

THE LEADERSHIP PROGRAM



FAMILY HANDBOOK

WELCOME TO OUR PROGRAM

2025 / 2026

Welcome & Basics

OUR MISSION

“To establish a high-quality enrichment program for diverse and deserving students and families in community school district 18.”

TLP CONTACT INFORMATION

To maintain a culture of open access, if you have any problems or questions that the Community School Director cannot answer, feel free to contact the management of The Leadership Program:

Matt Flynt

Director of Programmatic Initiatives

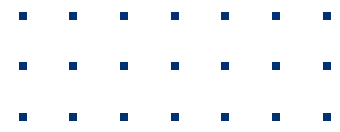
mflynt@tlpnyc.com

You can find us on the web at:
www.tlpnyc.com



Ms. Lydia
Community School Director
Mr. Robbie
TLP Teaching Artist

Vision and Goals



Vision



The purpose of implementing the City Tax Levy Grant is to improve the lives of our students by nurturing their minds, bodies, and spirits through programs that incorporate independent learning, tutorial, and enrichment activities. The program also offers a safe and structured environment where students can develop self-confidence, build social-emotional learning skills, and encourage success in all areas of their lives: at home, at school, and in their communities.

Goals



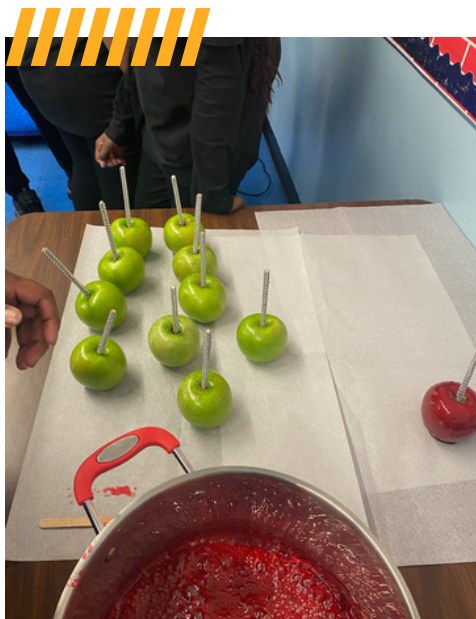
- 1.To **IMPROVE** the academic performance of students by extending the regular school-day curriculum using a variety of activities, including but not limited to: the use of technology, enrichment and athletic activities, special events, and family engagement workshops.
- 2.To **DEVELOP** a sense of responsibility, social etiquette, and work habits that contribute to their success in and out of school.
- 3.To **CREATE** opportunities for students to participate in activities and manifest artistic interest that they may not otherwise experience.
- 4.To **PROVIDE** families with support services and/or resources to improve community literacy and assist them in supporting their children's educational endeavors.
- 5.To **NURTURE** the social-emotional needs of student participants through facilitation of communal activities.

Expectations for In-Person Expanded Day Learning



Families can expect the following of their involvement in The Leadership Program:

- Children will be cared for in a safe environment at a student–teacher ratio of 10:1 in person, respecting the same school day cohorts as during the school day.
- Parents/Guardians will be regularly informed of program changes and The Leadership Program events.
- Parents/Guardians will be informed of their student’s behavioral challenges and any steps taken to address them.
- Parents/Guardians will be promptly informed of any health concerns or injuries their child may sustain during The Leadership Program hours.



The following is expected of students in order to participate in The Leadership Program:

- Miss no more than **5 unexcused days** of the program per semester.
- Excused absences include: medical reasons (with note/email given to the Community School Director), technical difficulties (if remote).
- Demonstrate responsibility for actions.
- Remain with designated The Leadership Program staff at all times, until released by the appropriate supervisor.

After School Program Hours & Activities

The after-school program operates from **2:30pm–5:30pm Monday–Friday**. Students will have the opportunity to participate in academic and enrichment activities, as selected by families. Activities will include HERstory Girls Club, Boys 2 MENtor, Gardening, Healthy Cooking, Comic Book Illustration, and Student Ambassadors.

Our Team



Lydia Andrews

Community School Director
The Leadership Program Director



Robbie Brooks

Teaching Artist



Jasmine Robertson

Teaching Artist



Maya Watson

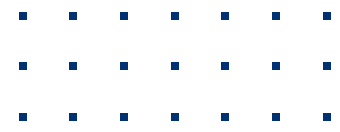
Teaching Artist

Esther Boesche

Teaching Artist

The Leadership Program conducts background checks including fingerprinting of all personnel who have direct contact and interaction with students. The program works with the Criminal History Record Check request for the New York City Department of Education through the Office of Attorney General Bureau of Criminal Investigation. Whenever possible, The Leadership Program teacher trainer to student ratio of 1 to 20 will be maintained.

