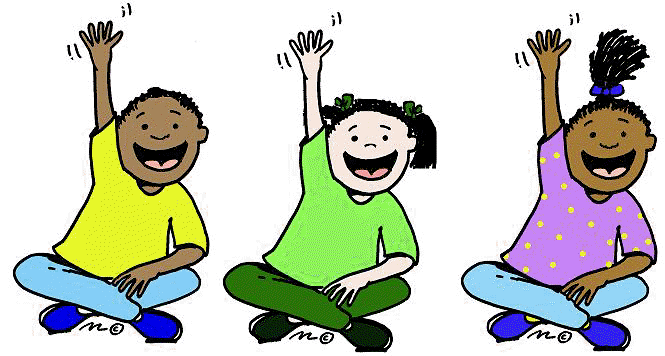
This program is funded by the TN Department of Education 21st CCLC Federal Grant Program

TRENTON HOUSING ENRICHMENT PROGRAMS

PARENT AND STUDENT POLICY HANDBOOK

PROGRAM POLICIES FOR 2024-2025



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| TRENTON HOUSING ENRICHMENT PROGRAMS  **Program Staff**  **Charlotte Doaks – Program Coordinator**  Program Specialists  Terri Bolden  Myranique Ganaway  Sharon Lee  Clintonisha Moore |

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Program Director: Rhonda Casey

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| **Page** | **Topic** |
| 4 | Program Goals  Program Schedule |
| 5 | Purpose  Enrollment |
| 6 | Equal Opportunity  Participants  Computer Access  Recreational Activities |
| 7 | Special Programs and Events  Attendance – Absenteeism  Transportation |
| 8 | Reporting Problem with Program  Cost of Program  No School/Early Dismissal  Snacks  Dress Code |
| 9 | Behavior/Discipline  Praise/Encouragement  Medication and Health Issues  General Policies  Curriculums |
| 10 | Parent Requirement  Disenrollment  Pre Enrollment  Parent copy of Signature Page |
| 11 | Media release  Comptrollers Hotline Number |
| 12 | Reporting Child Abuse |
|  |  |
| 17 | Human Trafficking |
| 18 | **Signature Page to be returned to THA Program Staff** |

**THA Afterschool and Summer Enrichment**

***Our goal is to increase the student’s knowledge academically,***

***socially and professionally. We will help to build strong morals***

***and life skills that can be used from this day forward and***

***be regarded as a respectful and caring person.***

The objective of Trenton Housing’s afterschool and summer enrichment program is to provide, at little to no cost, a structured, innovative opportunity for children ages 5 – 15 enrolled in Trenton Special School District to have access to learning academic subjects through creative processes unlike that of traditional after school tutoring.

The staff works with the Trenton Special District school staff to ensure each student is given the appropriate academic assistance needed to perform better in school. The program is designed to keep students interested and active while promoting the safe and healthy development of students. It is structured and requires discipline. Parents are encouraged to be a part of the daily routine by helping to reinforce the subjects taught.

With the balance of academic development, community awareness, physical recreation and health education and nutritional support, children will learn the importance of making good decisions, accepting personal responsibility, developing their physical and mental potentials, and excelling in all things they encounter. That is our goal, to guide students into becoming model citizens

**Trenton Housing Authority Afterschool and Summer Enrichment Program**

**(THA AFTERSCHOOL AND SUMMER PROGRAM) Policies and Procedures**

The purpose of this handbook is to inform parents and students of the requirements and expectations of the afterschool and summer program.

**Program Schedule:** The afterschool segment of the program operates Monday-Friday from 3:00- 5:30 p.m when Trenton Special School District Schools are in session. Activities for family enrichment and engagement will be offered periodically throughout the year. Parents are strongly encouraged to attend a minimum of two events with the THA afterschool each year. Special consideration may allow additional tutoring from 5:30 pm until 6:00 pm on specified days. Should your student need additional tutoring please arrange it through the program coordinator, Charlotte Doaks.

The THA Summer Camp will operate 9:00 am until 3:00 pm through designated weeks of the summer months. Lunch and snacks are provided during the summer program.

