, THE AREA WITHIN 1,000 FEET OF NEHEMIAH IS DESIGNATED AS A GANG-FREE ZONE. ANY CRIMINAL OFFENSE RELATED TO ORGANIZED CRIMINAL ACTIVITY WITHIN THIS AREA IS SUBJECT TO A HARSHER LEGAL PENALTY.

ELIGIBILITY AND REQUIREMENTS

ADMISSION POLICY AND ENROLLMENT PROCEDURES

The Nehemiah Center's mission is to serve the under-resourced. We use income guidelines issued by the federal government to identify prospective families for admission. Special consideration may be given to households who do not meet income requirements and other families who can demonstrate a special need. Recommendations are also accepted from select school officials and First Presbyterian Church members.

DURING OPEN ENROLLMENT PERIODS DIGITAL APPLICATION FORMS ARE AVAILABLE UPON REQUEST AND AT WWW.NEHEMIAHCENTERHOUSTON.ORG. After completing enrollment forms, prospective families will meet with the Director of Education or Family Services Coordinator to review qualifications and space availability.

GOOD STANDING POLICY

Many families have been with the Center for several years and have benefited from consistent participation. **CONTINUED PARTICIPATION FROM YEAR TO YEAR IS BASED ON THE INDIVIDUAL FAMILY'S "GOOD STANDING" WITH THE CENTER. ALL PARENTS MUST:**

- 1. COMPLETE THE APPROPRIATE ENROLLMENT FORMS EACH YEAR.**
- 2. PROVIDE ACADEMIC INFORMATION ON CHILD(REN) THROUGHOUT THE YEAR: REPORT CARDS, STAAR TESTING RESULTS, AND STANDARDIZED TESTING SCORES.**
- 3. SATISFY THE VOLUNTEER REQUIREMENT EVERY SCHOOL YEAR.**
- 4. COMPLETE EFFECTIVE PARENTING PROGRAM REQUIREMENTS.**
- 5. ADHERE TO ALL THE CENTER'S PROGRAM POLICIES.**
- 6. PAY PROGRAM FEES IN A TIMELY MANNER.**
- 7. COOPERATE AND ATTEND PUBLIC RELATIONS/FUNDRAISING ACTIVITIES FOR THE CENTER.**

THE NEHEMIAH CENTER RESERVES THE RIGHT, AT THE DISCRETION OF THE EXECUTIVE DIRECTOR, TO IMMEDIATELY TERMINATE THE ENROLLMENT OF A STUDENT WHOSE FAMILY DOES NOT MEET THE "GOOD STANDING" REQUIREMENT.

MONTHLY TUITION AND OTHER FEES

PROGRAM FEES FOR 2024-2025

The following are the program fees for the 2024-2025 school year.

Mommy & Me

MOMMY & ME FREE

Pre-K Programs

PRE-K REGULAR DAY (3-5 YEARS OLD) \$90/ MONTH PER CHILD (8:00AM-3:00PM)

PRE-K EXTENDED DAY (3-5 YEARS OLD) \$200/MONTH PER CHILD (8:00AM-6:00PM)

Afterschool Programs

ACADEMIC ENRICHMENT PROGRAM (K-5TH) \$90/MONTH PER CHILD

COLLEGE PREP PROGRAM (6TH-12TH) \$90/MONTH PER CHILD

Family Discounts:

AFTERSCHOOL \$110/MONTH PER TWO CHILDREN

\$130/MONTH PER THREE OR MORE CHILDREN

THE PRE-K PROGRAM IS NOT ELIGIBLE FOR DISCOUNTS

Payments

Payment Due

The first (1st) of each month. The first payment of the school year is due August 12, 2024.

Payment Procedures

Payments are made through the Brightwheel app.

Late Payments

Consistent failure to make payments in a timely manner may result in a) late fees and/or b) the removal of children from the Center's programs.

Late Pickup Fees

A \$1 PER MINUTE LATE FEE WILL BE ASSESSED FOR ANY PICKUPS AFTER 3:00PM FOR PRE-K REGULAR DAY AND AFTER 6:00PM FOR PRE-K EXTENDED DAY AND AEP AND CPP-NO EXCEPTIONS. Pickup time is defined by the **BRIGHTWHEEL** checkout time. **NO EXCEPTIONS.** The late fee is due when you pick up your child or may be added to your Brightwheel fees. If you fail to pay, we reserve the right to add the additional amount to your tuition. **Excessive late pickups will result in your child's dismissal from the program.**

Returned Check Fees:

Any returned check will result in a fee.

QUESTIONS/ASSISTANCE: FOR ALL QUESTIONS REGARDING PAYMENTS OR FINANCIAL MATTERS PLEASE CONTACT MRS. EMMA WATKINS IN THE BUSINESS OFFICE.

Financial Good Standing

It is especially important that all families remain current with fees to ensure their children's continued participation in the program. Failure to stay up to date with the payment schedule may result in family dismissal from the program. If you experience financial hardship, please contact Ms. Jazmin, Family Services Coordinator.

CO-OP Option

The CO-OP program allows a limited number of parents to work in lieu of paying fees. CO-OP is offered on a short-term basis (3 months maximum) for families who are experiencing extreme financial difficulty. Please call Mrs. Watkins at (713) 526-5015 to discuss the program. There is limited availability in the CO-OP Program.

CENTER POLICIES

Abuse and Neglect of Children-Prevention and Response

The Center provides annual training for employees through its partnership with the Children's Assessment Center, a community leader in the prevention of and response to child abuse and neglect. A similar session is offered to parents through the Effective Parenting Program. Pertinent written materials are posted in the entry hallway. Parents of a child who is a victim of abuse or neglect should contact the Texas Abuse/Neglect Hotline at 1-800-252-5400, www.texasabusehotline.org

Attendance

Pre-K Program

Daily attendance is essential to the success of each child. Students are expected to be on time and present in school every day. **LATE ARRIVALS DISTRACT STAFF AND STUDENTS AND INTERRUPT THE FLOW OF LEARNING. EXCESSIVE TARDINESS WILL RESULT IN DISMISSAL OF PROGRAM.**

Afterschool Programs (AEP, CPP, Academic Tutorials)

If your child will **NOT** be attending the afterschool program on any given day, please call the Front Desk Receptionist **NO LATER THAN 1: 00PM**. Please let us know if your child is staying after school for **ANY** reason (tutorials, extra-curricular activities etc.). **IT IS EXTREMELY IMPORTANT TO NOTIFY THE FRONT DESK RECEPTIONIST OF YOUR CHILD'S SCHEDULE CHANGE SO THAT WE MAY CONTACT THE BUS DRIVERS AND TEACHERS.**

Breastfeeding Policy

Parents may breastfeed or provide breast milk to their children at the Center. Any mother wishing to breastfeed should check in at the Front Desk to find out if the designated breastfeeding area is available at that time.

Brightwheel Communication System (MANDATORY)

All families should enroll in the **BRIGHTWHEEL** digital application to receive important reminders and emergency information from the Center. Families can also update their contact information using the app. Contact Ms. Jazmin if you need assistance accessing **BRIGHTWHEEL. ALL CHILDREN MUST BE CHECKED IN AND OUT THROUGH THE BRIGHTWHEEL APP.**

Child Abuse Reporting

The Nehemiah Center is required to report all cases of suspected child abuse and neglect to the Texas Department of Family and Protective Services (DFPS) and other appropriate authorities. Families are also encouraged to use this hotline if they suspect a child is being abused or neglected.

