
Lee County Youth Center

Student and Parent Handbook

2019-2020

Jackie Handrick, Director

979-542-4100

Leecountyouthcenter.com

leecountyouthcenter@gmail.com

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Standards of Care

Lee County Youth Center

2019 – 2020

The Lee County Youth Center was formed by a group of volunteer community members with the goal of providing quality, safe activities for youth. The LCYC exists mainly on donations grants. We do charge a minimal tuition to children enrolled in our program. We are a NON-PROFIT organization that operates with volunteers and a few paid part time paid staff, including high school and college age students. We are under the direction of a volunteer board of directors that meet bi-monthly. Board president is Reverend Chris Harrison. The LCYC is not a licensed day care facility, so our program is not licensed or regulated by the state.

We strive to provide engaging activities in a safe environment after the school day and scheduled during summer months. Our center is now temporarily located at the First Presbyterian Church while we are raising funds for a new building after our former building was closed on July 2019 by GISD. The program is fully insured and our facilities have been inspected and are fully up to code for building operations. We can currently serve up to 65 students (We will be able to serve over 100 when we have a new facility) in this location. We strive to keep our staff to student ratio to 1:15 or smaller. Students from kindergarten to 8th grade enroll in the program. Each area of the building is monitored by a staff member or volunteers and now currently include activities, games, computers, homework, recreation, movies, Legos, music, snacks and more. We have use of Eleanor Cottage across the street and several offices in the Knox building next door. We also have use of a vacant lot on Grimes Street and parents must sign a hold harmless agreement so that they can safely participate. (see attached)

All staff and volunteers pass a criminal background check before they can work with our children. We also strive to have staff and volunteers trained in CPR and first aide. First aid kits are available throughout the building.

Any parent concerned may address Director, Jackie Handrick, Who is onsite daily supervising the program. You may make an appointment by coming to the youth center or by calling 979-542-4100 or emailing us at leecountyyouthcenter@gmail.com.

Parents and guardians are welcome to visit the center, please stop and check in at the front desk. You will need your drivers license scanned if you plan to walk through the facility.

Daily Schedule of LCYC

Doors open at 3:00 p.m. and elementary students are brought by bus from the Giddings elementary school. Busses from GISD and private Lee County schools bring students daily, but parents and guardians must make arrangements for bus service to the LCYC.

While we are at First Presbyterian Church, students enter the building and are welcomed by staff and then are seated and served a nutritional snack. GES students then have the opportunity to work on homework or participate in other activities in the buildings or across the street at the Chamber of Commerce yard area. We are also providing computer access next door at the Knox Building. Students are always accompanied by a high school staff member. We will also have access to a vacant lot one block down on Grimes street where, weather permitting, we will have outdoor play on certain days.

Homework.

Lee County Youth Center strives to help each child become a responsible student. We offer homework assistance each day. Please encourage your children to participate in homework time. You are welcome to speak with our director and ask that your children complete homework at LCYC. We also offer reading time as well as educational games.

Attendance

We hope your child will be at LCYC each day after school. We understand if they are sick and we appreciate you letting us know if you can.

Dress Code

We follow the same basic dress code as all Giddings schools.

Expectations of behavior

LCYC staff and volunteers expect appropriate behavior from all LCYC students. We follow the same code of conduct that all of our local schools follow. We do not allow weapons, fighting, foul language, bullying or threatening conduct. If your child makes poor choices, you will be contacted and he or she may be suspended or even expelled from LCYC. Written notices and phone calls will be made to parents or guardians in the event of any serious disciplinary issues.

It is our goal to make sure that students understand our expectations and make positive choices every day. We want students to enjoy being with us at LCYC. We

make every effort to guide them, mentor them and help them to learn the value of making good choices and being exemplary citizens.

LCYC must be a safe place for all of our children, so we ask that YOU remind your child that attendance at LCYC is a privilege!

Cell phones are not needed during the activity times at LCYC. If your child has a cell phone, we ask that they keep them at home and not bring them to LCYC. We understand that you may want to communicate with your child while they are at LCYC and if this is something that you need to do, we ask that you call the center at (979)542-4100 and communicate with Mrs. Jackie or one of our other staff. We cannot be responsible for cell phones at LCYC. If your child does bring a phone and is using it during the activities at LCYC we will take it up and keep it until he/she is picked up by a parent or guardian. After one warning, we will charge parent/guardians \$10 to pick up the phone. LCYC can not be responsible for students unauthorized activities on cell phones while at LCYC. Remember your child is at LCYC to engage in activities with other students, staff and volunteers and a cell phone is not needed.

Permission for photographs – On your enrollment form, you may opt out of having your child’s photograph while at LCYC used publicly. We love to publicize the wonderful activities at LCYC and will often take pictures of our students engaged in activities. We post these photos both on our webpage (leecountyouthcenter.com), on facebook and occasionally in local newspapers. If you do NOT want your child’s photos used you must let us know by signing NO on your enrollment form.

Safety and first aid – We strive to keep all of our children safe while at LCYC. We know that we will have the occasional slip or bump and we do keep a first aid kit and ice packs on hand. We can not give medicine to children, so please keep your child at home if they are sick or need to take medicines at the time they are at the LCYC. Many of our staff have had CPR and First Aide training, but we will call parents/guardians FIRST in case of any accidents. We will also call 911 in the event of a serious mishap. We do not have a nurse on staff. Please make sure you inform us of any special needs that your child may have. ALL food allergies do require a note from your **Doctor**. You must include this information on your enrollment form. Please make sure we have current cell phone and work numbers. If your child has any food allergies – **WE MUST have a doctor’s note to make sure we do not serve these foods to your child.**

All Volunteers and guests to the LCYC must sign in with a photo ID/ drivers license at the FRONT desk. We use the Raptor system, as do all GISD schools. Volunteers must be approved and attend training before volunteering at the LCYC.

Snacks Daily – Each day all LCYC students are offered a light, healthy snack that may include a fruit. These are free to all students at the LCYC. IF your child has allergies please make sure these are listed on the enrollment form and YOU have sent a DOCTORS note to confirm food allergies.

ALL LCYC students will be in the snack area together each day between 3:15 and 3:30. Snacks may also be purchased from our snack bar **on Fridays** each week. Snacks at the snack bar cost from .25 to \$1.00 and your child must bring his/her own money and must be responsible for this until snack time. We discourage LCYC students from purchasing snacks for other students, so please only send enough money for YOUR child. (No more than \$1.00 a day) We will not be responsible for lost or stolen money. Now at FPC we may not always have extra snacks.

Snacks at the snack bar will include popsicles, pickles, popcorn, Gatorade, ice cream snacks and several other items. We will post a menu and price list each day as items are offered. AGAIN, LCYC students will have a small, free snack provided EACH day, but may choose to purchase additional snacks or bring snacks from home.

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Handbook Form

2019-2020

I, _____ (name) have been given a copy of the LCYC handbook and have read the handbook and explained it to my child. I understand and agree that my child and I will follow the guidelines listed in the handbook.

Signature of parent or guardian

Date

Student name (s)