

Who We Are

At Fine Feather Foundation we execute initiatives that support and protect at-risk children through education and creative arts while supporting children's mental health and teaching generational wealth through our entrepreneurship program.

Our Excelsior Program is a faith-based program that work towards helping struggling teens make better life choices. Not only are we providing a safe haven with our after-school program, we are also assisting in providing educational resources for children in need. Through the arts, we tackle the behaviors that contribute to at-risk youth such as injuries, violence, physical abuse, sexual abuse, mental abuse, bullying and other issues that may prevent a child from having a healthy childhood.

Contact Us

Fine Feather Foundation Inc

The District
215 N 9th street
Allentown, PA, 18102

Phone: 917-674-1290

Email: info@finefeatherfoundation.org

Web: finefeatherfoundation.org



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215 N 9th street
Allentown, PA, 18102

Fine Feather Excelsior Program Handbook



FINE FEATHER FOUNDATION

"COVERING THE ANGELS THAT COVER US"

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Welcome

Welcome to our family! Your child's safety is important to us. This is a handbook of guidelines and policies to ensure that your child has a positive and rewarding experience. Please carefully read through this handbook. This is not an inflexible book of rules. We are presenting our standards and information to you to help you understand general operating procedures. If you have any questions, concerns, or need additional information, speak with the Site Coordinator or Director of Operations who will answer your questions or direct you to the appropriate personnel.

ANTI-BULLYING POLICY: Bullying behavior or threats are taken seriously. Bullying is seen as a discipline issue and will be dealt with through the normal discipline procedures. What is bullying behavior? Bullying is - **Physical:** pushing, hitting, kicking, stealing, threatening gestures. **Verbal:** name-calling, teasing, taunting, intimidating, humiliating, spreading malicious gossip, sexual harassment, racial abuse/slurs, homophobic abuse. **Written:** text and email messages, notes. **Silent:** exclusion from activities and rude gestures. All staff and volunteers are expected to be vigilant and alert to cases of bullying. Reports can be made by staff, volunteers, parents and members. Suspected cases of bullying should be reported immediately to the Director. Reports will be immediately investigated using the Club discipline guidelines. Incidents will be recorded and monitored.

REPORTING POLICY: We are required by law to immediately report suspicion of child abuse or neglect to the Child Protective Services unit of the Department of Social Services. **FFEP** requests that any volunteer, parent, or staff member who suspects that abuse or neglect has occurred notify us immediately so that we may initiate the process of notifying the state or "Hot Line" and coordinate support for the family. If the **Executive Director** is not available, the **Director of Operations** should be contacted.

PERSONAL PROPERTY AND STORAGE- We respect the privacy of members, staff and visitors. We accept no responsibility or liability for personal items (i.e. book bags, coats, musical instruments & sports equipment, etc.) brought to the Club that are damaged, lost, or stolen.

DESTRUCTION OF CLUB PROPERTY: Intentional destruction of property by a Club member will result in an immediate three-day suspension. For destruction of property with a value of more than a \$500 replacement cost, a financial obligation can also be levied with terms of repayment discussed with parent/guardian.

DISCIPLINE: Members are expected to behave in an appropriate manner creating a fun-filled learning environment. Members will treat each other and staff with respect following FFEP rules. When negative behavior occurs, Club staff will attempt to redirect the child's behavior. If the child's behavior remains disruptive, he or she will be given a time out. If the disruptive behavior continues beyond the time out, the child's parent or guardian will be contacted to discuss ideas for solving the problem or conflict. Disciplinary measures include a time out and/or exclusion from certain activities. Repeated disciplinary problems can result in a child being suspended for a day or more. The child's membership can be revoked if all appropriate attempts to redirect the child's behavior fail. This behavior is documented through the Individual Member Report. All fights will result in an immediate one-day suspension.

Fine Feather Excelsior Program adheres to the following methods of discipline: It is our policy never to use physical or mentally abusive forms of discipline.

1. Discipline will be in proportion to the inappropriate behavior and enforced within an appropriate time.
2. Children will not be subjected to verbal or physical abuse.
3. Members will be informed of the inappropriate behavior and given time out or excluded from certain activities as warranted by the child's behavior. Parents/guardians may also be called if necessary.

