



PROGRAM OVERVIEW

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MISSION STATEMENT

The mission of **Our Future Our Family Youth & Young Adult Center** is to:

- Assist schools and communities in the creation, development, and implementation of scalable and sustainable solutions for issue facing their community, and
- Serve as an advocate for strengthening the character, values, and life-skills of the scholars we serve.

VISION

- To utilize strategic thinking, system design, material development, coalition building, coordination, and effective communication to empower the communities in which we partner with.

MOTTO

“Empowering Scholars to Realize Their Promise for A Brighter Future.”

PROGRAM SYNOPSIS

Our Future Our Family after-school program:

- Provide services to elementary and middle schools in urban and rural communities, with services provided immediately after normal school hours. Program hours will be Monday – Thursdays 2:30 pm – 5:30 pm for Middle School & 3:30 pm – 6:00 pm for Elementary School.
- Operate in compliance with the East Baton Rouge Parish School Systems Academic calendar for the School Year and Summer Session.
- Enlist After-School Program Instructors from various local colleges, universities, and local schools to provide one-on-one assistance to scholars after-school in tutoring and mentoring.

PROGRAM ACTIVITIES & SERVICES

Our Future Our Family plans to include several programs and activities for all the scholars enrolled in the program to participate in based on our service coverage area. As new locations are opened in the future, our coverage area will expand. The types of activities and programs you can expect from the ministry are:

| PROGRAM ACTIVITIES AND SERVICES | |
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| Tutoring | <p>OFOF volunteers will provide tutoring, test prep and homework help to academic support of all scholars. Scholars are responsible for bringing school work and study materials including text books and assignments to work on during tutoring.</p> |
| Mentoring | <p>OFOF volunteers will mentor scholars on a group or individual basis to promote healthy decision-making, positive thinking, active goal setting, spiritual growth, and the formation of habits that will lead to personal and academic success. Volunteers will present themselves as positive role models for the scholars.</p> |
| Performing Arts | <p>OFOF will partner with various arts, music, dance, and theatre entities within the state to provide scholars with progressive extracurricular learning activities arranged as special-scheduled sessions during the after-school tutoring program.</p> |

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| Sports And Wellness | OFOF will partner with various sports, fitness and recreational entities within the state to provide scholars with physical activity and character building around group sports. These will be arranged as special-scheduled sessions during the after-school tutoring program. |
| Field Trips | OFOF will provide educational and non-educational field trips for scholars that align to lessons in the afterschool program. Field trips will take place during the school year but scheduled as Saturday enrichment. Field trips will also take place during the summer enrichment session. All field trips will serve as extensions of taught lessons aligned to state and national teaching standards and serve as recreational outlets providing scholars with an opportunity to experience venues and events they otherwise may not have encountered. |
| Community Service Projects | OFOF will organize community involvement opportunities where scholars will have an opportunity to contribute positively to the neighborhoods and communities served. |
| Mental Health Intervention | OFOF volunteers will provide scholars who deal mental health challenges with skills to cope with challenges such as coping skills for anxiety, anger management and other impulsive behaviors that will lead to personal and academic success. |
| Scholar Enrichment Program | OFOF will provide scholars we serve during the school year with the opportunity to participate in a summer program that will help keep the scholars on track and actively learning during the summer session. |
| Parental Support | OFOF will provide parental support to all parents of scholars served by being an available resource for additional/external services. We will communicate the status of scholars to parents, as needed or requested. Parents are always welcome to attend events. |

PROGRAM DETAILS

OFOF After-School Program Objectives

During the academic year scholars enrolled in the OFOF after-school program will accomplish the following objectives:

The scholars will be able to:

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- Define, apply, and assess the significance of academic and social tools that can be applied to real life situations.
- Set academic and creative goals that manifest into a cumulative group effort.
- Practice listening skills, speaking skills, problem solving, and critical thinking skills during team building exercises and community improvement opportunities.

OFOF School Partnerships

The OFOF site leadership will work closely with identified school principals to collaborate homework assistance, extended learning, enrichment planning, and programming that align to the state and national standards, school requirements, and support scholars with special needs. OFOF staff will communicate periodically with classroom teachers to understand and meet our scholars' needs academically, emotionally, socially, and developmentally. Collectively, we will work on scholar success, family engagement, and shared understanding of what it takes to meet the community needs holistically.