**Purpose**: The goal of the THA AFTERSCHOOL AND SUMMER PROGRAM is to provide extended learning and enrichment for students to improve their opportunities for academic success. The program’s purpose is to keep students engaged in mastery of academic content, vocabulary, building back ground knowledge, and increasing parental involvement.

**The program is NOT just a homework Assistance only program.** The Program has been redeveloped toinclude safety precautions. Students will participate in drills for Fire, Tornado, Earthquake and will be required to follow other safety precautions during seasons of extreme covid, flu or other socially contractable illnesses. The program will be divided into segments which are as follows:

Reading/Homework – age-appropriate work will be provided to enhance the student’s reading levels and offer more comprehensive, individualized homework assistance for the Math, English, Language Arts and Reading academic requirements.

Steam Activity – STEAM – Science, Technology, Engineering, Art and Mathematics – this will give students the ability to learn using interactive and creative methods. These activities will increase students’ knowledge and allow them to compete with students from different parts of the world. Students will learn to solve problems, find and use evidence-based information, collaborate on projects, and think critically.

Creative Art - activities will engage the student’s imagination and include activities such as art, dance, drama, puppetry, and music. The activities stimulate and help students cultivate their abilities across virtually every domain, and they are open-ended activities, fostering flexibility of the mind.

Math/Homework: Students will work with Mathematical assignments relevant to the work being conducted in school. Homework assignments in Math will be addressed and reiterated to help students understand the assignment and perform it without assistance. Parents are urged to review all homework assignments and assist the student with completion if they are unable to complete it during the afterschool program.

Computer/Virtual Learning: Computer learning will enable students supervised time on the computer to research information for homework projects and to enhance academic skills using educational challenge games. It will also aid in completion of homework assignments where information is needed that is not readily available. Virtual and Distance learning opportunities will take place to enhance and engage students in the world outside of Gibson County.

Handwriting Practice Activity/Physical Exercise – Students will practice handwriting to improve ease of writing and ensure it is clear and legible. Structured, organized physical activity will be provided which has proven to be essential in both physical and mental capabilities.

Summer Camp is designed to offer field trips and outings along with activities to help in elevating academic knowledge to bridge the learning gap which occurs when students are out of school. These activities will be designed to help students retain knowledge. Academics are used at a minimum but are available to enhance reading skills, math skills and writing skills. Hands on learning will be used which include Science; technology and math helping students achieve better grades in the upcoming year.

**Enrollment:** The THA AFTERSCHOOL AND SUMMER PROGRAM is designed to meet the needs of families with students in the Trenton Special School District boundaries ages 5 – 15yrs. This includes students who may not be enrolled in Trenton Schools but are homeschooled through an accredited source. Enrollment forms are available at the Phelan Education Center, 404 South Lexington Street or at Trenton Housing Authority Main office at 128 Burnett Drive from 8:00 am until 4:30 pm. Parents are encouraged to be an active participant of this learning process and may visit the center at any time simply by notifying the staff. A staff member will escort the parents while on the premises. The THA Afterschool and Summer program is funded through the Tennessee Department of Education, 21st CCLC Federal Funding.

Students are not required to pay a fee for this service. The 21st CCLC Grant was submitted by Trenton Housing Authority who serves as the fiscal agent. The program activities and supplies are funded through grants, corporate and organizational gifts and private donations.

**Equal Opportunity**

The THA Program provides equal opportunities to all qualified students based on program availability without regard to sex, race, ethnicity, or religious affiliation. With limited space at the Robert Sidney Phelan Education Center there may be times when students cannot attend due to the number of students already enrolled.

**Participants:** The 21st CCLC funding was written to serve students needing extra help in order to meet their potential. It focuses on improving grades and behavior and is open to Trenton Housing Authority residents, students performing under grade level potential and low-income students in the surrounding community who meet eligibility requirements. Priorities are given to low-income students who are failing in one or more subjects, receive free or reduced lunches, are at risk of failing due to behavioral/conduct problems and those who need specialized tutoring. There is a maximum enrollment that must be maintained. The program provides professional academic services to students. This includes homework assistance, academic skill building activities, character building, prevention programs, test preparation, and other support essential to improving academic performance. Professional, qualified Program Assistants work to supervise, provide programming and support students. Students will receive assistance ensuring they fully understand their homework assignments. The student is required to inform the staff of their homework assignment and should ask for assistance if needed. Parents are encouraged to share any academic needs their child may have with support staff. Student performance will be monitored and used to ensure all requirements of the grant program are met. All parents will have access to the staff’s credentials and their student’s information upon request.