TECHNOLOGY: Members have access to the Program's technology each day to help with homework and to teach members valuable technology skills. The use of the Club computers and access to the internet is a privilege not a right and requires responsibility. We strictly monitor internet access and teach members the importance of online safety. Members who violate our technology policy by using it inappropriately will have their privileges revoked.

THEFT- Theft will not be tolerated and all documented theft will be handled in accordance with the severity of the crime. Petty thefts (items with a replacement value of \$50 or less) will result in a three-day suspension from the Club. Members will be required to work off their payment through Club service at the standard minimum wage rate. Documented thefts of items with a replacement of over \$50 will result in a one-week suspension. Parent/guardian will be notified of the infraction. Included in the discussion will be terms of repayment.

Overview of Programs

Education & Career Development



Programs in Education and Career Development enable youth to become proficient in basic educational disciplines, learn entrepreneurship, apply learning to everyday situations and embrace technology to achieve success in a career.

Doris Burrell Arts Program



Programs in The Arts enable youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing.

Health, Fitness & Recreation



Programs in Health and Life Skills develop young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults.

ENROLLMENT REQUIREMENTS

To enroll your child(ren) to become a member of FFEP we must have the following:

1. Membership enrollment application, filled out entirely, no blanks, front and back
2. Parent/Member Handbook Acknowledgement form signed
3. Copy of child's immunizations.

Your child's application cannot be processed without these documents!

We ask that your child's attendance be consistent with the structure of the program.

To develop strong group cohesion and reduce disruptions in programs, it is beneficial that your child(ren) attend on a regular basis.

CLUB HOLIDAYS- All Clubs are closed on the following holidays. Please contact the Club to verify other Club closings. New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Thanksgiving Friday, Christmas Eve, Christmas Day.

INCLEMENT WEATHER- Closing the Club for weather conditions is at the sole discretion of the Club Director. Please contact the facility to verify closing status.

CHECK-IN & CHECK-OUT PROCEDURES: Upon arrival or at departure each Club member is required to sign in and out at the front desk. Members must always be picked up by their Parent/Legal Guardian. Any person other than the Parent/Legal Guardian picking up a member, must be designated at the time of enrollment, or have written and/or verbal permission from the Parent/Legal Guardian. Photo ID verification is required.

MEMBERS WALKING OR BICYCLING HOME: Members ages 12 and up may walk or ride their bicycles home. Written permission by a parent/guardian must be on file. Parents may provide permission on the membership application in advance.

EARLY ARRIVAL - LATE PICK UP POLICIES: Fine Feather Excelsior Program does not permit and is not responsible for children left on the Club grounds and/or parking lot prior to Club hours. All members must be picked up by the times shown. Please plan to pick up and drop off your child(ren) on time.

MEALS/SNACKS: Club serves a healthy snack to members during the after-school program. During the Summer Day Camp program, the Club provides breakfast, lunch and snack for all members. Please inform the staff of any food allergies and/or special dietary requirements.

MEDICAL ILLNESS OR EMERGENCY: Should your child become ill while at the Club, he or she will be removed from their activity so that isolation precautions and/or control measures may be implemented. A parent or guardian will be notified to come and pick up the child as soon as possible. Parents may need to contact an emergency person to pick up the child. Members with known communicable and contagious illnesses will be sent home. A child may return to the Club after an illness has been evaluated by a physician, medication prescribed, and any period of contagion has passed as determined by a licensed physician. A written statement from your child's doctor is required. In the event of an accident or medical emergency, our staff will take the appropriate emergency measures to ensure the necessary care and protection of your child. To comply with State of Pennsylvania child care licensing regulations and other best practices, at least one FFEP staff or volunteer on duty will be a trained in CPR and First-Aid certified.

MEDICATION: Policy prohibits staff members of the FFEP to administer prescription or over-the-counter medications of any kind. This includes skin cream, sunscreen, and insect repellent. If your child requires emergency medication, such as an inhaler or EpiPen, you are required to provide the medicine in its original container and labeled with the child's name, instructions for administration, including the times and amounts for dosages and the physician's name. If your child is asthmatic, you must provide an inhaler to the Club and a valid asthma action plan. If a situation arises that your child should need emergency medication, FFEP staff will then allow him/her access to their emergency medication and allow him/her to administer the medication themselves. FFEP staff will not administer medication to a child. Parents will be notified immediately when a child needs access to their medication.