Our Future Our Family Program Policy and Procedures

Registration

All children—K through 8 Grades (ages 5—14)—attending the OFOF After School Program must be registered with the scholar's school. All students will register to participate for the duration of the school year. The program is not designed to accommodate children on a "drop-in" or occasional basis, and any student failing to meet attendance expectations (within reason) may be asked to surrender their spot to another student. All students are welcomed to register but students with academic and behavioral need will have preference. We especially encourage special needs students or students receiving academic or behavioral accommodations to register, and we have a plan in place to ensure such students have a specialized and rewarding experience in the program. OFOF After School Program will adhere to any registration restrictions recommended by the school, including students denied registration due to pronounced behavioral or attendance problems. All participating scholars will be expected to follow the

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school's policies and procedures during the after-school program whether it be at the school or offsite.

The host school or site will manage and oversee all registration; families should kindly contact the school or site directly should a question or concern arise. All registration forms must be completed and returned to the school's designated representative by the deadline indicated on the registration form for the scholar to be considered for program enrollment.

Check-Out Policy and Change of Afterschool Plans

In the event that parents or guardians will need to check out scholars for early-dismissal, adults must come to the office with a valid photo I.D. and be at least 18 years of age. Scholars(s) may only be checked-out by those who are on the emergency cards. We will not make any exceptions. At any time during the program year, legal guardians can add or delete any names on the emergency cards by coming into the office with their valid photo ID.

TO INSURE THE SAFETY OF OUR STUDENTS, WE ARE UNABLE TO ACCEPT PHONE MESSAGES REGARDING A CHANGE OF AFTER-SCHOOL PICK UP PLANS DUE TO OUR INABILITY TO VERIFY THE IDENTITY OF THE SPEAKER AS A PARENT. IN ORDER TO MAKE A CHANGE TO PICK UP PLANS, WE WILL NEED YOU TO FAX OR EMAIL THE MESSAGE TO A PROGRAM DIRECTOR OR SCHOOL REPRESENTATIVE WITH A COPY OF YOUR DRIVER'S LICENSE. NO CHANGES WILL BE ACCEPTED AFTER THE SCHOOL DAY HAS ENDED EXCEPT IN THE CASE OF AN EMERGENCY. THIS POLICY IS IN PLACE TO ENSURE THE SAFETY OF THE STUDENT, AND WE THANK YOU FOR YOUR COOPERATION.

Transportation

Transportation arrangements will vary per school/site per session, and all details regarding transportation will be included on the registration forms. We do not guarantee that transportation will be available at all schools or sites for every program session, and in the

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event, it is not, families should be prepared to make other transportation arrangements. In the event bus transportation is available, it may be available only on a first-come-first-served basis. Families must ensure that they can comply with transportation expectations before registering their child(ren), whatever those expectations may be. Failure to pick up your child on time from the school or transportation stop, or to meet the transportation arrangements may result in the child being asked to leave the program.

When planning the transportation of your child please keep in mind that only adults over the age of eighteen who are listed on the child's registration form AND show up with a valid photo I.D. will be able to pick up a child. We reserve the right to make a decision, in the best interest of the child, to not release the child in the care of someone who is obviously intoxicated, under drug influence, or otherwise a danger to the child.

Parents are asked to kindly speak directly to the designated school representative for specific questions about the transportation policy.

Our Future Our Family Program Expectations and Behavior Plan

The following plan will be distributed to all families of program participants and enforced as a condition for registration:

Dear Parents and Guardians,

As your scholar begins working in the OFOF Program, we would like for you to understand the expectations that our staff will have and the behavior plan that will be in place for your scholar. These expectations were developed to help your scholar have a positive and successful experience with the program.

EXPECTATIONS

1. **COMPLETE ASSIGNMENT NOTEBOOK:** Each scholar is expected to show his or her updated assignment notebook to the Mentor or adult instructor. The assignment notebook should show all of the assignments the scholar needs to work on for the afternoon.
2. **BE PREPARED:** Each scholar is expected to bring homework and all resources needed to work on homework, such as handouts, textbooks, paper, pens, pencils, calculators, etc.
3. **BE RESPECTFUL:** Each scholar is expected to be respectful and kind to all staff, adult instructors, peers and property.
4. **WORK QUIETLY:** During homework time, scholars should work quietly to complete their work and if they finish early, should provide other scholars the same opportunity for a quiet work time. If homework is finished before recess or dismissal, reading or other quiet work will be provided.