**NOTE: During Afterschool, Program Assistants are not required to complete the entire homework assignment at the THA Program. Other activities are scheduled and students may need to complete their homework at home.**

**Computer Access**: Students will have computer access with internet capabilities. Internet browsing will not be allowed without program assistant supervision and approval. Computer programs and software will be used to enhance academic skills and will not be used to access social networks or other non academic related sites. The computers may be used for homework assignments, research and academic enhancement. Students will be trained in computer safety and acceptable, safe and proper ways to access the internet. They will be taught the dangers of posting personal information on the internet. All internet access will be monitored. Students must complete an internet safety course prior to opening and utilzing internet services. **(Note: Computers may be upgraded for this school year. They are not available for personal use)**

**Recreational Activities** Students will be expected to participate in a minimum of 60 minutes per week of structured exercise. The program will offers special emphasis on physical activity and cardio energy bursts. Students will be involved in team sports, relays, exercise programs and walking activities to promote good health. Some activities may be held in conjunction with other community events.

**Special Programs and Events** Students may participate in special events/presentations and field trips. If difficulties have occurred and leaving the site may potentially pose a security risk, the student may be ineligible to attend an offsite program. Students may be offered the opportunity to enroll in 4- H or other camps which would include overnight experiences for qualified students. Information regarding field trips and special events that require travel will be given to each parent/guardian prior to the event.

**Attendance**: Students who enroll are expected to participate in the program regularly. Student who miss may lose their active status. Their vacant spot will be reassigned to a student that can participate on a daily basis. Four consecutive unexcused absences or a total of eight days of unexcused absences will result in expulsion from the program. Excused absences include such things as sports practice participation, going to the doctor, etc. A component of the grant funding evaluation is daily attendance so it is important students attend regularly. Attendance will be checked each day (snack is provided through the Department of Human Services CACFP and meets nutritious guidelines). At the appropriate time, students go to their assigned class areas.

**Absenteeism** For children who are enrolled but will be absent that day, the parent must notify the site office prior to the day the student will be absent from the program. Call or text 731-855-1886 or email [Rhonda@trentonhousing.org](mailto:Rhonda@trentonhousing.org). This is the only way we can assure your child has not been abducted, gotten on the wrong bus or for some reason did not show up where you, the parent thought they were.

**Transportation:** Transportation is NOT provided by Trenton Housing for the after-school and summer enrichment program. The Trenton Special School district will allow students to be transported to the Phelan Education Center by afternoon buses while school is in session. Parents of children in the after-school program must arrange transportation for their children after the program ends at 5:30 pm. When a student is picked-up, parents or their designee must sign-out children at pick-up time. Only those authorized to pick up a student will be allowed to transport the child. Students must be picked up on time. THA strongly encourages students to remain at the program for its entirety each day. There are no funds to pay staff overtime waiting for you to pick them up. Continuous late pickups could result in the student being disenrolled out of the program. Every effort should be made to work out transportation issues before it becomes a problem. Student will NOT be released to any parent, caregiver or authorized person to pick up the student if it is believed they are intoxicated or acting erratically by the staff.

**The Trenton Special School district bus system** will provide transportation for students enrolled in THA AFTERSCHOOL at the Robert Sidney Phelan Education Center while school is in full session. Parents are responsible for picking their child up after the program ends and signing their student out. The program will operate during the academic year from: **3:00 pm – 5:30 pm additional tutoring 5:30 – 6:00 available with appointment.**

If a child is not picked up by 5:30 pm, and no contact has been made with the program, the child will be taken to the Trenton Police Department to wait for the parent.

Summer Camp transportation is the responsibility of the parent. Camp begins at 9:00 am and ends at 3:30 pm. If a child is not picked up by 3:30 pm, the student will be taken to Trenton Police Department to wait for the parent.