After-School Policies



1 Attendance

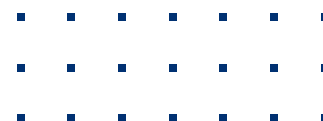
For students to benefit from The Leadership Program after school program, regular and consistent attendance is required. This is defined as attending all assigned club's scheduled meetings, except in the event of illness or unavoidable conflict. If a student is absent from the regular school day, they may not attend in-person after-school clubs on that day. Following **5 consecutive absences without prior notice**, the student may be discharged from the program to allow students on the wait list to participate. Please note that students who receive a suspension from school may not attend any extracurricular programs during that time.

2 Dismissal

Families should consider the following during dismissal:

- Students must be picked up by 5:30pm.
- All students who have not been granted permission to walk home (see The Leadership Program Enrollment Form) must be signed out by an authorized parent/guardian.
- If a student with permission to walk home needs to leave the after-school program early on a given day, that student must be picked up by an authorized parent/guardian.
- Students will not be released to any person not identified on the The Leadership Program Enrollment Form or Blue Card, unless additional written permission is provided.
- Staff will not release children to anyone, including family members, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child to safety.
- Excessive late pickups will result in the dismissal of the student's placement in the program(s).
- In the even that a student is not picked up within the designated dismissal time and attempts to locate a parent/guardian are unsuccessful after more than one hour, the Community School Director and/or the School Safety Agent on duty will contact the local precinct, and ACS will be contacted.

After-School Policies



3 Program Cancellation

The calendar for The Leadership Program follows the calendar of the school district. If school is not in session, including for snow days or other cancellations, The Leadership Program will not be in session as well, unless otherwise communicated. On school days in which regular classes are in session, but inclement weather is predicted for late afternoon, the in person after-school program may be cancelled, and families will be notified. If a late start is announced due to weather, there will be no before school program. If the after-school program is cancelled for any other reason, participating families will be notified in advance in writing / by phone / other. There will be no in-person after-school programs on any scheduled half days (such as parent-teacher conferences).

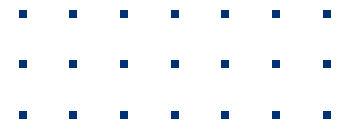
4 Field Trips

Students may have the opportunity to participate in field trips within The Leadership Program. Separate permission slips will be sent home for student participation in these activities. If a permission slip has not been returned to the school by the communicated deadline, the student may not attend the trip.

5 School Safety

The City Tax Levy Grant program will adhere to Middle School for Art and Philosophy policies on the following subjects: Safety, Zero Tolerance, Non-Discrimination, Sexual Harassment, and the use of technology/phone/computer during program hours.

Responsible Behavior Policy



Enrollment in The Leadership Program is entirely voluntary. The goal of this behavioral policy is for children to learn self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed by guiding the children through everyday activities and interactions with others. Group norms and limits are set for three key reasons: to prevent possible harm to self or others; to prevent infringement on the rights of others; and to prevent damage to property. In order to provide a safe and secure environment for all participants, the following set of expectations will be in effect at all times:

- Always show respect to fellow students and program instructors.
- Participate in designated enrichment activities. Always follow directions and practice active listening.
- Remain in the locations in which assigned activities take place. Leaving any room without permission will not be tolerated.
- Avoid inappropriate physical activity, touching, fighting and/or inappropriate verbal exchanges with students and staff.
- Only touch objects and physical property in rooms with explicit permission from the activity instructor(s).
- Participate in clean-up time to ensure that all classrooms are returned to the appropriate conditions.
- Any use of electronics during program hours must be authorized by an adult.
- **Cell phone use is not allowed during program hours.**

Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with families. If a student does not follow the above expectations, they will receive a warning from their after-school facilitator. If a second incident occurs, it will be followed with a second warning, the family will be informed of the behavior, and they may be called upon to participate in a partnership to resolve the situation. A third warning may result in a suspension or removal from the program, in accordance with the urgency of the act.

Parent/Guardian Consent



**Please
sign &
return**

...this form to maintain your placement in the program. Completed forms should be returned to **LYDIA ANDREWS, Room 111 OR the MAIN OFFICE, 2nd floor.**

Parent/Guardian Signature

I, _____,
have read and understand The Leadership Program Family Handbook. I acknowledge the program expectations on Page 3 and agree to the above behavioral policy. In addition, I have read and am aware of safety information regarding procedures for emergency situations, closings, dismissals.

**Student
Name**

Class

**Parent
Signature**

After-School Program Policies

- Cell phone use is not allowed during after-school program hours.
- Following five (5) unexcused absences from the program, a student may be discharged to allow for any other students to attend.
- If a student receives a suspension from school, they will not be allowed to participate in after-school programming.
- Students must be picked up by an authorized parent/guardian at 5:30 pm (dismissal time).
- Excessive late pick ups will result in the student's dismissal from the program.
- In the event that a student is not picked up within the designated dismissal time and attempts to locate a parent/guardian are unsuccessful after more than one hour, the Community School Director and/or the School Safety Agent on duty will contact the local precinct, and ACS will be contacted.

Please sign below to note that you have read and understood the above policies.

Parent/Guardian _____

Student _____

Date _____