[TEXAS ABUSE/NEGLECT HOTLINE- 1-800-252-5400; HTTPS://WWW.TXABUSEHOTLINE.ORG](https://www.txabusehotline.org)

Closures

Nehemiah Center programs will be limited or cancelled on “bad weather” days or if emergency conditions are present such as, but not limited to a severe thunderstorm, flash flood, and/or tornado/hurricane watches. Please monitor media broadcasts as well as the **BRIGHTWHEEL** app (see next item) for updates on the Center’s availability. The Nehemiah Center generally follows HISD’s school closing schedule but reserves the right to make decisions based on the Nehemiah community’s best interests.

Communication

To receive important messages from the Center (e.g., school closings), it is **IMPERATIVE** to enroll in the **BRIGHTWHEEL** communication systems. Instructions are available from Ms. Jazmin, Family Services Coordinator. **PLEASE CHECK BRIGHTWHEEL FREQUENTLY!**

Diapering

The Nehemiah Center is an accredited learning institution under the state of Texas. **ALL PRE-K STUDENTS ARE REQUIRED TO BE POTTY TRAINED TO BE ENROLLED IN OUR PROGRAMS.**

Discipline

Please refer to the Discipline Policy in this Handbook. It applies to students in all Nehemiah programs. Parents share the responsibility for ensuring that their children are aware of the behavioral expectations and consequences for all students enrolled in the Center.

Dismissal Times:

Pre-K3 & Pre-K4

The time for Pre-K Regular Day pickup is between 2:45PM and 3:00PM. The time for Pre-K Extended Day is 5:30PM and 6:00PM.

Parents can pick up their children either at the front desk or at the drive-through lane in the back lot by San Jacinto Street.

ALL STUDENTS MUST BE CHECKED OUT THROUGH THE BRIGHTWHEEL APP.

A \$1 PER MINUTE LATE FEE WILL BE ASSESSED FOR ANY PICKUPS AFTER 3:00PM OR 6:00PM.

EXCESSIVE LATE PICKUPS WILL RESULT IN YOUR CHILD'S DISMISSAL FROM THE PROGRAM.

Afterschool Programs

An important part of Nehemiah's mission is to provide children with a **one-hour academic enrichment session Monday-Thursday from 4:30PM to 5:30PM**. During this session, the children receive tutoring/mentoring, assistance with their homework, or are scheduled for a reading skills activity. **PARENTS MUST ALLOW THEIR CHILDREN TO COMPLETE THEIR ACADEMIC ENRICHMENT SESSIONS AND NOT PICK THEM UP BEFORE 5:30PM. AEP CHILDREN AND COLLEGE PREP PROGRAM YOUTH MAY BE PICKED UP AFTER 5:30PM.**

Frequent early pickups – a violation of an important Nehemiah policy – will be noted and may be cause for tutors to be assigned to other children at the discretion of the Director of Education and Volunteer Coordinator. **IF A CHILD MUST BE PICKED UP BEFORE 5:30 P.M. BECAUSE OF SPECIAL CIRCUMSTANCES, PLEASE INFORM STAFF IN ADVANCE. WE WOULD PREFER ONE-WEEK NOTICE TO COMMUNICATE WITH TUTORS TO LET THEM KNOW THEIR STUDENTS WON'T BE AVAILABLE FOR THEIR TUTORING SESSION.**

Pickup in the back lot drive-through lane by San Jacinto Street. Pick up is between 5:45PM and 6:00PM.

ALL STUDENTS MUST BE CHECKED OUT THROUGH THE BRIGHTWHEEL APP.

A \$1 PER MINUTE LATE FEE WILL BE ASSESSED FOR ANY PICKUPS AFTER 6:00PM.

EXCESSIVE LATE PICKUPS WILL RESULT IN YOUR CHILD'S DISMISSAL FROM THE PROGRAM.

Early Arrival

PLEASE DO NOT DROP YOUR CHILD OFF BEFORE THE START OF HIS/HER PROGRAM. This includes morning drop-off for Pre-K and afternoon drop-off for the afterschool programs (AEP, CPP).

SUPERVISION IS LIMITED BEFORE THE START OF THE PROGRAMS. IF YOUR CHILD IS A PRE-K STUDENT, PLEASE DO NOT DROP OFF YOUR CHILDREN BEFORE 7:30AM. NO EXCEPTIONS.

Early Dismissal Days

Throughout the year, schools schedule Early Dismissal days. The Center will provide extended care for your child on those days, including early pickup. Typically, Center field trips are scheduled on these days. **During 2024-2025 the Leadership & Global Studies Academy at Nehemiah has scheduled Early Dismissal days about once a month on Friday afternoons. Consult the Leadership & Global Studies Academy at Nehemiah's calendar for specific dates. Early Dismissal is at 12:55PM. THE LEADERSHIP & GLOBAL STUDIES ACADEMY AT NEHEMIAH'S STUDENTS MUST BE ENROLLED IN THE COLLEGE PREP PROGRAM TO REMAIN AT THE NEHEMIAH CENTER AFTER 12:55 P.M. ON EARLY DISMISSAL DAYS.**

Emergencies

Illness and Accidents

PARENTS MUST ENSURE THAT FAMILY INFORMATION FORMS ARE UPDATED REGULARLY TO PROVIDE STAFF WITH CURRENT INFORMATION ABOUT WHOM TO CONTACT AND WHAT MEDICAL SERVICES TO ACCESS DURING A HEALTH EMERGENCY. THIS IS THE FAMILY'S RESPONSIBILITY. Your child will be treated for minor illness and accidents on site. We use an Incident/Illness Report to inform you of any incident that involves your child while he or she is in our care. We will be as specific as possible in the report and will ask that you sign the form to indicate that you were notified of the situation.

Emergency Preparedness

The Center takes security and emergency planning very seriously. The most recent Emergency Plan is posted on the bulletin boards in the entry hall. Fire drills are held monthly.

Entrance to the Building

To protect the safety of Nehemiah students and staff, entrance to the building is supervised and restricted. The playground gate and the front door will always remain locked. The Receptionist will unlock the front door electronically for pre-approved visitors. All visitors must sign in.

Financial Assistance

It is the general policy of the Nehemiah Center not to provide monetary assistance to members of the community. Please see Ms. Jazmin for additional information.

Food Allergies

Parents must present signed documentation by a health care provider regarding their children's food allergies. With parental permission, vital information regarding individual allergies is posted in all areas of the Center so that caregivers are alert to children's needs. Pertinent allergy information is also taken on all field trips. **PLEASE DO NOT SEND YOUR CHILD WITH FOOD TO AVOID THE POSSIBILITY OF TRIGGERING ALLERGIC REACTIONS IN OTHER CHILDREN.**

Hearing and Vision Screenings

These screenings are provided each year to all students enrolled in the prekindergarten.

