



# BRIDGE BUILDERS

6th - 12th Grade



## PARENT HANDBOOK

Bridge Builders Afterschool & Summer Program

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## PARENTS,

Welcome to Bridge Builders. We are so excited that you have decided to register your student for our program! We pride ourselves in being a program that helps our students grow socially, emotionally, physically, and intellectually. Bridge Builders is part of our parent organization, Bridge Builders Leadership Initiative (BBLI), a 501(c)(3) non-profit organization. BBLI offers tuition-free after-school and summer programming.

Bridge Builders Leadership Initiative is a Faith-Based entity, BBLI offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its programs and activities.

## CONTACT INFORMATION

Please feel free to contact Bridge Builders between the hours of 10:00 am - 6:00 pm at 601-308-3801.



**Jadyn Mackey**  
*Program Coordinator*

# PURPOSE & SERVICE PROVIDED



The purpose of Bridge Builders Leadership Initiative is to offer a safe, nurturing environment for students in grades 6-12, with special attention given to leadership development and academic enrichment during out-of-school and summer hours. Our schedule includes designated times for nutritious USDA-approved snacks, structured homework help, educational & spiritual enrichment activities, and both indoor and outdoor recreational play. Transportation is provided from schools within the Pearl Public School District to our program sites. At Bridge Builders, we are dedicated to offering exceptional care and developmental opportunities to all our participants, helping each student to grow into a confident leader and an active community member.



# Hours & Holiday Closures

## Hours of Operation

### Afterschool Hours of Operation

- Monday - Friday:
  - Office Hours - 10:00 am - 6:00 pm
  - Program Hours - 2:00 pm - 6:00 pm

### Summer Hours of Operation

- Monday, Tuesday, Thursday:
  - Office Hours - 8:00 am - 6:00 pm
  - Program Hours - 12:00 pm - 6:00 pm

## Holidays

<b>January</b>	New Year's Martin Luther King Jr. Day
<b>February</b>	President's Day
<b>April</b>	Good Friday
<b>May</b>	Memorial Day
<b>June</b>	Juneteenth
<b>July</b>	Independence Day
<b>September</b>	Labor Day
<b>October</b>	Fall Break
<b>November</b>	Thanksgiving
<b>December</b>	Christmas

Other days as determined by the official calendar of  
Bridge Builders Leadership Initiative

# MEET OUR TEAM



## Pastors Jamane & Alecia Williams

Co-Founders & Volunteers

Pastors Jamane & Alecia Williams lead with a compassionate heart and an innovative mindset. Their dedication to fostering leadership qualities and promoting educational excellence has made a significant impact on the lives of countless families.



## Lauretha Bellinder

Director of Programs

Lauretha Bellinder is the strategic planner and implementer of our comprehensive program offerings. Her expertise in educational program development ensures that each initiative is designed to provide the maximum benefit to our students. Under her direction, BBLI delivers high-quality, enriching experiences that nurture the whole student.



## Jadyn Mackey

Program Coordinator

As the Program Coordinator, Jadyn Mackey ensures that programs run smoothly and effectively. Her dedication to operational excellence and her ability to connect with students and families make her an invaluable asset to the Bridge Builders team.



## Yolanda Smart

Lead Counselor

Yolanda Smart brings a wealth of experience and a caring approach to her role as Lead Counselor. Her focus on student well-being and her commitment to providing guidance and support help to create a nurturing environment where students can thrive academically and personally.





# REGISTRATION

1

## PAYMENT

- Bridge Builders is a tuition-free program. We require no weekly or monthly recurring fees for the summer or after-school program.

2

## REGISTRATION

- School-age students currently in grades 6 - 12 may be enrolled. Bridge Builders Registration is open to all, it is first come, first serve until slots are filled. Registration forms must be completed in full. Families are asked to pay a \$35 supply fee per student per semester to help with the cost of supplies. Upon receipt of the registration form and the supply fee of \$35, one's student will receive care at Bridge Builders.

3

## WITHDRAWAL POLICY

- In the event a parent would like to withdraw their student from Bridge Builders, one-week advance notice to the program coordinator is required.

# INSURANCE

**Parents are responsible for providing primary insurance coverage for all accidents involving their students while attending Bridge Builders.**

# DROP-OFF & PICK-UP

- **Drop-Off**

- **Afterschool**

- Bridge Builders provides afterschool transportation from PPSD to Bridge Builder's after-school location
    - If dropping a student off, please sign your student in and leave them in the care of a Bridge Builders staff member. Please print your full name every time.

