

#LOOPBNG



LOOP  **BoyZ & Girlz**

Parent/Student Handbook



Mission Statement

The Left Out Organization Program (LOOP) recognizes that each child is an individual; that all children are creative; and that all children need to succeed. Therefore, the LOOP Program respects the individual needs of children, fostering an environment that is caring and creative, and emphasizes the social, emotional, physical, intellectual development of each child.



A Message to our Parents

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☎ (717) 608-7005

🌐 www.loopbng.com

Vision Statement

Together We Can Keep Youth Off the Streets and Give Them Ambition, Hope, and Skills for The Future.

Dear Parents/Guardians:

Welcome to a new school year at the LOOP after-school program! Success for all students cannot be complete without an effective partnership with all parents/guardians. You are the most essential part of your child's life. Therefore, we strongly encourage you to participate in our group meetings and other activities.

This handbook has important information regarding our policies and procedures established for the safety of the youth and the sustainability of the program. Please read this information carefully and keep it for future reference. If you have any questions, please email mburnett.loopbng@yahoo.com or call (717) 608-7005.

Our hope is that the partnership you develop with your child/ren's coach, staff and mentors will reflect a positive feeling about the afterschool program and will be a pleasurable experience for everyone.

Sincerely,

Dr. Anthony Burnett

Melisa Burnett

Dr. Anthony Burnett, CEO

& Melisa Burnett, President/Director

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About LOOP

Twenty-Plus Years of Serving the Harrisburg Community

Welcome to LOOP for boyz & girlz, where no youth is left out. Community leader Dr. Anthony Burnett, Sr. established LOOP in 2002 with one goal in mind - that no youth would be left out due to financial barriers. Dr. Burnett or 'Coach Duke' as he is so affectionately known, believes all youth should be able to enjoy fun, safe, and structured activities at no-cost.

Dr. Burnett and his wife Melisa dedicate their lives to serving at-risk youth boys and girls ages 6 through 18 years old. The skills offered in the program will prepare the youth for positive social interaction, conflict resolution, interviews for employment, mentoring and much more.

We Encourage You to Keep Believing!

LOOP is a non-profit organization program dedicated to our local youth. With LOOP, our children and youth are kept off the streets and given a sense of drive, hope, and ambition. We provide programs that enhance the mind of your child and teach them stability, hard work, and teamwork lessons that they will take with them into adulthood.

Throughout the year, there are special events, promotions, including gathering ceremonies. We strongly encourage parents to participate in all family events.



Behavior & Expectations

LOOP is committed to providing a safe and respectful environment for all participants

After-school programs like LOOP provide an environment conducive to learning and to the development of each youth's full potential. Our guidelines have been established to maintain the environment and to provide safety and well-being for the children and youth we serve.

Disruptive participants who interfere with the program process and/or do not comply with the regulations and procedures are subject to disciplinary action and possible dismissal from the program. Please be sure that you and your child become familiar with the LOOP parent & youth handbook. This handbook lists the youth's and parent/guardian rights and responsibilities.

- Youth must treat everyone with respect.
- Youth are expected to attend the program at least 80% of the time.
- Cigarettes/vaping, alcohol and drugs are not allowed.
- No use of offensive, sexist, or racist language is allowed.
- Fighting, bullying and aggressive behavior is prohibited.
- No weapons of any kind including guns knives, mace etc.

Dress Code



LOOP participants should not wear clothing, jewelry, or accessories with the following

- Displaying obscene, profane, derogatory, violent or gang-related messages, themes, designs or pictures.
- Containing messaging promoting the use of alcohol, drugs, or tobacco products, or messages that promote illegal activities.
- Items that are transparent or exposes the midriff, navel or cleavage.
- Pants, skirts and/or shorts that sag below the waistline or must be held in place with the hands.
- Underwear as outer garments or clothing that exposes underwear.
- Halter tops, tube tops, fishnet tops, strapless dresses, or other clothing that is not appropriate because of slits, rips or holes in the garment.
- Clothing that is too tight and/or is inappropriate in length as determined by the CEO/Director of the program.
- Inappropriate footwear (including, but not limited to, shower shoes and beach shoes, such as thongs, bedroom slippers, and unfastened shoes or shoes missing appropriate closures) when participating in recreational activities.

Failure to adhere to the LOOP Dress Code may lead to disciplinary action and/or dismissal from the program.

Program Structure

Hours of Operation

Program days and hours are Monday through Thursday from 5:30pm to 8:30pm.

Arrival Times

PLEASE DO NOT DROP OFF YOUR CHILD BEFORE 5:30 PM. Staff are not on duty to supervise youth before this time.

Dismissal Times

Dismissal occurs at 7:30pm for youth ages 6-12, and 8:15pm for youth ages 13-18.

Releasing of Students

Youth will only be released to the parent/guardian listed on the registration forms.

Field Trips

Field trips are designed to complement the program and are related to the standards of learning taught. A field trip permission form will be sent home the week prior to the date of the field trip and must be completed by the parent/guardian.

Visitors

For the safety and protection of the youth and staff, all persons entering the building must report to the sign in desk. This includes parents, volunteers, and others. Parents/guardians are not permitted to stay at the program unless they have submitted current (within the year) Pennsylvania Child Abuse, Pennsylvania State Police background report and FBI clearances and have been approved by Dr. Burnett or Mrs. Burnett.

Program Structure

Parental Involvement

Our LOOP parent team is a very important support system. It is an enthusiastic group that works diligently to promote the welfare of our youth. meetings are held on the third Thursday of each month at 6:00 PM. Please join them and help us have 100% parent participation.

Safety

All bookbags and purses will be placed in the office upon youth arrival until the youth leaves the program. Once youth are signed in, they cannot leave the program and return. Youth may not bring any weapons including but not limited to mace, knives, guns or other weapons.

Emergency Drills

Several times during the school year, the students will practice fire drills that will be conducted on a monthly basis. These drills prepare youth in the event of an emergency.

Program Closings

In the event of inclement weather or any other emergencies that may be hazardous to the health or safety of youth or the program. When a decision is made to close or delay schools for the day, parents and staff will be notified via the LOOP website at www.loopbng.com. Scheduled closings will also be published on our website.

Important Reminders

We Prioritize Health

In case of injury or illness at the afterschool program, the parent/guardian grant permission to LOOP staff to administer medical treatment first aid care or to call 911 to transport your child/ren in an emergency to a hospital to receive medical treatment. The parent/guardian agrees that LOOP will not be held responsible for accidents or sickness suffered by your child. If your child/ren requires an inhaler or epi-pen, it is the parent/guardian responsibility to send/bring the item to the program with their child each day.

Please keep Contact Information on File Up to Date

It is vital in the after-school program to be able to contact parents/guardians via phone and email regarding student emergencies, behavior, and other pertinent information. If your phone number email or address changes during the year, please notify Melisa Burnett or Coach Duke so this information can be updated immediately.

Protect and Respect Program Time

Between the hours of 5:45pm and 6:45pm, please do not interrupt the program, except with prior permission from Coach Duke or Melisa Burnett. This uninterrupted time during the program is vital to youth's success. Youth coming to program tardy and not attending regularly miss valuable program time. This loss of time greatly impacts your child's achievement.