THE 2024-2025 SCREENINGS ARE SCHEDULED FOR SEPTEMBER 5, 2024

Illness

Children who are ill must be kept at home when the following symptoms are observed: fever (100.4 degrees or higher), diarrhea, vomiting, sore throat, eye infection, constant cough and/or runny nose, earache, head lice, and all symptoms associated with COVID-19. Nehemiah staff will decide if your child is healthy enough to enter or remain at the Center. **PLEASE NOTIFY THE CENTER IMMEDIATELY IF YOUR CHILD CONTRACTS A COMMUNICABLE DISEASE SUCH AS CHICKEN POX, STREP THROAT, HEAD LICE, FIFTH DISEASE, OR MUMPS.**

Immunizations

The law requires the Center to request a current record of immunizations and a medical statement (if your child is enrolled in a public school this requirement may be waived). These documents and other required paperwork must be on file with the Center before your child can be enrolled in prekindergarten or the afterschool programs. For the safety of the community, it is imperative that children be current on the required immunizations for their age.

Licensing Requirements

All Nehemiah Center programs are licensed by the State and must adhere to standards set by the department of Texas Health and Human Services (HHS) in order to ensure the safety of the children we serve. Required signage is posted in the lobby for your review.

Parents may contact Texas HHS if they have questions or concerns about the Center's adherence to licensing standards: www.hhs.texas.gov. Additionally, parents have the right to contact the local licensing office with their concerns.

CHILD CARE LICENSING OFFICE, P.O. BOX 16014, HOUSTON, TX 77222-6017

Medication

If your child should require medication during the school day, parents must complete a form authorizing its use. Medicine must be in the original bottle and a medication form with the doctor's name and number must be filled out. We will only accept medication that has a current prescription. Please give medicine directly to teachers. A parent authorization form must be completed for non-prescription medication and parents must supply the medication.

Parent Feedback Surveys

At Nehemiah Center we appreciate feedback and suggestions from our families so that we can always meet the needs of our parents and children. We provide a parent survey once a year. You are also welcome to verbally voice any concerns or suggestions directly to the Director of Education or Family Services Coordinator.

Parent Parking Areas

Parking is only available in the large First Presbyterian Church (FPC) parking lot on Main Street and the Nehemiah Center's parking lot on San Jacinto St. The FPC lot has a single entrance located on Oakdale Street. A Parking Attendant frequently monitors access to the lot. If questioned, Nehemiah parents should identify themselves as members of the Nehemiah community.

PLEASE NOTE THAT THE CITY OF HOUSTON IS INCREASING PARKING RESTRICTIONS ON PALM AND OTHER STREETS NEAR THE NEHEMIAH CENTER. (NOTICE: TICKETING IS BECOMING MORE FREQUENT!)

PARENTS MAY NOT PARK (OR "WAIT") IN THE FORMER MANN EYE INSTITUTE PARKING LOT ON FANNIN STREET. TOWING IS ENFORCED BY THE PROPERTY OWNER. PARENTS WHO IGNORE THESE POLICIES AND CONTINUE TO USE THE MANN EYE INSTITUTE LOT WILL BE ASKED TO WITHDRAW THEIR STUDENTS FROM NEHEMIAH PROGRAMS.

THE NEHEMIAH CENTER IS NOT RESPONSIBLE FOR ANY DAMAGES THAT MAY OCCUR TO VEHICLES PARKED ON THE STREET.

Physical Activity

The Nehemiah Center promotes both indoor and physical activity for all children enrolled and participating in our programs.

- a. It has been scientifically proven that physical activity has numerous benefits in a child's life, contributing significantly to their physical, mental, and emotional development.
- b. Nehemiah students have multiple opportunities to participate in physical activity throughout the day.
 - o Pre-K Students
 - i. Pre-K students are regularly scheduled for over two hours of physical activity throughout the day.
 - o AEP and CPP Students
 - i. AEP and CPP students are scheduled for almost an hour of physical activity throughout the day
- c. Nehemiah students have access to both structured and unstructured physical activities.
 - o Structured Physical Activities
 - i. Pre-K
 - Through the use of "Circle Time," "Centers," and "Outside Time" Pre-K students are provided with a guided a goal-oriented physical experience. I.e. Dancing
 - ii. AEP and CPP
 - AEP and CPP students are provided with guided goal-oriented physical experiences during our afterschool programs. I.e. Dancing
 - o Unstructured Physical Activities
 - i. Pre-K
 - Through the use of "Circle Time," "Centers," and "Outside Time" Pre-K students are provided with an opportunity to be creative and explore. I.e. Free Play
 - ii. AEP and CPP
 - AEP and CPP students are provided with an opportunity to be creative and explore during our afterschool programs. I.e. Free Play
- d. Nehemiah students benefit from a diverse range of physical activity environments. They are encouraged to participate in physical activities in both indoor and outdoor settings. Indoors, children can engage in physical activities in the classrooms and the activity center. Outdoors, children can engage in physical activities in the playground.
- e. The Nehemiah Center recommends that children wear clothing that weather appropriate, comfortable, and washable. Furthermore, loose, light-colored clothing is recommended for warm days while layers, hats, and mittens are appropriate for occasionally cold days. Footwear should consist of closed-toe and rubber-soled shoes. **NO SANDALS, FLIP-FLOPS, OR "HIGH" HEELS – THEY ARE A SAFETY RISK!**
 - o **PRE-K PARENTS: PLEASE PROVIDE AN EXTRA CHANGE OF CLOTHES TO KEEP AT SCHOOL, THIS WOULD INCLUDE SHOES, SOCKS, UNDERWEAR, AND AN OUTFIT. IF YOUR CHILD NEEDS TO USE THE EXTRA CHANGE OF CLOTHES, YOU SHOULD PROVIDE US WITH A NEW SET THE VERY NEXT DAY. PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME.**
- f. In the event of extreme weather, the Nehemiah Center will follow protocols and procedures outlined in our emergency preparedness plan. Furthermore, Nehemiah Center's programs will be limited or cancelled on "bad weather" days or if emergency conditions are present such as, but not limited to a severe thunderstorm, flash flood, and/or tornado/hurricane watches.
- g. To facilitate physical activity on days when extreme weather conditions restrict or prevent outdoor play, students will be permitted to engage in physical activities indoors. These activities may take place within classrooms or the Activity Room.

Policy Changes

The Nehemiah Center reserves the right to change any of the policies included in the handbook at any time. In addition, new policies may be developed as needed. Information on changes in Center policies is made through one or more of the following methods: the **BRIGHTWHEEL** system, parent meetings, and posting on the entry hall bulletin boards. Please use these resources to stay well informed.

Procedures: Drop-Off and Pick-Up

All students must be checked in and via the **BRIGHTWHEEL** by authorized parties.

Pre-K:

Drop-off only at the Front Door. Pickup in the back lot drive-through lane by San Jacinto Street. The time for Pre-K Regular Day pickup is between 2:45PM and 3:00PM. The time for Pre-K Extended Day is between 5:30PM and 6:00PM.

Middle School Drop-off and Pickup:

Use the back lot drive-through lane by San Jacinto Street.

AEP and CPP Pickup:

Pickup in the back lot drive-through lane by San Jacinto Street. Pickup is between 5:45PM and 6:00PM.