To Report a Problem or Voice a Concern, Please contact the Program Coordinator

Program Contacts

**Program Coordinator**

Charlotte Doaks

855-1886

**Program Director**

Rhonda Casey 855-1231

Rhonda@trentonhousing.org

Mailing address:

128 Burnett Drive

Trenton, TN 38382

**Cost** - There is no cost this year for students to attend the after-school program or participate in any THA AFTERSCHOOL AND SUMMER PROGRAM sponsored activity, but we expect regular attendance and for the student to be well-behaved. Program funding is through the Tennessee Department of Education 21st Century Community learning Center Grant Program.

Summer Camp Program is free to those who attended the afterschool program the same year.

**No school /Early dismissal**: If there is no school or school closes early for any reason (flooding, snow, etc.), there will no after-school program. Parents (or designee) will need to pick their children up from school and /or direct them to an alternate plan (like riding the bus home, etc.). Parents need to have a plan in the event of a special school release. No Full Day at School-- No Afterschool Program.

Trenton Special School uses an automated calling service to notify parents of special announcements regarding early closing. Always make sure the school and the THA Afterschool and Summer Program has an updated address and contact number for each participant. The automated system usually calls the home number of the student; if parents wants it to call a different number, they must notify the school office.

**Snacks**: Children in the After-School/Summer Program will be provided a nutritious snack in accordance with the State of Tennessee Child and Adult Care Food Program. Those participating in the Afterschool Segment will receive a nutritious snack. Those who participate in the Summer Segment of the program will receive a lunch and two snacks. Parents need to notify staff in writing of any food allergies or other health concerns.

**Dress Code**: Participants will follow their school’s dress code. Tennis shoes and/or strapped sandals are recommended due to safety reasons. During the Summer Segment students may wear shorts and T-shirts with appropriate footwear.

**Behavior/ Discipline:** The THAAfter-School and Summer programs are sites designated for academic instruction and physical structured play in a relaxed, stimulating atmosphere. Appropriate manners and social behavior is expected. Students will respect other students, all adults, all teachers and all after-school staff. After-School staff must respect students/parents and any inappropriate incidents or concerns reported to Site Coordinators, Charlotte Doaks at 731-855-1886 or Program Director, Rhonda Casey at 731-855-1231.

Fighting/Bullying will NOT be tolerated in any form and can cause immediate suspension. Being respectful of others is a key component of after-school programming whether it is student to student or teacher to student or student to teacher

For minor cases of student misbehavior, students will be given a verbal warning first, followed by a written warning or a call to parents for the second offense. The third offense can result in suspension. Corporal punishment (paddling, spanking – any type of bodily pain inflicted as punishment), humiliation, threatening, or physical consequences are NOT used in after-school and summer programming.

Time-out, loss of free-time, and counseling are examples of discipline used. Discipline MUST be reasonable, appropriate, consistent, and in terms the participant can understand. Continued disciplinary concerns may result in a student being ineligible for offsite educational opportunities and a referral to a behavioral therapist may be issued.

**Praise and encouragement must be a mainstay of programming.**

Program Staff will focus on positive not negative behaviors. They will celebrate students for good behavior.

Special privileges such as handing out snacks, helping to grade papers or leading the class may be used as incentive for students to behave in a mannerly way and develop leadership skills

**Medication and Health Issues:** Students should not have any type of medicine with them. – Parents of children who are required take medication after school must discuss the situation with the Site Coordinator, Charlotte Doaks and have an authorization to administered medication on file at the site. The parent should list any medical or health concerns on the application. Permission to treat is implied upon signing the application for participation.

**General Policies**:

All policies of the school are reflected in the after-school programs:

• Training drills (fire, tornado, and/or lockdown) will be conducted periodically for safety reasons.

• Parents will be notified of any non-educational videos or DVDs shown.

• Safe at Last (teaches appropriate measures to resist stranger danger and sexual predators)

**Curriculum:** The after-school program will use curriculum from the core subject areas. Math, Reading, Science, and English language instruction are the focus but students will have access to physical activity, arts and crafts, computers, etc. Nutrition, personal safety, health, creative arts, computer, and physical activities will also be incorporated in the planning of activities.

