



Dear Parents and Guardians,

## Welcome to the Humanity Cares 4 All, CDF Freedom School Program!

This handbook is designed to give parents and guardians helpful insight into the program offered at New Horizon Community Charter School. It includes detailed information about the program activities, procedures, and policies.

Please read this handbook carefully and keep it in a safe place for easy reference during the school year and summer. The Freedom School program strives to provide an atmosphere where children can enjoy, grow, and learn.

The staff always welcomes suggestions and ideas that will help us to make your child's time at the program beneficial and rewarding. We encourage you to share your thoughts and ideas with us at any time and look forward to your participation in various activities. If you have any questions, please feel free to contact us at [Freedomschool@humanitybc.org](mailto:Freedomschool@humanitybc.org).

We look forward to working with you and your child this year!

Best regards,

Humanity Cares 4 All

## Program Overview

The CDF Freedom Schools program is a national initiative that provides summer and after-school enrichment programs to children in grades K-12. Rooted in the Civil Rights Movement of 1964, when student activists organized "Freedom Schools" to provide quality education and leadership development for African American children in the segregated South, today's Freedom Schools continue to foster a love of reading, increase children's motivation to learn, generate more positive attitudes toward learning, and connect the needs of children and families to the resources of their communities. The program utilizes a literacy-intensive curriculum and places a strong emphasis on social action, community, and service.

## Schedule of Operation:

The Humanity Cares 4 All Program operates on weekdays from 8:00 a.m. to 3:00 p.m. for K-2 students. All student sessions will be held on-site at New Horizon Community Charter School in Newark, NJ, from July 6 through Aug. 14, 2026.

All mandatory parent meetings will be held at Humanity Baptist Church located at 235 Bergen St., Newark, NJ. Every Sunday at **1:00 PM**

## Camp Schedule

<b>8:00 AM</b>	Scholars arrive; Breakfast served
<b>8:30 AM</b>	Harambee — community celebration; guest read-aloud and weekly theme introduction
<b>9:00 AM</b>	Integrated Reading Curriculum (IRC) — multicultural books, cooperative learning, role play, discussion, creative writing, visual arts
<b>11:45 AM</b>	D.E.A.R. (Drop Everything and Read) — 15 minutes of silent reading from site library
<b>12:00 PM</b>	Lunch (scholars and staff eat together)
<b>Afternoon</b>	Dance, STEM/STEAM projects, outside activities, culturally enriching activities tied to IRC theme, social action projects; rehearsal for Summer Finale <b>3:00 PM</b> Dismissal
<b>Fridays:</b>	Weekly field trips (Weeks 2–6)

## *Camp Dress*

Please dress scholars comfortably for outdoor play in properly fitting clothing. Suggest sneakers or other comfortable shoes. **Flip flops, sandals, and crocs are prohibited unless otherwise noted.** Headscarves, bonnets, halter tops, tube tops, short skirts, and short shorts are not allowed. Clothing with inappropriate language and graphics is not allowed.

## Behavior Management Policy:

The children and staff of the Humanity Cares 4 All Program are asked to treat each other with respect, tolerance, kindness, and consideration. The rules and behavioral expectations used by the Program will be explained to the children clearly and reinforced consistently. Children will receive reminders and redirection to encourage positive behavior. When a child is disruptive or needs time to regain self-control, he or she will be removed from the group.

After a timeout, the teacher and child will discuss behavior options before the child returns to the group. Under no circumstances will a child be subjected to neglect, physical punishment, verbal abuse, or denial of restroom facilities. Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the well-being of the child or others in the Program.

If a child has specific behavioral issues, every effort will be made to implement a behavior management program consistent with those in place at the child's home and school. If a child's behavior indicates that the program cannot meet his or her needs, the Project Director will contact the child's parents to arrange a meeting.

A parent or staff member may also request a meeting. Under the Humanity Cares 4 All Program | Parents & Guardians Handbook, parents, staff, and other professionals providing services to the child may be asked to attend the meeting. An action plan will be developed that establishes reasonable, attainable objectives for the child. A copy of the plan will be given to the staff and to the child's parents. A log will be kept of the child's progress.

If the Project Director believes the Program cannot accommodate the needs of the child, or if the objectives established for the child are not met, the Program reserves the right to terminate the child's participation in the Program with two weeks' notice.

Any child who does not accept the Program's physical boundaries or exhibits behavior that threatens his or her well-being or that of others is subject to dismissal without notice. Any inappropriate behavior by a parent, including verbal abuse of a child or staff member, or confrontations with staff members in the presence of a child, is grounds for termination of the family's participation in the program without notice.

## Diversity & Inclusion:

Humanity Cares 4 All is committed to providing a safe, inclusive, and supportive environment for all of our students. We recognize that diversity is essential to the success of our program and strive to create an environment that celebrates differences, promotes equity, and fosters inclusion.

Our program does not discriminate against any student based on their race, ethnicity, national origin, gender identity, sexual orientation, religion, age, or any other characteristic protected under applicable law. We are committed to providing equal access and opportunities to all students, regardless of their background or personal circumstances.

We also recognize the importance of providing services for students with disabilities. We will take all necessary steps to make reasonable accommodations to provide services for students with disabilities. This includes, but is not limited to, providing assistive technology, modifying program activities, and ensuring accessible physical spaces.