A \$1 PER MINUTE LATE FEE WILL BE ASSESSED FOR ANY PICKUPS AFTER 3:00P.M. FOR PRE-K AND AFTER 6:00 P.M. FOR PRE-K EXTENDED DAY, AEP AND CPP.

Releasing Children in the Afternoon

CHILDREN ARE ONLY RELEASED TO PARENTS AND THOSE PERSONS AUTHORIZED IN WRITING BY PARENTS WHO HAVE THE BRIGHTWHEEL APP. On the enrollment form, please list anyone who may pick up your child during the academic year. If someone not listed on the enrollment form must pick up a child, please follow this procedure:

1. Use the Brightwheel app to send a message.
2. Proper identification (e.g., driver's license) will be required before a child is released.
3. The individual must abide by the "pickup policy" and "late pickup policy."

All Children Must Be Checked Out Through the Brightwheel App

Screentime Policy

The Nehemiah Center continually seeks guidance from experts in healthy child development regarding the optimal use of technology in education (e.g., the American

Academy of Pediatrics, the CDC). Technology use is always supervised, age appropriate, and goal-oriented (e.g., homework research).

Valuables

Students should not bring valuables, toys, or excessive amounts of money to the Center. When parking in authorized areas do not leave any valuables (purse, bags, etc.) visible in your car and be sure your car is locked. **THE NEHEMIAH CENTER IS NOT RESPONSIBLE FOR THE LOSS OF VALUABLES. PLEASE BE AWARE OF YOUR SURROUNDINGS.**

Visiting the Center: Parents, Volunteers, and Other Adults

All adults visiting or volunteering at the Nehemiah Center between the hours of 8:00 AM and 6:00 PM are required to sign in at the Front Desk, wear an identification badge, and sign out after their visit. Visitors will not be allowed beyond the Front Desk without proper identification and a valid reason for their visit. Typically, Pre-K and afterschool program parents are welcome to spontaneously observe Center activities if their presence does not disrupt staff attention to the teaching and supervision of children.

Withdrawal Procedures

Families needing to withdraw a child during the academic year should request a *Withdrawal Form* from the Front Desk Receptionist or contact Dr. Okere, Director of Education.

PARENTS WHO WOULD LIKE TO REVIEW OR DISCUSS THE POLICIES AND PROCEDURES OF THE CENTER SHOULD REQUEST A MEETING WITH DR. OKERE, DIRECTOR OF EDUCATION, OR MS. JAZMIN, FAMILY SERVICES COORDINATOR.

FAMILY SERVICES

EFFECTIVE PARENTING PROGRAM (EPP)

The Family Services Program expects parents to be an integral part of their children's academic lives and to partner with the Center in motivating, inspiring, and equipping their children to realize their God-given potential. To help achieve these objectives, Family Services offers a variety of adult learning and participation opportunities known as the Nehemiah Center Effective Parenting Program (EPP). The EPP has four components:

1. Annual Orientation for All Parents (MANDATORY)

This event is held early in the school year and is **REQUIRED** for all new and returning families to ensure common, current understanding of all procedures and policies for the safety and wellbeing of children, staff, and families.

PARENT ORIENTATION 2024-2025 IS SCHEDULED FOR AUGUST 10, 2024 FROM 9:00AM TO 11:00AM.

2. New Family Classes for New Parents (MANDATORY)

These classes are the second component of the Effective Parenting Program (EPP). All new parents/guardians/caregivers are **REQUIRED** to participate in the New Family Classes to remain in "good standing" with the Center. Parents who fail to attend the mandatory New Family Classes will forfeit their child's participation in the Pre-K and/or afterschool programs. Contact Ms. Jazmin for further information.

DATES FOR THE 2024-2025 CLASSES ARE AUGUST 22ND, 29TH, & SEPTEMBER 5TH, 12TH, 19TH, AND 26TH.

3. Parent Seminars & Special Events (MANDATORY)

This is the third component of the Effective Parenting Program (EPP). The journey through parenthood is easier when support is given, and resources are available. Each year we offer a variety of events to provide information and connect families with resources. Notification about upcoming seminars and special events will be distributed via **BRIGHTWHEEL** and/or information will be sent home to students.

ATTENDANCE TO AT LEAST ONE PARENT SEMINAR IS MANDATORY TO STAY IN "GOOD STANDING" WITH THE CENTER AND MAINTAIN YOUR CHILD'S ENROLLMENT.

4. Parent Volunteer Activities (MANDATORY)

This is the fourth component of the Effective Parenting Program. **PARENTS ARE REQUIRED TO VOLUNTEER A TOTAL OF 20 HOURS PER YEAR IN THE CENTER, 10 HOURS PER SEMESTER.**

Approved School Activities

Parents may earn volunteer hours by participating in the following:

- Attending Open House at your child's school and/or attending the Pre-K Open House (Curriculum Night) hosted by the Nehemiah Center.

2024-2025 OPEN HOUSE-SEPTEMBER 10TH, 2024, AT 6:00PM

- For AEP/College Prep Parents (K-12th grade): emailing your child's classroom teachers a minimum of once per month to check progress, behavior, homework, and project assignments.
- For conferencing with Nehemiah personnel to review report cards and student standardized test scores. Report cards and test scores need to be submitted to Dr. Okere, the Director of Education, not later than one week from the date the schools distribute the cards to students. This helps us intervene immediately if there is a need.

Other Approved Activities

Parents will receive credit for volunteering at the Nehemiah Center. While volunteer activities are always available at the Center, we may not be able to accommodate you if you do not make prior arrangements or if you wait until the end of the semester to complete your hours. **A MAXIMUM OF 5 HOURS PER SEMESTER MAY BE EARNED BY:**

Activity	Time/Date Available
Helping children with homework	4:30PM-5:30PM (Mon-Thurs)
Supervising children on the playground	TBA (Mon-Fri)
Serving as Bus Captain	2:45PM-4:30PM (Mon-Fri)
Assisting teachers in the Pre-K rooms	9:00AM-1:00PM (Mon-Fri)
Assisting staff with clerical duties	8:00AM-6:00PM (Mon-Fri)
Monitoring the classroom/study area	4:00PM-5:45PM (Mon-Fri)
Becoming a Pre-K Room Parent	8:00AM-3:00PM (Mon-Fri)
Serving as Field Trip Chaperones	Check with teachers
Attending approved Parent Seminars/Events	See Ms. Jazmin
Presenting and/or facilitating a workshop	See Ms. Jazmin
Helping decorate for programs and dinners	See Ms. Jazmin
Assisting with drop-off and pickup procedures	See Ms. Jazmin

To receive credit for these activities please follow these instructions:

Step 1

Make contact with Ms. Jazmin. She may be reached by phone at (713) 526-5015 or at jrosas@nehemiahcenterhouston.org

Step 2

Select an activity from the list.

Step 3

Schedule a day and time with Ms. Jazmin.

UNSCHEDULED ACTIVITIES WILL NOT BE HONORED OR CREDITED.

STEP 4

After your assignment sign out before leaving the building. Ms. Jazmin will help you track your volunteer hours throughout the year.