- **Summer**

- Drop-off during Bridge Builders summer program begins at 12:00 pm.
    - Please sign your student in and leave them in the care of a Bridge Builders staff member. Please print your full name every time.

- **Pick- Up**

- All students must be signed out of the facility by an authorized individual before pick-up.
  - All students must be picked up by 6:00 pm.
  - **Authorized Check-out list**
    - Bridge Builders will only release students to responsible persons for whom the student care facility has written authorization.
    - Bridge Builders reserves the right to ask for IDs to confirm identity
      - After initial registration, please see a Bridge Builder staff member to add someone as an authorized checkout person.

- **Late Fees**

- Bridge Builders closes at 6:00 pm, therefore, all students must be picked up before or at 6:00 pm daily. At 6:01, parents will be charged a late fee. Bridge Builders's late fee is \$1 for every minute after 6:00pm.
  - If no one from the authorized check-out list has picked up the student by 6:40 pm, Bridge Builders will then contact the authorities.





# PERSONAL BELONGINGS



## Afterschool:

- Students are permitted to bring their backpacks and lunchboxes to Bridge Builders after school. They will be stored in a designated location in our facility. Please be sure your students have all of their belongings with them upon pick-up

## Summer:

- Students are permitted to bring a small lunch or a small personal bag with them to Bridge Builders summer program. If your student brings a snack bag, they will need to wait until the appropriate time on the schedule before consuming.

## Strictly Prohibited Items:

Please do not bring the following items to the program:

- Weapons of any sort – fake or real!
- Tobacco Products & Vaping Devices
- Illicit Substances & Alcohol
- Toys & stuffed animals
- Expensive clothes
- Nail polish/makeup
- Valuable items
- Fidget spinners

**Bridge Builders is not responsible for stolen or lost items.  
Please ensure your student has all of their belongings  
with them upon Pick-Up daily.**



# Program & Activities



## Photography

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Bridge Builders prohibits the photographing of a student without parental consent. During registration, each parent is given a consent form to restrict or approve the photography of a student.

## Recreation

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Students will participate in recreational activities every day, weather permitting. Shorter periods of recreation may be scheduled if it is too hot, too cold, or raining outside. All students are expected to participate in all activities unless a doctor's note is on file specifying medical restrictions or limitations.

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## Records

Each student's record shall contain a statement signed by the student's parent, indicating that they have read and understood BBLI's operational standards & student expectations.



# GENERAL SCHEDULE

## **SNACK TIME:**

- In accordance with USDA nutrition standards and meal pattern guidelines for after-school programs, we will provide water and at least one snack, per student, per day.
- Students may also eat a snack from home or finish a sack lunch but may only do so during the scheduled snack time.
- Food cannot be shared and must not contain nut products.

## **• ACADEMIC ENRICHMENT**

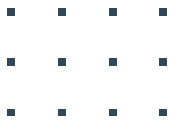
- We will provide a time and setting conducive for students to complete homework.
- Time limits for homework sessions will be set according to age/grade level appropriateness.
- Students who do not have homework may participate in alternative supervised activities.
- Students & Parents are still responsible for properly checking for homework assignments.

# HEALTH & EMERGENCY PROCEDURES



- **Procedures for storing and giving a student medication**
  - Bridge Builders will not hold or administer prescribed medications.
  
- **Policy for reporting suspected student abuse**
  - Bridge Builders staff is required by law to report any suspected student abuse, and/or unsafe environment.
  - CHILD ABUSE HOTLINE (TOLLFREE).....1.800.222.8000
  
- **Provision for emergency medical care, and treatment of illnesses and accidents, which include:**
  - Parents of registered students at Bridge Builders will be immediately notified of any serious illness, accident, or injury to the student.
  - In the event of a crisis, or an emergency situation, the parent of the student, and the correct emergency responders will be called immediately.
  
- **Dangerous Situations**
  - Bridge Builders prepares for dangerous situations, including but not limited to, dealing with violent individuals, individuals entering the facility with weapons, bomb threats, or conditions posing an immediate threat to students by way of drills.
    - **Bridge Builders performs regular safety drills with students.**
      - Fire Drills
      - Tornado Drills
      - Active Shooter Drills
  
- **Relocation Sites**
  - In the event of a necessary emergency location, parents will be immediately notified.
  
  - **Emergency Relocation Site:**
    - **Pearl Junior High School**
      - Address: 200 Mary Ann Dr Pearl, MS 39208
      - Distance: .5 miles from The Pearl Parks and Rec. Center (Bridge Builders)

# Bridge Builders Leadership Initiative (BBLI) Disciplinary Policy



At BBLI, we strive to maintain a respectful and productive environment. To ensure all students can benefit from our programs, we have established a clear disciplinary policy.

