



# Creative Arts Time

At

Preston Hollow United Methodist Church

## Teacher & Volunteer Handbook

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## **HANDBOOK PURPOSE**

The purpose of this handbook is to provide information on policies and procedures all people involved in the Creative Arts Time at Preston Hollow United Methodist Church.

## **MISSION STATEMENT**

CAT is an afterschool program that serves the Preston Hollow community which focuses on the creative arts. Its goal is to foster an appreciation for the arts and to encourage and develop skills in the various arts in a Christian atmosphere.

CAT's philosophy is founded upon the principle that God has created each individual and has blessed each with specific gifts and graces.

CAT is committed to providing an enriched afterschool environment in which

- Children's passion for creativity is nurtured in a safe and healthy Christian environment.
- Skills are cultivated and developed in a way that promotes a positive self-image.
- Introductions to various forms of art that allow for greater appreciation of diversity and expansion of imagination.

CAT employs persons who have education or experience in working with children in group settings. Volunteers from the National Honor Societies will work according to a pre-agreed upon schedule to receive credit for the hours given to this program. All personnel belong to a team that works together to provide quality care, mentoring, and instruction for children in a church-related setting.

## **ORGANIZATIONAL STRUCTURE**

CAT is a ministry of Preston Hollow United Methodist Church. It is supervised by the Director, hired by the Staff/Parish Relations Committee and Pastor. The CAT Board and Assistant Director, along with teachers and volunteers of PHUMC and the surrounding schools, will assist in the operation of the afterschool program.

## **HIRING/VOLUNTEERING POLICIES**

All persons working with the students of CAT at PHUMC will be interviewed and approved by the Director. References will be checked and screening will include a criminal background check, child abuse registry check, and finger-printing. There are no exceptions to this policy.

All persons will receive a copy of this *Teacher & Volunteer Handbook*. They will be asked to acknowledge in writing that they received, read, and accepted the policies of CAT at PHUMC.

All personnel must submit the following forms to the Director:

1. Name and telephone number of a person to be contacted in an emergency
2. Permission for emergency treatment
3. Resume (transcripts for high school students)
4. Signed form acknowledging that you have read this handbook and will abide by the code of conduct
5. All other paperwork as required by PHUMC or TPRS

## **CODE OF CONDUCT**

No smoking, drinking, or illegal drugs are allowed on PHUMC property. Do not exhibit any behaviors that affect negatively the personnel's work performance or that negatively impact the reputation of Creative Arts Time at Preston Hollow United Methodist Church. Such behavior or actions are not tolerated and will be grounds for dismissal.

Cell phones should remain OFF during the hours of operation, 3:00-6:00. If this becomes a problem, you may be dismissed.

Being a ministry of PHUMC, all personnel are responsible for creating and maintaining a nurturing Christian environment. While working at the afterschool program, personnel are expected to be fully engaged in the activities and be willing to help in whatever is needed by the teachers.

## **HOURS OF OPERATION**

3:00 P.M. to 6:00 P.M., Monday through Friday, January through June (*Subject to change*)

## **PARKING**

You may park in the lot to the side of PHUMC that has the carport and awning.

## **CURRICULUM**

The CAT afterschool program is intended as a supplement and an enrichment to the current instruction the child is receiving in school. Every instruction time will meet the national standards for that subject. While most of the instruction will be done in group settings, opportunities will be provided for individual instruction for an additional fee (such as for piano or voice lessons).

## **SUPPLIES AND EQUIPMENT**

Purchase of supplies and equipment must be authorized by the Director. Requests for any purchase should be given to the Director in writing. Teachers will be reimbursed for pre-approved out-of-pocket expenses with receipt(s).

## **CHILDREN'S DISCIPLINE**

A positive approach to discipline is used at CAT. Teachers and volunteers should employ the following approaches: give choices; redirect the child's attention; use problem-solving techniques; natural and logical consequences; and as a last resort, employ a "time-out". No physical or emotional punishment will be tolerated. If there is a continuing problem with a child, the teacher should consult the director, who will, if necessary, consult with the parent for additional insight into the child's behavior.

A teacher should never contact a parent about a classroom problem without first discussing the issue with the Director.

## **ALLERGY POLICY**

When a parent notifies the school that the child has allergies to certain foods or environmental factors, a notice will be posted in the kitchen.

## **FIRE SAFETY AND EVACUATION**

In case of fire or explosion, CAT's first responsibility is to evacuate the children to a designated safe area. The plan for evacuation is attached to the back of this handbook. All personnel should be familiar with the plan and procedure.

## **GRIEVANCE PROCEDURE**

CAT at PHUMC is committed to providing the best possible working conditions for its personnel. We encourage frank, open discussion where any problem, complaint, question, or suggestion receives a timely response. Please have the grievance written and submitted to the Director, and a response will be available within no more than three days.

## **HOLIDAYS**

The CAT at PHUMC will be closed during these days:

DISD snow/inclement weather days  
Good Friday  
Memorial Day

Snow/Inclement Weather days are determined by the closing of the Dallas Independent School District. If DISD closes, so will CAT at PHUMC. When DISD delays opening, CAT will still hold its afterschool program. If there is a question about the closing of CAT, personnel may call the Director at home. If NHS (National Honor Society) students are commuting from a different school district and it is closed, it is the student's responsibility to contact the director as to whether or not s/he can make it to CAT.

## **ARRIVAL AND DEPARTURE OF STUDENTS**

Children who attend Preston Hollow Elementary School will be picked up by a teacher from CAT and they will walk together from the school to the church. If the student is being dropped off by someone else, we must have them be signed in by the driver or be notified what bus or van on which they will be delivered.

If any of the above circumstances change, the Director or Assistant Director will notify the personnel.

Parents and guardians are always free to pick their child up at any time. Our CAT program closes promptly at 6:00, with instruction wrapping up around 5:30. A late fee of \$1.00 per child for each minute will be charged past 6:00 p.m.. All such fees are payable to the staff member staying with the child, in cash, at the time of pick-up.

No child should ever be allowed to leave the instruction room for any reason without supervision. This is for the child's safety, and for the safety of the children participating in the Child Development Center. All children when leaving the Church property must be signed out by an authorized guardian. No child is allowed to leave the premises without confirmation by the Director or Assistant Director, even if the family is familiar. All children **MUST** be signed out by the guardian, no exceptions.

## **RELEASE OF A CHILD**

In the enrollment packet, there is a place to identify persons who have parental permission to pick up their child from PHUMC. All information on the form must be filled in: name, phone numbers, and a valid driver's license number including the relationship of that person to the child.

## **ILLNESS AND INJURY**

When a child comes to CAT at PHUMC, the child should be well enough to fully participate in an active creative arts program. This may include singing, dancing, acting, painting, cooking... etc.

If a child is injured or becomes critically ill while at CAT, we will contact the parent immediately. The parents' wishes concerning the treatment of their child will be honored; however, in case of an emergency, we will not hesitate to call 9-1-1. PHUMC is close to both Presbyterian and Medical City Hospitals. Preliminary first aid will be administered, when necessary, by a staff member.

Minor injuries and illnesses will be handled on an individual basis. Parents will be notified of these by an Incident Report. Minor first aid is always used in these cases, typically soap and water, an ice-sponge, a band-aid, and always administered with a hug.