PARENTS WHO WOULD LIKE TO REVIEW OR DISCUSS DETAILS REGARDING FAMILY SERVICES SHOULD REQUEST A MEETING WITH DR. OKERE, DIRECTOR OF EDUCATION, OR Ms. JAZMIN, FAMILY SERVICES COORDINATOR.

Mental Health Services and Referrals

The Nehemiah Center recognizes the importance of social-emotional health for children and adults to learn and thrive. Family Services coordinates the identification of individuals who might benefit from mental health services and refers them to appropriate community resources. Parents who are concerned about their children's wellbeing are encouraged to contact Ms. Jazmin or Dr. Okere.

Accommodating Families and Children

Nehemiah Center supports families and children who may need additional accommodations to include home language, special needs/differing abilities, and cultural backgrounds. Please reach out to the Director to further discuss your situation.

GED, ESL REFERRAL PROGRAM

Family Services supports parents who are interested in completing their GED and/or learning English as a Second Language (ESL). Contact Ms. Jazmin who will connect parents with community resources to help them further their education.

MOMMY AND ME PROGRAM

The "Mommy and Me" Program consists of a weekly session for toddlers and a caregiver (e.g., parent, grandparent). Children participate in a variety of activities to stimulate key developmental areas: physical, cognitive, social-emotional, communication, and self-help skills. Caregivers learn activities that can be continued outside of the sessions. The program is offered every other Tuesday, from 9:00AM–11:00AM, starting after Labor Day and continuing until early May. There is no charge for this program. Please contact Ms. Jazmin for more information.

PRE-K PROGRAM

Our Pre-K Program provides a nurturing and academically enriching environment to children ages 3-5. While the Pre-K3 class is catered to three year-olds, we do make exceptions for two year-olds whom are considered, through our assessment, to be developmentally and intellectually ready to begin Pre-K3. Similarly, this exception applies to three-year-olds whom are considered, through our assessment, to be developmentally and intellectually ready to begin Pre-K4. Class sizes are small, and the teacher-to-student ratio is low. Typically, the Pre-K3 class is comprised of a maximum of fifteen (15) children and Pre-K4 has a maximum of seventeen (18) children. Please contact Dr. Okere if you have any questions or concerns.

Hours and Days of Operation

The preschool operates Monday through Friday unless otherwise noted. We generally follow the HISD calendar, and our closings (holidays and in-service days) usually correspond with the HISD calendar. Nevertheless, the Center reserves the right to make calendar and schedule changes for staff trainings and other professional needs. **FAMILIES WILL BE NOTIFIED OF CALENDAR AND SCHEDULE CHANGES VIA THE BRIGHTWHEEL SYSTEM AND/OR BY INFORMATION SENT HOME WITH THEIR CHILDREN.**

Pre-K3 or Pre-K4 Classes/Regular Day	8:00AM-3:00PM
Pre-K3 or Pre-K4 Classes/Extended Day	8:00AM-6:00PM

Procedures for Drop-Off/Pickup: Pre-K

Families must check their child(ren) in and out through **BRIGHTWHEEL**.

Pre-K Drop-Off:

Families must drop their children off at the **FRONT DOOR** between 7:30AM and 9:00AM. Early care is provided only between 7:30AM and 8:30AM. **PLEASE DO NOT DROP OFF YOUR CHILDREN BEFORE 7:30AM. NO EXCEPTIONS.** Breakfast is from 8:30AM to 8:50AM. **WE DO NOT SERVE BREAKFAST AFTER 9:00AM. NO EXCEPTIONS.** Classroom instruction begins at 9:00AM.

PARENTS MUST CHECK CHILDREN IN THROUGH THE BRIGHTWHEEL APP.

EXCESSIVE TARDINESS WILL RESULT IN DISMISSAL OF PROGRAM.

Pre-K Pickup:

The time for Pre-K Regular Day pickup is between 2:45PM and 3:00PM. The time for Pre-K extended Day is 5:45PM and 6:00PM.

Parents must use the drive-through lane in the back lot by San Jacinto Street. **ALL STUDENTS MUST BE CHECKED OUT THROUGH THE BRIGHTWHEEL APP.**

A \$1 PER MINUTE LATE FEE WILL BE ASSESSED FOR ANY PICKUPS AFTER 3:00P.M.

EXCESSIVE LATE PICKUPS WILL RESULT IN YOUR CHILD'S DISMISSAL FROM THE PROGRAM.

Attendance

Daily attendance is essential to the success of each child. Students are expected to be on time and present in school every day. **LATE ARRIVALS DISTRACT STAFF AND STUDENTS AND INTERRUPT THE FLOW OF LEARNING. EXCESSIVE TARDINESS WILL RESULT IN DISMISSAL OF PROGRAM.**

Birthdays

The children love to celebrate their birthdays with their classmates. Please contact Dr. Okere and your child's teacher at least 3 days in advance if you want to add a birthday activity to the daily schedule.

Clothing and Shoes

Clothing

Please note the preschool students will be required to wear uniforms. **OUR POLO STYLE SHIRTS ARE GREY, GOLDEN/MUSTARD YELLOW, AND NAVY BLUE; OUR SHORTS, PANTS, AND SKORTS ARE NAVY BLUE OR KHAKI IN COLOR. NO JEANS, PLEASE.**

Shoes

Send your child to school in closed-toe and rubber-soled shoes. These shoes are safer for outdoor play. **NO SANDALS, FLIP-FLOPS, OR "HIGH" HEELS – THEY ARE A SAFETY RISK!**

Please consider your child's comfort and need for independence when dressing them. Dress them in clothing that is free of complicated fastenings to ensure they are able to do it themselves. Remember that we will be painting, cooking, and playing outside, so dress your child in clothing that is comfortable and washable. Your child should come dressed appropriately for the weather. Loose, light-colored clothing is ideal for warm days. Layers, hats, and mittens are appropriate for our occasional cold days. **PLEASE PROVIDE AN EXTRA CHANGE OF CLOTHES TO KEEP AT SCHOOL, THIS WOULD INCLUDE SHOES, SOCKS, UNDERWEAR, AND AN OUTFIT. IF YOUR CHILD NEEDS TO USE THE EXTRA CHANGE OF CLOTHES, YOU SHOULD PROVIDE US WITH A NEW SET THE VERY NEXT DAY. PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME.**

Curriculum

Information regarding curriculum goals, activities, and resources is available at the annual "Pre-K Open House", during parent-teacher conferences, and from the Director of Education.

PRE-K OPEN HOUSE 2023-2024: THURSDAY, SEPTEMBER 10TH, 6:00 PM

Diapering

The Nehemiah Center is an accredited learning institution under the state of Texas. **ALL PRE-K STUDENTS ARE REQUIRED TO BE POTTY TRAINED TO BE ENROLLED IN OUR PROGRAMS.**

Field Trips

Pre-K children will ride the bus when going on field trips. Due to safety requirements, children who are not enrolled in the Nehemiah program are not allowed to ride in the Center's vehicles. Parents are encouraged to chaperone children on field trips.

Health and Nutrition Practices

Nehemiah Center also provides support and education resources to our families and teaching staff regarding the overall health and safety of the child. Below you will find website links to Health & Nutrition parent education resources. As well you find these resources in paper copies in our parent resources and or posted on our Parent Resource bulletin board.