**Parent Involvement**

**Parents are encouraged to attend a minimum of two Parent Nights where important topics will be discussed (program explanation and expectations, training on child abuse, presentation of childcare rules, and a Parent Handbook presented.) Also look for important information on Display Board.**

**Disenrollment**

To remove your student from the program, please meet with the Site Coordinator, Program Director or Program Assistant at the after school location to complete a disenrollment form.

**Pre-Enrollment Meeting**

A pre-enrollment meeting is required prior to your student attending the program. This will be conducted when the application is turned in to the program and accepted. You will be notified at the time of this meeting of start date and time.

**TO: PARENT**

By signing this form and returning it to the Trenton Housing After School and Summer Enrichment program you are confirming that you have received a copy of the student handbook/policies and childcare licensing summary. You verify that you are aware that you have access to your child’s records at all times and that all staff members have been screened and have training and experience to perform their assigned duties with the program. Program Staff credentials may be viewed by any parent upon request. All student information will be held confidential. Parents may view their child’s progress at any time simply by requesting information from the staff. You understand that students are monitored and are expected to participate in homework assistance and skill building and recreational activities. Enrolling your child verifies they are up to date on all immunizations and that all health related documents may be found at the Trenton Special School District. A copy of “How to report Child Abuse” is attached.

Evaluations methods include pre and post surveys, grade monitoring and discipline changes. These will be conducted to ensure program compliance. Parent meetings will be conducted to share concerns and information regarding the student’s progress and to provide education for the parent in areas of child development and parenting strategies. We encourage all parents to attend these meetings. This program offers equal opportunities for all students who attend Trenton Special School District and who are within the age and grade level provided by the Program. Other information will be given to you as it becomes available regarding rules and regulations, changes or additions to the program and pertinent information that may affect the program.

Please update the information provided to the program immediately

should anything change such as cell phone, home phone or address.

Please sign signature page and return to program- Keep the remainder of the policy for your reference.

Parent Signature Date

**NOTICE:**

THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER’S TOLL FREE HOTLINE: **1-800-232-5454**

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| --- | --- |
| Media release | |
| Please read before signing the application I understand that Robert Sidney Phelan Education Center (“Phelan Center”), is the location of the Trenton Housing Authority Programs (“THA”) a nonprofit academic enrichment organization that includes music education based in Trenton, TN, promotes its programs through its websites, brochures, newsletters, annual reports, press releases, and other formats. For good and valuable consideration, the receipt and sufficiency of which is hereby expressly acknowledged, I agree as follows: | |
| I hereby grant permission for me/my child to be interviewed, photographed, filmed or otherwise have my/their name, image and/or voice recorded by THA Program at the Phelan Center or by any news media organization or for any promotional purpose that the directors of THA Program at the Phelan Center deem appropriate. Whether it be in connection with classes and activities supported by THA Program at the Phelan Center during the 2020-2021 school year or special events presented at the Phelan Center and/or in connection with the participation of a songwriter/performer/instructor. | I hereby grant to the THA Programs at the Phelan Center and its licensees and partners the perpetual right to use my/my child’s name, image, likeness, voice, musical performances, musical compositions, recordings, and/or words (through, without limitation, photographs, oral statements, written correspondence or artwork) (collectively, the “Materials”) in any and all of its publications, websites or other promotional material or outlets, in all media now known or hereafter developed, including (but not limited to) website and social media portals, without payment or any other compensation of any kind. |
| * I understand and agree that the above-noted Materials will be deemed works made for hire for the THA Program at the Phelan Center, as that term is understood under United States (and any other applicable country’s) copyright law, and becomes the property of THA Program upon inception and will not be returned. In the event such Materials are not deemed works for hire, they will deemed irrevocably transferred and assigned to THA Program at the Phelan Center by this agreement. In addition, I waive the right to inspect or approve the use of any finished product that includes the Materials, including but not limited to written or electronic copy. | I hereby irrevocably authorize the THA Programs at the Phelan Center to edit, alter, adapt, copy, exhibit, publish or distribute any Materials for purposes of publicizing THA programs at the Phelan Center’s or for any other lawful purpose. Consequently, on my behalf and/or on behalf of my child, I forever waive (to the fullest extent possible) so-called “droit morale” or “moral rights” of authors. |
| * I hereby hold harmless and release and forever discharge THA Staff and its licensees and partners, and their respective officers, directors, and employees, from all claims, demands, and causes of action which my child and/or I, my heirs, representatives, executors, administrators, or any other persons acting on my/our behalf or on behalf of my estate have or may have by reason of this authorization or THA’s Programs at the Phelan Center’s use of the Materials.   **With my signature on the application, I hereby certify that I am the adult participant/parent or guardian of the child/children, named above, and do hereby give my consent without reservation to the foregoing.** | |

