



THE
DON BOSCO
CENTER

**1. Enrollment form for The Don Bosco Center
Academic Enrichment Afterschool Program**

To enroll, submit the following by email to
enrollment@donbosco.org, or mail to 120
N Gatewood St. Lawrenceburg KY 40342

2020-21 Academic Year

Basic Information

Child's Last Name:	Child's First Name
Parent/Guardian Name:	Parent/Guardian Name:
Child's Address:	
Name of person the child lives with, if not the parents/guardians:	
Child's date of birth:	
Highest grade Child has completed:	

Contact Information

Parent/Guardian contact info	Home Phone:	Cell Phone:
	Work Phone:	Email:
Preferred method of communication for non-emergencies (you may check more than one):	<input type="checkbox"/> Call <input type="checkbox"/> Text <input type="checkbox"/> Email	

Parent/Guardian contact info	Home Phone:	Cell Phone:
	Work Phone:	Email:
Preferred method of communication for non-emergencies (you may check more than one):	<input type="checkbox"/> Call <input type="checkbox"/> Text <input type="checkbox"/> Email	

Medical Information (This information will be kept strictly confidential)

Name of child's primary doctor:
Preferred hospital in the event of an emergency:
Relevant medical history (allergies, physical limitations, learning disorders, etc.)
Does your child have restrictions on participation in any activities? (Y/N)
If yes, please explain:

Emergency contact info

In the event of an emergency involving your child, the Don Bosco Center will first contact the parents and guardians previously listed on this form. If we are unable to reach the parents or primary guardians, you may also list up to three other contacts for us to call.

Emergency Contact 1:	Phone:
Emergency Contact 2:	Phone:
Emergency Contact 3:	Phone:

Learning Needs (This information will be kept strictly confidential)

Does your child currently have or has ever had an IEP or 504 plan? (Y/N)
Does your child have any mental health diagnoses or learning disabilities that may be helpful for our program to know about?
Is there anything else that you wish for us to know about your child?

Upon signing this application, I agree to adhere to all policies and procedures of the Don Bosco Center while participating in the afterschool program.

Parent/Legal Guardian Name (Print)

Parent/Legal Guardian Signature

___/___/___
Date Signed

Parent/Legal Guardian Name (Print)

Parent/Legal Guardian Signature

___/___/___
Date Signed

Director Name (Print)

Director Signature

___/___/___
Date Signed



Basic Information

Child's Last Name:	Child's Legal First Name and Middle Initial:
Child's date of birth:	

STUDENT'S Medical Insurance

Does your student have a KY Medicaid or K-CHIP Card? Yes / No	Number:
Does your student have other medical insurance? Yes / No	Name of Company:

STUDENT'S Medical History

Significant Medical History:
Medication Allergies:
Food Allergies:
Other Allergies:
Medications taken Daily:
Prescription Medication to be given at the Don Bosco Center*:

*A Medication Consent Form must be completed prior to any medication being administered at the Don Bosco Center.

Does your child have any of the following life-threatening conditions that may require **emergency** treatment or medications to be given at the Don Bosco Center?

- Diabetes
- Asthma (requiring a rescue inhaler)
- Seizures
- Life-threatening Allergies (requiring an epi-pen)
- Other: _____

CONSENT FOR HEALTH SERVICES / ASSIGNMENT OF BENEFITS

All students will receive basic First Aid and emergency care. By signing this form, I consent to School Health services given to my student by staff at the Don Bosco Center while under the supervision of the DBC. I authorize the DBC to release medical information about my student to his/her Primary Care Provider.

This form will remain in effect for your child for as long as your child is enrolled at the DBC unless revoked in writing.

X _____ / _____

(Signature of Parent / Legal Guardian)

____ / ____

(Date signed)



Basic Information

Child's Last Name:	Child's First Name:
Child's date of birth:	

I, _____, legal parent/guardian of the child named above, give my

(Parent or Guardian Name)

permission for my child to be released to the individuals listed below.

Parent/Guardian #1	
Name:	Relationship to Child:
Address:	
Primary Phone:	Secondary Phone:

Parent/Guardian #2	
Name:	Relationship to Child:
Address:	
Primary Phone:	Secondary Phone:

Additional Pickup #1	
Name:	Relationship to Child:
Address:	
Primary Phone:	Secondary Phone:

Additional Pickup #2	
Name:	Relationship to Child:
Address:	
Primary Phone:	Secondary Phone:

Additional Pickup #3	
Name:	Relationship to Child:
Address:	
Primary Phone:	Secondary Phone:

Are there any court orders which restrict visitation by anyone? (Y/N)

If yes, what is the name of the individual (please attach a copy of the court order):

If at any time you need to add or delete names from this list, please contact the Don Bosco Center office. Any additions to the list must be supplied in writing. Your child will not be released to anyone who is not on this form unless authorized by you. In addition, a photo ID will be required from the authorized persons before your child is released to them.