Meal Planning and Nutrition Resources

Child and Adult Care Food Program- Best Practices

- https://squaremeals.org/Portals/8/files/cacfp/New%20Meal%20Pattern/CACFP%20new%20meal%20pattern%20best_practices.pdf

Sample Menus- CACFP

- https://squaremeals.org/Portals/8/files/cacfp/CACFP%20Week/2021/CACFP%20Week%20Menus_Final.pdf

CACFP Cycle Menus Resources (Institute of Child Nutrition)

- <https://theicn.org/resources/1575/cycle-menus-for-child-care-preschoolers/118740/cycle-menus-for-child-care-preschoolers.pdf>

Professional Development Trainings on Health and Nutrition

Our teachers at the Nehemiah Center take training courses on Health & Nutrition practices through these teacher professional development websites.

- <https://agrifilearn.tamu.edu/catalog?pagename=Child-Care>
- <https://tecpds.org/wp/find-trainings/>

- <https://www.houstonfoodbank.org/our-programs/nutrition-education/>

Breastfeeding Help Sources

Parents may breastfeed or provide breast milk to their children at the Center. Any mother wishing to breastfeed should check in at the Front Desk to find out if the designated breastfeeding area is available at that time. Please find our breastfeeding education resource below or a paper copy at our front desk.

- <http://www.houstontx.gov/health/WIC/documents/client-help-sources-handout-20180726.pdf>

Farm Fresh Resource

At Nehemiah we actively educate children and parents about the importance of fruits and vegetables and a garden-based learning. Below we provide a healthy nutrition education resource that discusses planting and the growing process.

- <https://squaremeals.org/FandNResources/TexasFarmFresh/GardenBasedLearning.aspx>

Oral Health Resource

Our program believes in a healthy dental routine. Here is a parent education resource that can provide more educational articles on the importance of good oral health.

- <https://www.healthychildren.org/English/healthy-living/oral-health/Pages/default.aspx>

Screen Time Resource

Please refer to our program's screen time policy. Here is a parent education resource that supports our program's policy.

- <https://www.healthychildren.org/English/family-life/Media/Pages/Where-We-Stand-TV-Viewing-Time.aspx>

Healthy Child Care Texas Resource

- http://www.texasaeyc.org/programs/healthy_child_care_texas

Health Benefit Resources

Families in need of health resources such as CHIP, STAR Medicaid, Star Kids, etc.

- <https://www.texaschildrenshealthplan.org/what-we-offer>

ECI Resources:

- <https://hhs.texas.gov/services/disability/early-childhood-intervention-services>
- https://www.cdc.gov/ncbddd/actearly/pdf/help_pdfs/How-to-Get-Help-for-Your-Child_CombinedPDF_EngSpn-2-15-20_508.pdf

Immunization Information (Please reference General Policies)

Students may not begin classes until the Center has received their birth certificates and immunization records.

Meals

DO NOT SEND YOUR CHILD WITH FOOD TO THE CENTER TO ENSURE PREVENTION OF OTHER CHILDREN'S ALLERGIES. The menu will be sent home each month. Please make sure we know about any diet restrictions your child may have. Food allergies and special diets need to be discussed with your child's teacher before the first day of school. **CHILDREN MAY NOT BRING CANDY OR GUM TO SCHOOL.**

Medication

Please See General Policies

Naptime

All Pre-K students rest between 1:00PM and 2:30PM. We provide a mat for each child. **PLEASE DO NOT BRING PILLOWS.** Each child will have an assigned mat and a cubby to store belongings.

ACADEMIC ENRICHMENT PROGRAM (AEP)

3:30PM-6:00PM

The Academic Enrichment Program (AEP) is an afterschool program designed for children in kindergarten through the fifth grade. The goal of AEP is to use homework help, tutoring, social-emotional learning, Bible study, prayer, high expectations, wholesome role models, and supervised recreation to help children realize their full potential. With volunteers from various businesses, organizations, churches, and local universities, we can offer a variety of healthy experiences for your child.

Activities

Each afternoon children participate in “Praise & Worship” and engage in a brief Bible study. Four afternoons per week the children receive homework support and/or tutorials in math, reading, writing, and other school subjects. The children are divided by grade level and may be assigned to an individual tutor until he/she is picked up.

Friday Fun

Fridays at the Nehemiah Center are fun days for the children. **TYPICAL, THERE ARE NO HOMEWORK SESSIONS UNLESS PARENTS REQUEST THEM.** Permission slips will be sent if an activity requires parental consent to participate in a Friday Fun activity.

Homework Time

All of the children participate in “Homework Time” to receive support completing school assignments. Parents are encouraged to earn volunteer hours assisting during homework sessions. Please see Ms. Jazmin for more information. **HOMEWORK IS SCHEDULED MONDAY-THURSDAY, 4:30PM - 5:30PM.**

Hours of Operation

The program operates during the school year, Monday through Friday, from 3:00PM to 6:00PM. We usually follow the HISD calendar and will provide care on early dismissal days. **OUR CLOSINGS (HOLIDAYS AND IN-SERVICE DAYS) ALSO GENERALLY CORRESPOND WITH THE HISD CALENDAR, BUT CHANGES ARE SOMETIMES MADE TO ALLOW FOR NEHEMIAH STAFF TRAINING AND OTHER CENTER ACTIVITIES. BE ALERT TO COMMUNICATIONS FROM THE CENTER THROUGH THE BRIGHTWHEEL APP.**

Personal Belongings

Plastic bins are available for personal items such as backpacks and books. Please make sure your child does not bring money or other personal belongings to the Center. **PLEASE BE AWARE THAT THE CENTER IS NOT RESPONSIBLE FOR LOST ITEMS.**

Playtime/Physical Activity

After children arrive each day, they have plenty of time to run off energy on our playground. The children will be supervised at all times by Nehemiah staff and/or volunteers.

Snacks

The Center will provide each AEP child with a healthy afterschool snack. **NOTIFY THE STAFF IMMEDIATELY IF YOUR CHILD HAS ANY FOOD ALLERGIES. PLEASE DO NOT SEND EXTRA FOOD (INCLUDING CANDY AND GUM).** Any candy that children have in their possession will be taken from them. **CHILDREN AND OTHER FAMILY MEMBERS ARE NOT ALLOWED TO SELL FUNDRAISER CANDIES AT THE CENTER.**

Transportation

The children are transported from their public school to the Center each day. Please ensure that your child is at the designated pickup area at his/her respective school. Your student's schoolteacher may be of assistance to help your child find the correct area. **THE NEHEMIAH BUS/VAN WILL ONLY MAKE ONE (1) TRIP TO PICK UP THE CHILDREN.**

PLEASE INFORM YOUR CHILD(REN) THAT WHEN SCHOOL IS DISMISSED, THEY MUST REPORT IMMEDIATELY TO THE DESIGNATED AREA WHERE STUDENTS ARE PICKED UP. THE NEHEMIAH CENTER WILL NOT BE RESPONSIBLE FOR CHILDREN WHO DO NOT MEET THE BUS/VAN. PLEASE INFORM YOUR CHILD THAT IN SUCH INSTANCES HE/SHE WILL HAVE TO CALL A PARENT TO ARRANGE TRANSPORTATION.