To encourage these positive behaviors, we would like to reward those scholars who meet or exceed our expectations. Every day at the beginning of each session the Mentor or an adult instructor will check your scholar's assignment notebook. If it is complete, your scholar will earn a point. Also, at this time, the Mentor or an adult instructor will check that your scholar has the supplies needed to complete the homework. If your scholar is prepared, he or she will earn another point. Your scholar may also earn points for being positive, respectful and kind to staff, peers and volunteers and for working quietly. In addition, your scholar can earn points for weekly grade checks as follows: 4 points for an A+, 3 points for an A, 2 points for a B, 1 point for a C. There will be a reward day each week when your scholar may cash in points for a prize, or save them to add to new points for another prize day. Our hope is that this reward system will help motivate your scholar to do his or her best and to also feel proud about their hard work and effort.

In the event that your scholar is having a difficult time meeting the program expectations, the following behavior plan will be implemented to help create the best possible environment for your scholar and the other scholars in the program.

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BEHAVIOR PLAN

1. WARNING: If your scholar is not following the directions of a staff member, a verbal warning will be given to your scholar indicating they have a choice to follow directions or “take five” where they will sit apart from the group for five minutes. Sometimes a little break from the activity will help scholars regroup and regain focus.

2. TAKE FIVE: If your scholar continues to choose not to follow the directions of a staff member, the staff member will let your scholar know that he or she needs to take five minutes apart from the group to regroup and try again.

3. TRY AGAIN TOMORROW: If after a verbal warning and a “take five” your scholar is still not following directions, your scholar will be asked to try again tomorrow. At this point, the scholar is not working on his or her own work and has become a distraction to others trying to work. Your scholar will be sent home if you can be reached for permission. If a parent cannot be reached to give permission, your scholar will be separated from the rest of the group until the program is over. By using the “try again tomorrow” plan, we hope to create a calm and positive working environment for all scholars in the program, while assuring your scholar that he or she can come back the next day and try again.

Our goal is to provide a supportive environment for all scholars. Please be assured that every effort will be made by staff to encourage positive choices by your scholar, and all staff members hope to work with you to create the best possible experience for your scholar at the After School Program. Thank you for your support and the opportunity to work with your scholar during the _____ school year.

Sincerely,

Program Director

(please sign, detach and return)

I _____ (print name of parent/guardian) understand and support the above expectations and behavior plan for my child _____ (print name of scholar). I will direct my child to adhere to the above mentioned expectations at all times. I understand that not following these expectations can result in program dismissal.

Signature _____ Date _____

DAILY SCHEDULE AND PROJECTED DATES

Our Future Our Family Afterschool Program

Daily Schedule Monday - Thursday 2:30pm – 6:00pm

Elementary School Scholars

3:30 – 4:00pm - Arrival + Snack

4:00pm – 4:15pm - Opening Circle +

Energizer Activity

4:15pm - 4:45pm - Mentoring + Life Skills

4:45pm-6:00pm - Tutoring

6:00pm - Dismissal

Middle/High School Scholars

2:30 – 3:00pm - Arrival + Snack

3:00pm – 3:30pm – Opening Circle +

Energizer Activity

3:30pm – 4:45pm – Mentoring + Life Skills

4:45pm – 5:30pm – Tutoring

5:30pm– Dismissal

Purpose: The goal of this schedule is to first allow scholars to effectively transition from the school day to the after-school program, and to refocus their mind on the after-school objectives and goals. We open the session with an opportunity for the scholars to communicate with the group in a circle, to share exciting news, share recent developments in their life, or otherwise connect through communication. Immediately following, the energizer activity gets the scholar's excited for the program and allows them to release some energy in a fun and engaging way so they can then focus their mind on mentoring and tutoring. For the younger kids, time preference is given to academic tutoring over mentoring so the priority can be on fundamental skills that are needed for academic success. For the older kids, time preference is given to mentoring and life skills over tutoring so the scholar can prepare to transition to young-adulthood and take on new adventures such as serious relationships, getting their first job, selecting a career and applying to college. We also recognize the need for more intensive mental health engagement at this age, and that can take place in the mentoring portion.

MENTORING AND LIFE SKILLS CURRICULUM

These and other mentoring topics/life skills sessions will be taught in an age-appropriate way through engaging discussion, hands-on activities and personal artistic expression. Program directors reserve the right to add or remove topics as deemed appropriate to best meet the needs of the scholars.