Parent/Legal Guardian Name (Print)

Parent/Legal Guardian Signature

____/____/____

Date Signed



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4. Parent Handbook

2020-21 Academic Year

Welcome

Welcome to the Don Bosco Center's Academic Enrichment Program. We are so glad to have the chance to partner with you and your family as we work together for the betterment of your child's life. At the Don Bosco Center, our mission is to help young people and their families discover their beloved identity as children of God by inviting participation in a supportive community and seeking ways to strengthen the family unit. In particular, the Academic Enrichment program was created to fulfil that mission by partnering with parents to help their children thrive during some of the most important years of their lives.

And so, we thank you for joining us and letting us work with and for you. In this book you will find all the information you'll need to participate in our Academic Enrichment program. This program is not a service, but a partnership, and in the following pages you will see what you can expect from us in that partnership as well as what we will be asking of you. Our goal, like yours, is to help your child develop the tools they need to live a fulfilling life and our sincerest prayer is that together, empowered by the grace of God, we can see that hope become a reality.

May God bless you and your family.

Michael Armstrong,

Director of the Don Bosco Center

Philosophy and Theology of the Don Bosco Center

Our Mission and Vision

Mission: The Don Bosco Center works to help young people and their families discover their beloved identity as children of God, welcoming all families into a supportive community, and seeking ways to strengthen the family unit.

Vision: To see every family in Anderson County living in the fullness of community with God and each other. We wish to see every person have the freedom to worship God without fear or reservation. We wish to see every person live in genuine and supportive fellowship with their neighbors. In this way, we join in God's work towards the full realization of God's kingdom on earth.

Our Theology

The Don Bosco Center is, above all, a Christian organization and an extension of the Roman Catholic Diocese of Lexington, Ky. We believe that Jesus Christ came to this world to establish his Kingdom and through the guidance and empowerment of the Holy Spirit has entrusted that mission to his followers. The Don Bosco Center exists, therefore, to participate in that sacred calling that has been extended to all of God's Church to participate in His kingdom; we are here to be the people of God. As such, we affirm the teachings of the scriptures, informed by our most ancient of Christian traditions. In particular, we stress the following as being essential to the Don Bosco Center:

We were made in the image of God: We are unique among all created things in that we were made for God in the likeness of God. Jesus Christ, who was both fully human and fully God, has gone before us, as one of us, to reconcile humanity with God and make possible for us to become the men and women we were born to be. Our greatest fulfillment and our greatest joy is discovered when we find ourselves in our Creator.

The Don Bosco Center will strive to help young people discover their beloved identity as a son or daughter of God.

We were made to live in community: We were created for God, but God has also ordained that we would live in community with each another. Even this is a reflection of the divine nature within us, as God himself also lives in constant community through the three persons of the Trinity: Father, Son, and Holy Spirit. Therefore, the realization of God's kingdom requires that all people be given the opportunity to participate in the community.

The Don Bosco Center will welcome families into a strong, supportive community and invite active participation by all.

Families are the foundation of all communities: We were made for God, and our communities are one of the primary ways that we are encouraged to this end. But a community can only be as strong as the families within that community, and families can only be as strong as the individuals that make up that family. This is especially true for the young people, as their relationship with their families will have a lasting impact throughout their entire lives. Therefore, supporting and strengthening a family in every way possible is essential to the work of the Church to lead all people to God. After all, Jesus himself came into this world as a child, through a family.

The Don Bosco Center will support the whole family and actively seek ways to strengthen the family unit.

"For this reason I bow my knees before the Father, from whom every family in heaven and on earth takes its name. I pray that, according to the riches of his glory, he may grant that you may be strengthened in your inner being with power through his Spirit, and that Christ may dwell in your hearts through faith, as you are being rooted and grounded in love. I pray that you may have the power to comprehend, with all the saints,

what is the breadth and length and height and depth, and to know the love of Christ that surpasses knowledge, so that you may be filled with all the fullness of God.

Now to him who by the power at work within us is able to accomplish abundantly far more than all we can ask or imagine, to him be glory in the church and in Christ Jesus to all generations, forever and ever. Amen."

Ephesians 3:14-21

Why the Academic Enrichment Program?

Education is one of the most important aspects of a young person's life. The quality of one's education can have a lifelong impact on everything from career, relationships, and even self-worth. For that reason, the Academic Enrichment Program seeks to help young people meet their full academic potential, knowing how important this investment is. We fully believe that increasing academic potential can advance young people towards embracing their beloved identity, engaging in community, and strengthening their own family unit. We seek to empower the young people of this community and help them to develop the tools they need to become the men and women they were meant to be.