**TENNESSEE**

**Reporting Child Abuse and Neglect**

Trenton Housing After School Program

The Department of Children's Services responds to over 37,000 reports of child abuse and neglect a year. Every day, more than 100 children are reported abused or neglected in Tennessee. The Child Protective Services division strives to protect children whose lives or health are seriously jeopardized because of abusive acts or negligence. This division also supports the preservation of families.   
The department practices risk-oriented case management in order to help protect children. These are some of the caseworker’s major areas of responsibility:  
� Investigating referrals of child abuse or neglect � Identifying the risks that contributed to the abuse or neglect   
� Delivering appropriate services to reduce risks � Evaluating the success of the intervention   
� Continuing services, if necessary � Closing the case or reuniting the child/children and family

[**What is Abuse?**](http://tennessee.gov/youth/childsafety/whatisabuse.htm) **To report abuse or neglect: 1.877.237.0004**

Child abuse and neglect occurs when a child is mistreated, resulting in injury or risk of harm. Abuse can be physical, verbal, emotional or sexual.

**Physical Abuse** is non-accidental physical trauma or injury inflicted by a parent or caretaker on a child. It also includes a parent's or a caretaker's failure to protect a child from another person who perpetrated physical abuse on a child. In its most severe form, physical abuse is likely to cause great bodily harm or death.

**Physical Neglect** is the failure to provide for a child's physical survival needs to the extent that there is harm or risk of harm to the child's health or safety. This may include, but is not limited to abandonment, lack of supervision, life endangering physical hygiene, lack of adequate nutrition that places the child below the normal growth curve, lack of shelter, lack of medical or dental that results in health threatening conditions, and the inability to meet basic clothing needs of a child. In its most severe form, physical neglect may result in great bodily harm or death.

**COMPLAINT HOTLINE: (LONG DISTANCE) 1-800-462-8261**

**Trenton Housing Authority Safety Precaution Policy**

* ***Do not send your child to the afterschool program if they have symptoms of being ill or they have been ill in the past 48 hours!***

The Trenton Housing Authority Afterschool and Summer program is an essential part of our community. Our Programs have been an important part of our community and we will continue to modify our services to support youth, families, and communities. The THA Program staff will:

* Provide safe, enriching activities for students
* Provide free snacks daily
* Offer virtual programming to keep students and parents actively, engaged and learning
* Find new ways to stay connected with students, and to support families with resources on food assistance, unemployment, healthcare, and more.

The THA program is planning a strong and healthy start to the 2024-2025 school year. THA is concerned for our students, and how they were affected by the Covid pandemic. In afterschool, they get time with friends and mentors, hands-on learning, creative enrichment and expression, a chance to lead, explore and create without stress. We fear that the opportunity gap we were helping to close is widening. Students will need expanded support to emerge from this crisis strong, resilient, and hopeful - and we’ll be there to help them do so.

Students in Grades K – 8 are allowed to participate in the THA afterschool Enrichment program. Staff will work to minimize any risk of infection and/or transmission of any virus. They will manage this risk by putting in place the protective measures as outlined in this guidance, for example, when necessary, requiring all students to wear a face mask, wash hands frequently and use hand sanitizer.

We recognize the important role after-school settings play in providing enriching activities, giving children the opportunity to socialize with others outside their household and promoting their wellbeing. We also recognize the importance of these settings in providing additional academic support particularly for the younger students who are building their educational foundation.

**Equality**

The THA Program provides equal opportunities to all qualified students based on program availability without regard to sex, race, ethnicity, or religious affiliation. With limited space at the Robert Sidney Phelan Education Center there may be times when students cannot attend due to the number of students already enrolled.