| Elementary School Scholars | Middle & High School Scholars |
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| 1. Self Esteem: scholars will be taught to adopt a healthy self-image and to be confident in their uniqueness, abilities, quirks and even flaws. | 1. Self Esteem: scholars will be taught to adopt a healthy self-image and to be confident in their uniqueness, abilities, quirks and even flaws. |
| 2. Peer Pressure: scholars will be taught to identify the many different forms of peer pressure and have a plan for how to handle it as a leader amongst their peers (whether the victim or the bystander). Scholars will be encouraged to take a personal stand against negative peer pressure and to understand how it affects the lives of the victims. | 2. Peer Pressure: scholars will be taught to identify the many different forms of peer pressure and have a plan for how to handle it as a leader amongst their peers (whether the victim or the bystander). Scholars will be encouraged to take a personal stand against negative peer pressure and to understand how it affects the lives of the victims. |
| 3. Hygiene: scholars will be taught proper hygiene and how to take care of their bodies and promote bodily health | 3. Hygiene: scholars will be taught proper hygiene and how to take care of their bodies and promote bodily health |
| 4. Career Preparation: scholars will receive guidance in selecting one or more potential future careers and researching what education and investment is needed to reach that career. Scholars will be encouraged to utilize their natural talents and interests as a guide for selecting a career | 4. Career Preparation: scholars will receive guidance in selecting one or more potential future careers and researching what education and investment is needed to reach that career. Scholars will be encouraged to utilize their natural talents and interests as a guide for selecting a career |
| 5. Goal setting: scholars will be taught how to set healthy, attainable and encouraging short term goals. Scholars will also develop the ability to self-motivate. | 5. Goal setting: scholars will be taught how to set healthy, attainable and encouraging short and long term goals. Scholars will also develop the ability to self-motivate. |
| 6. Relationships: scholars will be taught how to identify and cultivate healthy relationships | 6. Relationships: scholars will be taught how to identify and cultivate healthy relationships, |

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| | as well as how to manage dating and romantic relationships. Scholars will also be taught how to identify unhealthy or abusive relationships and steps for seeking help. |
| 7. Etiquette: scholars will be taught proper speaking, sitting and table etiquette that reflects respect for self and others | 7. Leadership: scholars will be taught the definition of leadership, how to identify good vs. bad leadership, and how they can live in leadership in their daily lives. |
| 8. Self Care: scholars will be taught how to balance their week with self care including exercise, stress reduction techniques, expressing emotions, rest and relaxation, leisure activities, etc. | 8. Money management: scholars will be taught basic budgeting, checkbook balancing, saving and money management. |
| 9. Conflict resolution: scholars will be taught appropriate, healthy and respectful ways to resolve conflict in differing scenarios and environments | 9. Etiquette: scholars will be taught proper speaking, sitting and table etiquette that reflects respect for self and others |
| 10. Respect: scholars will be taught practical ways to show respect to themselves, peers, adults, authority, parents, etc. | 10. Self Care: scholars will be taught how to balance their week with self care including exercise, stress reduction techniques, expressing emotions, rest and relaxation, leisure activities, etc. |
| | 11. Conflict resolution: scholars will be taught appropriate, healthy and respectful ways to resolve conflict in differing scenarios and environments |
| | 12. Respect: scholars will be taught practical ways to show respect to themselves, peers, adults, authority, parents, etc. |
| | |

MENTAL HEALTH INTERVENTION PLAN

Scholars will be encouraged to engage in educational and recreational activities within a supervised environment. These activities are designed to enhance social skills, anger management, cooperation, and self-esteem. Scholars will participate in creative and enriching therapeutic groups and activities designed to assist each of them in developing skills and enhance their strengths to improve daily functioning at home, school and socially.

OFOF volunteers are trained to provide individual and group therapy to directly address the scholars' specific needs and help them to overcome barriers through skills and interventions.

OFOF volunteers are prepared to assist scholars with skills for ADD/ADHD, ODD, depression, anxiety and anger management. These skills will be addressed through play therapy, role play, cognitive therapy and awareness. Additional reasonable accommodations can be made as needed or as requested in order to best serve the scholar. Families are welcome to engage in their child's progress in the program by advising program staff of any special or newly developed needs as well as requesting special accommodations or session focuses. Program leaders will advise families if the request can be honored or not depending on staff and resources on hand.

PROGRAM PARTICIPANTS REWARDS AND INCENTIVES

Throughout the duration of the after-school program, program staff will offer regular rewards and incentives for exceptional achievement, good behavior, improvement and overall effort. The goal of these incentives is to offer positive reinforcement for the scholars who are working steadily to improve their academics and life preparedness in tutoring and mentoring, and also to motivate those scholars who are less-engaged in the programming to put forth more effort in to their individual growth.

Rewards and incentives will vary by school site, and are at the discretion of the site coordinator and volunteer staff. Rewards and incentives may range from special food/treats, special privileges or invitations to participate in special trips or outings.