Contact Information

The Don Bosco Center shares an office with St. Lawrence Church, and is open Monday through Friday, 9:00 am- 6:00 pm.

If you'd like to reach out to an employee directly, you can reach them via the following emails. All email correspondence will be saved, please keep all email conversations relevant to the business of the Don Bosco Center.

Director: Michael Armstrong- m.armstrong@cdlex.org

Office Phone: (502) 839-6381

Office Fax: (502) 859-2419

Enrollment and Withdrawal Policies

All families are asked to submit an enrollment application each year for both the summer program and the afterschool program.

Withdrawal from the program

Families are entitled to withdraw their students from our program at any time for any reason. We request that parents give as much notice of their decision as possible. If applicable and depending on the circumstances of the withdrawal, a prorated refund of tuition paid may be given upon consultation with the director of the program.

Tuition

The Don Bosco Center is a ministry before anything else and we want families who desire this support for their children to feel like they have access to our quality programming. It is our desire that cost would not be a deterrent to any family taking advantage of the resources we have to offer. However, in order for this program to provide the quality that families deserve we do have to charge fees to every family. But there are a variety of ways we can assist you overcoming the financial burden of this program. If tuition is a concern, please see the financial assistance section below for options that may be available for you.

Tuition is to be paid weekly and is due on the Monday of each new week of operation. Other arrangements, such as monthly or semesterly payment plans, can be arranged upon consultation with the director of the Don Bosco Center. Tuition will be prorated for weeks that are planned to be shorter (such as the week before

Thanksgiving), but a refund will not be issued for weeks that are shortened due unforeseen conflicts, such as snow days or student sick days.

Tuition rates for the 2020-21 academic year, for both the afterschool program and the summer program are as follows

Program	Rate	Sibling Discount
Academic Enrichment Program	\$60 per week	\$5 per sibling

Being a consistent presence in the lives of our students is essential for our program to meet its mission. Therefore, by enrolling in any of the programs of the Don Bosco Center, you are committing to regular attendance. Frequent and habitual unexcused absences from the program may result in expulsion from the program in order to make room for others that may make better use of it. See Attendance Policy below for more details.

Financial Assistance

Financial assistance may be given to families that demonstrate need. If you'd like for your child to be part of our Academic Enrichment programs, but the cost is prohibitive, please don't hesitate to contact the director of the program. We will do everything we can to make this program affordable.

Hours of Operation

The afterschool program will operate from 3-6 whenever Anderson County Schools are in session. The afterschool program will be closed any day when Anderson County Public School are closed, including scheduled holidays and professional development days, as well as unscheduled breaks, such as snow days. The Don Bosco Center will not send a special notice in the event of a snow day, please assume that we are closed if Anderson County Public Schools has decided to close.

The afterschool program does not operate during the summer break.

Sample Schedule

A typical day in the afterschool program will be as follows:

3:00-3:30	Student Arrival and Break
3:30-4:15	Academic Session 1*
4:15-5:00	Academic Session 2*
5:00-5:30	Dismissal and Tutoring**

***Academic sessions** will be utilizing curriculum to help with reading and math proficiency.

****Tutoring** is an optional resource that students are free to take advantage of. Parents are free to pick up their children at 5:00, but additional homework help (for any subject) is available to all students until 5:30.

Pick up and Drop Off

The afterschool program operates from 3-5. Unless other arrangements are made, students are to ride a bus from the middle school and be dropped off after the regular school day. Parents must pick up their children before 5:30 pm.

Attendance Policy

By enrolling in any of the programs of the Don Bosco Center, you are committing to regular attendance. Frequent and habitual unexcused absences from the program may result in expulsion from the program in order to make room for others that may make better use of it. Excused absences may include illness, funerals, scheduled trips, etc. If you have any questions about whether and absence is excused, please contact the director.

In the event that the Don Bosco Center needs to be closed for any reason, families will be notified by email. Furthermore, information on unexpected closures may be updated on social media (Facebook) and local television stations.

If Anderson County Public Schools has closed for any reason whatsoever, the Don Bosco Center will also be closed. This includes all scheduled holidays as well as unscheduled breaks (such as snow days)

Meals and Snacks

The Don Bosco Center will provide a snack for students. All food will meet nutritional standards, in accordance with state regulations 922 KAR 2:120, Section 9.