Safety is at the forefront of all our activities. Please help us keep your children safe each day by reminding them to board and exit the van carefully, to fasten their seatbelts, and to be courteous to the Bus/Van Driver. The noise level should be kept to a minimum. Children who do not behave safely and respectfully on the bus/van may lose transportation privileges. The Bus Driver or Bus Captain may assign seats to the students.

Tutoring

Our staff and volunteers provide one-on-one assistance and tutoring for those children who demonstrate additional need. If you are aware that your child needs help in a particular subject, please notify the Director of Education to add your child's name to the list. **WE ASK YOU TO SIGN A TUTORING COMMITMENT LETTER FOR YOU TO DESIGNATE THE DAY(S) YOU WOULD LIKE A TUTOR FOR YOUR CHILD. YOU MUST ALSO AGREE TO ENSURE YOUR CHILD'S PRESENCE AT THE CENTER FROM 4:30PM TO 5:30PM ON THE SCHEDULED TUTORING DAY(S).**

Report Cards

The Nehemiah Center staff requires feedback from teachers within each HISD school (and from Discovery-Nehemiah Middle School) to support the learning of each child. We also use semester report cards and results from standardized testing to monitor the student's progress in school and in the program. This helps us identify problem areas for each child and design intervention strategies with a team of staff members, educators, volunteers, and parents.

REPORT CARDS AND OTHER STANDARDIZED TEST SCORES ARE TO BE RECEIVED BY DR. OKERE, DIRECTOR OF EDUCATION, FROM EACH PARENT AND/OR STUDENT UPON THE DAY OF THE RELEASE OF ACADEMIC INFORMATION.

Photocopies of academic grades and/or test scores are kept in individual student files. These files are available not only to Nehemiah staff, employees, and parents, but to volunteers who work one-on-one with the students to meet their academic needs.

THE DIRECTOR OF EDUCATION RESERVES THE RIGHT TO CONTACT THE SCHOOL ABOUT YOUR CHILD'S GRADES AND CONDUCT IF THE REQUESTED ACADEMIC REPORTING IS NOT PROVIDED WITHIN A TIMELY MANNER.

COLLEGE PREP PROGRAM (CPP)

In September 2001, the Center began its adolescent program, now called the College Prep Program (CPP). This program serves middle school and high school students. The overall focus is on homework help, tutoring, enrichment activities, Christian education, and recreation. Additionally, older students are supported with college entrance exam preparation (PSAT, SAT, ACT) and career counseling. These young people are provided with the special attention and education they need in order to help navigate a time when they are most vulnerable to unhealthy behavior.

Participants in the CPP meet five days a week, from 3:35 PM-6:00 PM and earlier on Early Dismissal Days. Special field trips help introduce the students to the greater Houston community, to possible careers, and to local colleges and universities. The College Prep Program typically serves students from several different middle and high schools in 6th – 12th grade.

Fred C. Alcorn Scholarship Program

The Board of Trustees has established a scholarship fund to assist college-bound Nehemiah students financially. Please see Dr. Okere for more information.

THE LEADERSHIP & GLOBAL STUDIES ACADEMY AT NEHEMIAH

From August 2011 through June 2017 the Nehemiah Middle School (NMS) offered a personalized, Christian, private school education to young adolescents in grades 6th, 7th, and 8th. In July 2017 the Nehemiah Center entered into an agreement with Southwest School District, a choice-based Texas education district, to sustain, expand, and enhance the academic offerings for its middle school learners. NMS now operates as the Leadership & Global Studies Academy at Nehemiah, previously Discovery-Nehemiah Middle School (DMS-N), a charter campus of Southwest Schools.

THE LEADERSHIP & GLOBAL STUDIES ACADEMY AT NEHEMIAH'S STUDENTS ARE STRONGLY ENCOURAGED TO ENROLL IN THE NEHEMIAH CENTER'S COLLEGE PREP PROGRAM (CPP) WHICH PROVIDES AN AFTERSCHOOL MEAL AND SUPERVISION UNTIL 6:00 P.M. CPP STUDENTS HAVE THE OPPORTUNITY TO PARTICIPATE IN A VARIETY OF ENRICHMENT AND SUPPORT ACTIVITIES SUCH AS HOMEWORK ASSISTANCE, VISUAL ARTS, HIGH SCHOOL VISITS, CAREER GUIDANCE, BIBLE STUDY, COUNSELING GROUPS, RECREATION, SPECIAL EVENTS, AND THE LIKE.

STUDENTS OF THE LEADERSHIP & GLOBAL STUDIES ACADEMY AT NEHEMIAH MUST BE ENROLLED IN THE COLLEGE PREP PROGRAM TO REMAIN ON CAMPUS ON EARLY DISMISSAL DAYS. DURING 2024-2025 ONE FRIDAY PER MONTH WILL BE EARLY DISMISSAL DAYS, AT 12:55 PM. USUALLY, STUDENTS ARE DISMISSED AT 3:15PM.

STAFF OF THE LEADERSHIP & GLOBAL STUDIES ACADEMY AT NEHEMIAH ARE EMPLOYED BY SOUTHWEST SCHOOLS, A STATE CHARTER DISTRICT. A LIST OF TEACHERS, ADMINISTRATORS, AND SUPPORT STAFF IS AVAILABLE IN THE DMS-N OFFICE ON THE SECOND FLOOR OF THE CENTER.

NEHEMIAH CENTER STUDENT DISCIPLINE POLICY

CHILDREN WILL BE EXPECTED TO TREAT THEIR CLASSMATES, TEACHERS, AND PARENTS WITH RESPECT WHEN THEY ARE AT THE CENTER. LIKEWISE, WE WANT STUDENTS TO FEEL SECURE WHILE IN THE PRESENCE OF THEIR CLASSMATES AND ALL ADULTS. **PARENTS: PLEASE KEEP THIS IN MIND WHEN YOU ARE INTERACTING WITH YOUR CHILD AT SCHOOL. PHYSICAL PUNISHMENT, YELLING OR FAILURE TO SUPERVISE YOUR CHILD WILL NOT BE TOLERATED. IF YOU NEED SOME ASSISTANCE WITH YOUR CHILD, THE STAFF WILL BE AVAILABLE TO HELP YOU.**

WE BELIEVE THAT STUDENTS NEED MANY OPPORTUNITIES TO PRACTICE BEING INDEPENDENT THINKERS. WE WILL ENCOURAGE THEM TO SOLVE THEIR OWN PROBLEMS IN AN APPROPRIATE MANNER AND TO DEVELOP ADEQUATE SOCIAL SKILLS. WHEN A CHILD BEHAVES INAPPROPRIATELY, WE WILL OBSERVE THE CHILD AND WORK WITH HIM/HER TO PROMOTE POSITIVE BEHAVIOR. WE WILL DOCUMENT THE INCIDENT, THE INTERVENTION USED, AND WILL INFORM YOU AS THE NEED ARISES. IF THE PROBLEM PERSISTS, WE WILL CALL A PARENT CONFERENCE. IN THE EVENT THAT THE BEHAVIOR CONTINUES, THE TEACHER WILL INITIATE A MEETING WITH THE DIRECTOR OF EDUCATION. TOGETHER WE WILL MEET (THE PARENTS, THE TEACHERS, AND THE DIRECTOR) TO RECOMMEND A BEHAVIOR PLAN. THE RECOMMENDATIONS MAY INCLUDE A TIME FRAME IN WHICH COMPLETION OF APPROPRIATE COUNSELING, TESTING, OR OBSERVATION WILL TAKE PLACE IN ORDER TO MAINTAIN ENROLLMENT OF THE CHILD IN THE PROGRAM. PARENTS MAY REQUEST A CONFERENCE AT ANY TIME.