Understanding and adhering to these guidelines is essential for all participants.

## Strike System

BBLI operates on a strike system to address and manage behavioral issues. This system allows us to track and address repeated behavioral infractions in a structured manner.

**Loss of Registration Privileges:** A student removed from the program due to disciplinary reasons will not be eligible to register for the following semester (Summer Included)

## Reinstatement

Students wishing to return to the program after a period of suspension must re-apply for admission. However, they will lose priority registration for the first semester they are eligible to re-register.

## General Conduct Expected

All students are expected to adhere to the basic principles of respect, integrity, and responsibility. This includes, but is not limited to, respect for others, proper care for property, and a commitment to one's own learning.

## Right to Amend Policies

BBLI reserves the right to modify these disciplinary procedures and sanctions as deemed necessary to maintain the integrity and safety of our programs.

## Acknowledgment

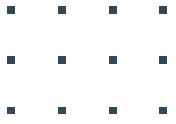
Parents and students are required to sign an acknowledgment of these disciplinary policies at the start of their participation in any BBLI program, indicating that they understand and agree to the terms set forth.

# Strike System

Bridge Builders has a disciplinary strike system. Please talk with your student about their behavior and review the policy with them.

Strike Number	Consequence
<b>Strike 1</b>	Warning
<b>Strike 2</b>	Student Conference about Behavior
<b>Strike 3</b>	Parent Phone Call about Behavior & 1-Day Suspension
<b>Strike 4</b>	2-Day Suspension
<b>Strike 5</b>	Grounds for Expulsion Parent Meeting about Next Steps

# Discipline Policy cont.



## **Unacceptable Behavior Includes, but is not limited to:**

- Use of profane language.
- Inappropriate gestures or movements.
- Bullying, of other students.
- Inappropriate physical interactions with other students.
- Disrespectful behavior and attitudes toward counselors.

## **Acceptable Discipline Measures Include:**

- Positive guidance and redirection are the two disciplinary responses shown to the students. Repeated praise for appropriate behavior will help maintain a harmonious classroom.
- A student may be given a strike as a consequence of unacceptable behavior. A parent will be notified any time a student is given a strike.

## **Unacceptable Discipline Measures**

- Bridge Builders DOES NOT use corporal punishment at this facility. No student is to be spanked, popped, or shaken by the teacher.
- If the teacher has tried all approved methods, the student may be brought to the director and appropriate discipline worked out by the director, teacher, and parent.

**Bridge Builders reserves the right to change/amend policies as deemed necessary.**



# Alternative School Policy

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At Bridge Builders Leadership Initiative, we are committed to fostering a nurturing and secure environment for all our participants. It is imperative that our afterschool programs maintain a setting that supports both educational and personal growth.

- **Policy Statement**

- Any student who is placed in an alternative school as a disciplinary measure by their primary educational institution will not be eligible to attend the Bridge Builders Afterschool Program. This policy is in place to ensure that all students in our programs can benefit from a cohesive and constructive learning environment without disruption.

- **Re-Eligibility**

- Once a student successfully completes their tenure at an alternative school and returns to a traditional educational setting, they may be reconsidered for re-admission to the Bridge Builders Afterschool Program. This reconsideration will be contingent upon a review of the student's conduct in the alternative setting and a positive recommendation from their school.