END OF THE YEAR CEREMONY

Upon successful completion of the program, there will be a culminating awards ceremony for scholars and their families to celebrate their progress with the organization staff. During this ceremony, a keynote speaker will address, congratulate and encourage the scholars to continue in their journey towards personal and spiritual growth, all scholars will receive a participation certificate and have the opportunity to share or demonstrate what they have achieved academically or personally with their tutor and/or mentor. Scholars may also opt to prepare a group presentation that will be performed for the staff and families that depicts, in the way of their choosing, what participation in this program has meant to them.

The goal of the ceremony is to celebrate the scholar's participation in their own personal growth, to inspire them to continue the endless task of growing as a student and as an individual, and to encourage participation of new and current students in future program sessions.

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SERVICE PROJECTS

The goal of the community service portion of the program is to provide scholars with the opportunity to contribute positively to the community in which they live and grow. We aim to instill the values of service and compassion in every scholar, and teach them that everyone, regardless of socioeconomic status, age or experience, has something valuable to contribute to the world around them: themselves. By selflessly investing our time and mind towards the betterment of others and the community, we build character and exemplify unity.

PARENTAL SUPPORT SERVICES

Our Future Our Family will provide parental support to all parents of scholars served by being an available resource for additional/external services. We will communicate the status of scholars to parents, as needed or requested. Parents are always welcome to attend events.

Parental support will be provided on a case-by-case, as-needed or as-requested basis, but the following are examples of ways in which our staff will be prepared to serve the students through the parents:

- communicating recurring, worsening or potential academic issues
- communicating areas of concern that arise during mentoring including but not limited to potential suicidal ideation, destructive behaviors, unhealthy relationships and mental/emotional/physical emergencies
- providing recommendations or referrals for additional academic tutoring
- providing recommendations or referrals for supplemental mental health counseling
- providing recommendations or referrals for parenting resources

VOLUNTEER PURPOSES, POLICIES AND EXPECTATIONS

Our Future Our Family is grateful to have qualified and passionate volunteers who can provide services to the community while upholding organizational standards of excellence. The purpose of the volunteers is to serve as the hands-on representatives of the organization, working closely and regularly with the scholars to provide much-needed mentoring and tutoring services. Our faithful volunteers are the lifeblood of our organization and we are committed to providing them with a quality and beneficial volunteer experience complete with adequate training, opportunities for leadership, professional development and rewarding experiences.

Individuals that volunteer with Our Future Our Family must meet the following criteria to ensure that the organizational standards and expectations are upheld and that services are provided with excellence:

- enrolled in college or college graduate

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- able to pass a background check
- available to volunteer consistently during the program times for the duration of the school year
- have reliable personal transportation to and from the volunteer site so that they may arrive on-time
- able to work independently with students as well as with groups of students and groups of fellow mentors
- able to receive instruction and direction from site coordinators and education/outreach directors
- comply with all established policies and procedures set forth by the school hosting the program

The following is a list of the policies that govern every individual who volunteers with Our Future Our Family. The staff reserves the right to amend these policies at any time, and to enforce them with reasonable notification to the staff.

- All volunteers will register with the organization and keep current and accurate information on file with the Program Director at all times
- All volunteers will attend and complete mandatory orientation and training prior to training (see Volunteer Orientation and Training document, not included).
- Any volunteer who files a complaint regarding programming expectations, staff or mistreatment or misuse of organization resources or clients will have complete priority, confidentiality and privacy to speak with an executive until the matter is resolved.
- All volunteers will show up on time, prepared to volunteer, on their assigned dates unless they have notified their Program Director ahead of time of their planned absence.
- All volunteers will follow the law as a Mandated Reporter and report all qualifying behaviors to the appropriate channels. (see Volunteer Orientation and Training document, not included).

The following is a list of the expectations of every individual who volunteers with Our Future Our Family. The staff reserves the right to amend these expectations at any time, and to enforce new policy and procedure.

- All volunteers will present themselves and interact with others in a manner consistent with the mission and vision of Our Future Our Family. All volunteers will be appropriate and positive representatives of the organization and will uphold the values and standards set forth by the organization.
- All volunteers will follow the dress code and conduct code at all time, including but not limited to dressing in a professional and non-distracting manner and using professional, respectful, non-vulgar speech.
- All volunteers will receive and follow instruction from the Program Directors, site coordinator and other staff (paid or volunteer) of Our Future Our Family. Volunteers will respectfully express if they need clarification or assistance prior to being able to follow an instruction or meet an expectation.
- All volunteers will report any misuse or mistreatment of organization time, resources, or clients to the Program Director.
- All volunteers will do their best to remain professional and focused on serving the children for the full duration of the after-school program. Any disputes between staff need to be handled offsite, and outside of the program hours.