Health and Safety Regulations

The Don Bosco Center maintains compliance with all health and safety regulations, as outlined in 922 KAR 2:120. Those regulations can be found at <https://chfs.ky.gov/agencies/dcbs/dcc/Pages/regulations.aspx>. If you have any concerns about whether these regulations are being followed, please don't hesitate to contact the DBC director.

Additionally, formal complaints against the DBC can be filed with the Division of Regulated Childcare. Contact information for them is:

Division of Regulated Child Care
275 E. Main St. 5E-F
Frankfort, KY 40621
Phone: (502) 5647962
Fax: (502) 564-9350

Emergency Procedures

Emergency procedures will be regularly drilled and review, in accordance with KRS 199.895 and 42 U.S.C. 9858c(c)(2)(U). In the event of an emergency, parents will be contacted as soon as it is safe to do so. Details of all emergency plans can be made available upon request.

Code of Conduct

Informed by the light of the scriptures and the wisdom of our Catholic traditions, we at the Don Bosco Center fully affirm the importance of acting in ways that are good, right, and just. Our concern is for the well-being of the whole person, not just academic performance, and to that end we consider it one of our highest priorities to both teach and model good moral behavior. We expect that all staff, students, and families that participate in the programs of the Don Bosco Center join us in this pursuit.

Therefore, our Code of Conduct will not be a list of rules to be followed but will consist of virtues to be pursued. In agreement with the Catechism of the Catholic Church, we believe that virtue allows a person to

not only perform good acts, but also to give the best of him/herself. A virtuous person pursues what is good with all of their being, becoming most like the person they were created to be, a person who reflects the image of God.

And so, we ask that all who join in the work and ministries of the Don Bosco Center devote themselves to these seven virtues, which have been affirmed by the Christian tradition for thousands of years:

Prudence: Prudence is a sort of practical wisdom that knows the best outcome in a certain situation as well as the best way to achieve that outcome. The prudent person knows that God's ways are always best, but also understands that pursuing good and avoiding evil is not always simple or straightforward. (Is 30:21, Romans 12:2, Mt 10:16)

Justice: Justice is the firm commitment to give to both God and our neighbor what they are due. The scriptures portray a just person as dealing with people with integrity, treating everyone fairly and impartially. (Lev 19:15, Jas 2:9, Mt 22:16)

Fortitude/Perseverance: Fortitude is the strength to overcome obstacles and resist temptations. Fortitude enables us to overcome fear, face hardships, and even make sacrifices for what is right. Fortitude lets us follow the paths the Lord leads us in. (Pr 11:19, Heb 12:1-4, Jn 16:33)

Temperance/Self-Control: Temperance provides a balance in the use of created things. Temperance ensures that our desires do not control us and override our ability to pursue what is good. Also called moderation, one who is in control of their desires can always point them towards the goodness of God. (Ec 5:2, Luke 12:22-23, Titus 2:12)

Faith: Faith is trusting in those things that God has revealed to us and giving ourselves to seeking to know and do God's will. It is placing our trust in a God whose thoughts are often not our thoughts and whose ways are often not our ways. (Is 55:8, Lk 7:48-50, Heb 12:1-2)

Hope: Hope is trusting that God will always finish the good work that he has started. Hope knows that our greatest happiness is found in God and that we find ourselves in God by the promises of Christ and not by our own efforts. Hope understands that life is full of struggles but holds onto the promise that God always works for the good of those who love him. (La 3:24, Luke 23:42-43, 2 Cor 8:6)

Charity/love: Charity is when we love God for his own sake and love others as he has loved us. It is the greatest of all virtues that "binds everything together in perfect harmony" (col 3:14). Charity (or love) is what humans were made for. (Lv 19:18, Jn 14:21, 1 Cor 13:13)

To live well is nothing other than to love God with all one's heart, with all one's soul and with all one's efforts.

-St. Augustine-

Parent/Student Communication Policy

Students are allowed to have cellular devices in their pockets or bags during program hours. However, students are only permitted to use those devices during breaks throughout the day; they will not be allowed to use their phones during programming. With that said, if a parent needs to get into contact with their child, the most reliable method is to contact the office at (502) 839-6381, where a message will be passed on to the student or, if an emergency, the student can be pulled out of class.



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5. Publicity Release Form

2020-21 Academic Year

Publicity Release

I, _____, a parent/guardian of a participant in a program of the Don Bosco Center, grant permission to allow the picture and/or likeness of me or my child(ren) to appear, without compensation to me, in any photograph or video that may appear on the Don Bosco Center Website or Social Media.

I am aware that this release is optional and that my enrollment in the programs of DBC will not be affected if I do not want my picture or likeness used.

Yes No

Child Name (Print)

Parent/Legal Guardian Name (Print)

Parent/Legal Guardian Signature

____/____/____
Date Signed