THE NEHEMIAH CENTER FOLLOWS A STRICT DISCIPLINE CODE SET FORTH BY THE TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES (TEXAS ADMINISTRATIVE CODE TITLE 40, CHAPTERS 746 AND 747, SUBCHAPTERS L, DISCIPLINE AND GUIDANCE). IN ADDITION TO THE STATE'S GUIDELINES, THE CENTER MAINTAINS A SEPARATE DISCIPLINE POLICY THAT WE EXPECT ALL PERSONS AFFILIATED WITH THE NEHEMIAH CENTER TO FOLLOW (E.G. STAFF, VOLUNTEERS, PARENTS, STUDENTS). IN THE EVENT THAT A STUDENT CHOOSES NOT TO FOLLOW NEHEMIAH'S RULES AND DISPLAY ACCEPTABLE LEVELS OF RESPECTFUL CONDUCT, THE CENTER WILL RESPOND WITH ANY OR ALL OF THE FOLLOWING CONSEQUENCES/ACTIONS:

- 1st-Verbal warning (directly with the student)
- 2nd-Verbal warning (with parent notification)
- 3rd-Loss of activity privilege (with parent notification)
- 4th-Sent to Director of Education
- 5th-Conference with parent, teacher, and administrator, and the development of a Behavior Intervention Plan
- 6th-Suspension (number of days will be determined by the Director of Education)
- 7th-Behavioral Intervention Plan will be reviewed
- 8th-Decision for dismissal from the Center will be determined by the Director of Education and Executive Director.

THE NEHEMIAH CENTER HAS ZERO TOLERANCE FOR THE FOLLOWING AND WILL RESULT IN IMMEDIATE SUSPENSION:

- Fighting
- Vulgarity and disrespect to peers, staff, and volunteers
- Misuse of Nehemiah Center property
- A pattern of teasing and bullying (including cyber-bullying)
- Stealing
- **ANYTHING THAT IS DEEMED UN-CHRISTIAN AND NOT OF NEHEMIAH'S PURPOSE AND STANDARDS**

THE NEHEMIAH CENTER RESERVES THE RIGHT TO DISMISS A CHILD FROM THE CENTER IF ANY PARENT FAILS TO COMPLY WITH CONFERENCE REQUESTS AND/OR INTERVENTION PLANS WITH THE DIRECTOR OF EDUCATION OR OTHER CENTER PERSONNEL AS APPROPRIATE. A RECOMMENDATION FOR DISMISSAL WILL BE MADE TO THE EXECUTIVE DIRECTOR. WE ENCOURAGE PARENTS TO REQUEST A CONFERENCE WITH THE DIRECTOR OF EDUCATION TO DISCUSS ANY PROBLEMS WITH YOUR CHILD'S BEHAVIOR AT THE CENTER. THE STUDENT MAY BE REFERRED TO OUTSIDE PROFESSIONALS. PARENTS MUST COMPLY WITH THE BEHAVIORAL PLAN IN ORDER TO MAINTAIN ENROLLMENT OF THEIR CHILD AT THE CENTER.

PARENT/GUARDIAN ACKNOWLEDGMENT FORM 2024-2025

PLEASE WRITE AND SIGN YOUR NAME AT THE BOTTOM OF THE PAGE TO CERTIFY THAT YOU AGREE WITH THE FOLLOWING STATEMENTS REGARDING POLICIES AND/OR EXPECTATIONS OF THE NEHEMIAH CENTER. RETURN SIGNED COPY TO STAFF.

- A. I have read and understood the policies and expectations set forth in the Nehemiah Center, Inc. Parent Handbook. I agree to abide by the policies and will work towards remaining in good standing with the Center to ensure my child's enrollment privileges in the Center's programs.
- B. I agree that the Nehemiah Center, Inc. shall not be responsible for any personal injuries or losses sustained by my child(ren) while on the Center's premises or in vehicles as a result of any Nehemiah sponsored activities. I further agree to indemnify and hold harmless the Nehemiah Center from any claims or demands arising out of any such injuries or losses.
- C. I give authorization for my child to be photographed, videotaped, and or digitally recorded for all purposes toward the Center's daily operations. **THIS INCLUDES BUT IS NOT LIMITED TO: ANNUAL NEWSLETTERS; THANK YOU LETTERS; PHOTO ALBUMS; OFF-CAMPUS ACTIVITIES; FAMILY SERVICES; VOLUNTEER PROGRAM; COLLEGE PREP PROGRAM; FUNDRAISING & DEVELOPMENT; MARKETING & ADVERTISING.**
- D. I acknowledge that report cards and other standardized test scoring are to be received by the Director of Education from myself or my child upon the day of the release of academic information that is set by HISD or Southwest Schools (DMS-N). I understand that photocopies of academic grades and/or test scores will be kept in my child's individual academic file. In the event that academic reporting is not received within one week of release from the school, the Director of Education reserves the right to contact the school about my child's grades and overall conduct.

Parent/Guardian Name _____

Parent/Guardian Signature _____

Names of Child(ren) _____

Date _____

STUDENT, PARENT, VOLUNTEER, TUTORING COMMITMENT

School Year 2024-2025

Dear Parents,

Thank you for giving us the opportunity to work with your child. Each grading period we review report cards and other important tests to identify areas in which your child may need extra academic assistance. We have volunteers that come to the Nehemiah Center or tutor virtually to help with homework and offer extra support. Our Nehemiah volunteers are very valuable to us. We are blessed that they have made a commitment to work with your child.

WE ASK THAT YOU AND YOUR STUDENT AGREE TO THE FOLLOWING:

- A. Please circle **one** or **more** days he or she can receive **a full hour** of tutoring.
- B. Ensure that your children attend the Nehemiah Center on their designated tutorial day(s) and can remain the **entire time** from **4:30 p.m. – 5:30 p.m.**
- C. Do **not** pick your child up early on designated tutorial days.
- D. Bring a copy of your child's **report card** after each grading period.
- E. Show your tutor respect and appreciation for his or her time and dedication to helping you.

IF YOU AND YOUR CHILD CANNOT COMPLY WITH THESE REQUIREMENTS, WE WILL HAVE TO ASSIGN YOUR CHILD'S TUTOR TO ANOTHER STUDENT.

Thank you,

Dr. Okere

Director of Education

Student: _____ Student's signature: _____

Parent's signature: _____

DAY OR DAYS YOUR CHILD WILL BE ABLE TO STAY FOR THE ENTIRE ONE-HOUR SESSION.

Monday

Tuesday

Wednesday

Thursday