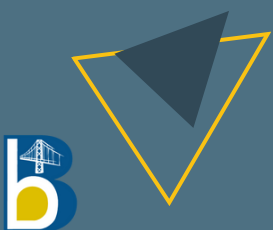
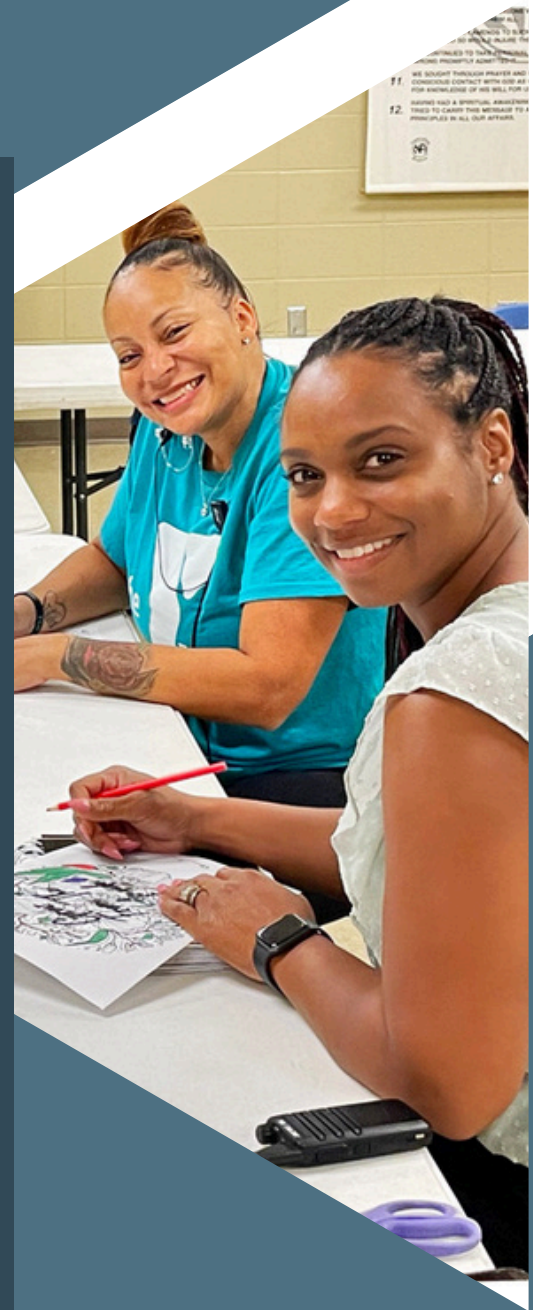
Compliance with this policy is mandatory for participation in the Bridge Builders Afterschool Program.



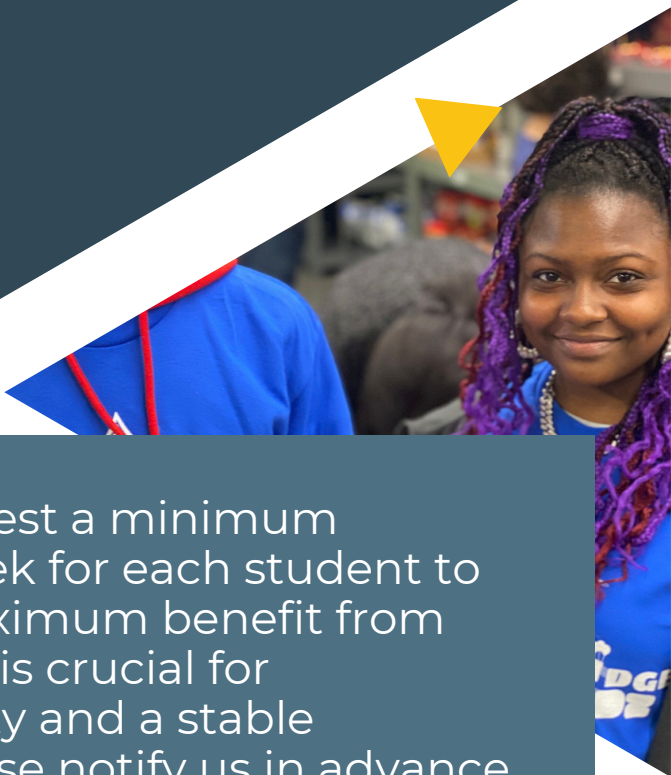
# OUR DEDICATED STAFF & VOLUNTEERS



At Bridge Builders Leadership Initiative, we take pride in being administered by a team of highly qualified and capable staff & volunteers. Each member of our team is not only skilled in their respective roles but also shares a deep commitment to making a meaningful difference in the lives of our students. Our staff approaches every day with a heart for service, driven by a passion to empower and uplift through our programs. It is their dedication, compassion, and expertise that ensure our environment is one of support, growth, and encouragement, truly reflecting the core values of our faith-based mission.



# PARENT EXPECTATIONS



**Consistent Attendance:** We request a minimum attendance of three times per week for each student to ensure your child receives the maximum benefit from our program. Regular attendance is crucial for maintaining educational continuity and a stable developmental environment. Please notify us in advance of any expected absences due to school activities or other commitments, which we will gladly accommodate.

**Community Support:** As a tuition-free program, Bridge Builders Leadership Initiative relies heavily on the support of our community to sustain and expand our services. We encourage parents to actively participate by sharing information about our program, contributing snacks or supplies, and if possible, making monetary donations. Your involvement is crucial in helping us maintain and grow our resources, ensuring that we continue to provide valuable services without cost to families.

**Reinforcing Discipline:** We ask parents to extend the principles of discipline and behavior modeled in our program into the home environment. Supporting our disciplinary measures helps reinforce positive behavior and ensures that all students benefit fully from our structured and nurturing setting. Please collaborate with us to foster a consistent approach to discipline that helps your child succeed both in and out of our program.



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