**Communicating with Parents**

THA will communicate plans for reopening to parents, including new safety measures that have been put in place to reduce the risk of infection and transmission of any virus. THA Staff will:

* use technology to communicate with parents and care givers digitally where possible.
* tell parents, visitors, or vendors not to enter the program building if they are displaying any symptoms of illness.
* make clear to parents that they cannot gather at entrance doors.
* Work to engage parents and students in education resources such as educational internet sites or packets

The THA Program will send parents/legal guardians regular newsletters or communications regarding the prevention efforts.

**What is Human Trafficking?**

What human trafficking is, and isn’t

Human trafficking is the business of stealing freedom for profit. In some cases, traffickers trick, defraud or physically force victims into providing commercial sex. In others, victims are lied to, assaulted, threatened or manipulated into working under inhumane, illegal or otherwise unacceptable conditions. It is a multi-billion dollar criminal industry that denies freedom to 24.9 million people around the world.  Please scroll down to learn more about what constitutes the crime of trafficking. We hope this information is useful to you. Please note that the staff of the National Hotline is focused on assisting victims and survivors and is not available to answer more general questions about their work or about human trafficking generally for research or other purposes.

Who is vulnerable?

Human trafficking can happen to anyone but some people are more vulnerable than others. Significant risk factors include recent migration or relocation, substance use, mental health concerns, involvement with the children welfare system and being a runaway or homeless youth. Often, traffickers identify and leverage their victims’ vulnerabilities in order to create dependency.

Who are the traffickers?

Perpetrators of human trafficking span all racial, ethnic, and gender demographics and are as diverse as survivors. Some use their privilege, wealth, and power as a means of control while others experience the same socio-economic oppression as their victims. They include individuals, business owners, members of a gang or network, parents or family members of victims, intimate partners, owners of farms or restaurants, and powerful corporate executives and government representatives.

How do traffickers control victims?

Traffickers employ a variety of control tactics, the most common include physical and emotional abuse and threats, isolation from friends and family, and economic abuse. They make promises aimed at addressing the needs of their target in order to impose control. As a result, victims become trapped and fear leaving for myriad reasons, including psychological trauma, shame, emotional attachment, or physical threats to themselves or their family.

**What You Can Do?**

**If you suspect someone is being held against their will and used to provide sex or who are living in fear. Report it: Call 1-888-373-7888 or text 233733 and get them some help!**

**Signature Page for Parents to return to THA AFTERSCHOOL AND SUMMER PROGRAM**

**TO: PARENT/LEGAL GUARDIAN**

By signing this form and returning it to the After School program you are confirming that you have received a copy of the student handbook/policies and childcare licensing summary. You verify that you are aware that you have access to your child’s records at all times and that all staff members have been screened and have training and experience to perform their assigned duties with the program. Program Staff credentials may be viewed by any parent upon request. All student information will be held confidential. Parents may view their child’s progress at any time simply by requesting information from the staff. You understand that students are monitored and are expected to participate in homework assistance and skill building and recreational activities. Enrolling your child verifies they are up to date on all immunizations and that all health related documents may be found at the Trenton Special School District. A copy of “How to report Child Abuse” is attached.

Evaluations methods include pre and post surveys, grade monitoring and discipline changes. These will be conducted to ensure program compliance. Parent meetings will allow parents and staff to share concerns and information regarding the student’s progress and to provide education for the parent in areas of child development and parenting strategies. We encourage all parents to attend these meetings. This program offers equal opportunities for all students who attend. Students must be enrolled in Trenton Special School District and within the age and grade level provided by the Program. Other information will be given to you as it becomes available regarding rules and regulations, changes or additions to the program and pertinent information that may affect the program.

**Please update the information provided to the program immediately**

**should anything change such as cell phone, home phone or address.**

Parent Signature Date

**NOTICE:**

THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER’S TOLL FREE HOTLINE: **1-800-232-5454**

**Media Release**: Photographs and video may be recorded during this program and special events held. This application authorizes your child to be in the photos and videos to further the goals of the LEMAC program. No photos will be sold or given to anyone other than the responsible party. Please turn in a written statement to the Program Coordinator if you do not want your child’s photo taken and posted in local media or on social network for program.

**Please sign, date and return to the program staff upon enrolling your student.**