We encourage all students, including those with disabilities, to participate fully in our program. If you require special accommodations or have any other concerns, please do not hesitate to contact the Project Director's office at [afterschool@etcjc.org](mailto:afterschool@etcjc.org). We are committed to working with you to ensure that your needs are met and that you have a positive experience in our program.

Humanity Cares 4 All is dedicated to creating a culture of respect, understanding, and inclusivity. We believe that every student deserves the opportunity to learn, grow, and succeed, and we are committed to doing our part to make that a reality for all students in our program.

## Communication

Humanity Cares 4 All Program | Parents & Guardians Handbook. Humanity Cares 4 All has an open-door policy. Please feel free to direct any questions or concerns about any facet of the program to the Site coordinator at any time. Any questions regarding staffing, activities, or a child's participation in the Program may be directed to the Project Director at [Freedomschool@humanitybc.org](mailto:Freedomschool@humanitybc.org).

If a concern involving a staff member arises, please speak directly to your Site coordinator. If the matter cannot be resolved directly with the Site Coordinator, please contact the Project Director, who will meet with the staff member and arrange a meeting with the staff member and parent to discuss and resolve the concern.

The staff's first priority is to focus as much attention as possible on the children. To meet the needs of the children and staff during program hours, we ask that parents limit their conversations with program staff to subjects involving their child. The Site Coordinator is available to answer all other questions that arise. Please feel free to call us at any time.

## Dismissal & Pick-ups:

Humanity Cares 4 All, an online attendance system, is used to ensure that each child is dismissed to the proper person at the end of the day. Children will not be allowed to leave the Program unattended unless parents provide special permission. Parents, guardians, or authorized pick-up designees who arrive at any site to pick up non-walkers must enter the building, check out with the Site Coordinator, and sign their child out of the program.

Children will not be released to anyone other than a parent, guardian, or person listed on the child's permission form unless the child's parent notifies guardians, or authorized pick-up designees who arrive at any site to pick up non-walkers must walk into the building, check out with the Site Coordinators, guardians, or authorized pick-up designees who arrive at any site to pick up non-walkers must walk into the building, check out with the Site Manager, the guardians, or authorized pick-up designees who arrive at any site to pick up non-walkers must walk into the building, check out with the Site Coordinator, prior to pickup time. If a staff member is unfamiliar with any person picking up a child, the staff member will ask to see picture identification before the child is released.

## Emergency Closures/Dismissal

In the event of inclement weather or emergencies, parents will be notified via notifications, email, and/or phone calls.

## Field Trips

The Humanity Cares 4 All the Program | Parents & Guardians Handbook Field Trips: There are several fun and engaging trips planned for this summer. Parents/Guardians will need to sign permission forms for each trip. Please consult the summer calendar for more information.

No scholar will be allowed to go without a signed permission slip (NO EXCEPTIONS). Scholars must wear their camp-issued T-shirt on every trip. Scholars will receive two free T-shirts at the start of camp. Additional T-shirts are \$15; if a scholar must be given a T-shirt for a trip, a \$15 fee will be assessed to the parent.

Parents/guardians will be provided a trip schedule/information regarding dates, departure/arrival times, and locations at the start of camp each week. Please note trip locations are subject to change; however, parents will be notified. Each scholar will be responsible for any money he/she brings on the trip. Staff is not permitted to hold any money or valuables for scholars. In the unlikely event that the trip is delayed, and arrival is not anticipated until after the normal pick-up time, the Site Coordinator or Director will contact parents.

## Food

Students will be served breakfast and lunch during each session. Please inform the Site Coordinator if your child has any food allergies or dietary restrictions so that the Food Service team can prepare alternate meal options and update your child's medical records in copy of the food calendar is available upon request.

## Possessions from Home

Since we cannot guarantee the safe return of personal belongings, the staff of The Humanity Cares 4 All Program asks that any personal possessions be left at home during a child's time during the program.

Attendance & Communications: Parents will be notified about upcoming trips, program updates, community events, field trips, etc., through notifications and emails from the Program staff.

## Telephone Usage

The staff will be happy to convey messages to children when necessary, but children are not permitted to make or receive telephone calls during the operating hours of The Humanity Cares for 4 All Program. Parents are welcome to call at any time to speak to the Site Coordinator about questions or concerns regarding their child.

## Need help?

- For concerns about your child and/or questions about schedules, policies, or staffing, please contact your Site Coordinator, Ashley Paris, [ashvinmoe@yahoo.com](mailto:ashvinmoe@yahoo.com)
- For all other inquiries, please contact the Project Director, Debra Boone, [Freedomschool@humanitybc.org](mailto:Freedomschool@humanitybc.org), or Executive Director Dr. DeVeaux, [Freedomschool@humanitybc.org](mailto:Freedomschool@humanitybc.org).



## Walking Permission

\_\_\_\_\_ has permission to walk home from Freedom School, located at 49 -59, Haynes St. Newark New Jersey. My child will be allowed to walk home on their own and will not be escorted by a staff member. I will release the Humanity Cares 4 All Program personnel, staff, board and volunteers from any and all liability in connection with having permission to walk home.

Start Date: \_\_\_\_\_ End Date \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Pick Up Authorization

The following people are authorized to pick up my child from  
Humanity Cares 4 All Freedom School

located at 49 -59 Haynes St., Newark, NJ. I understand that my child will be allowed to leave only with these individuals. Identification may be required.

Scholars Name:

\_\_\_\_\_

(Parents/Guardians, please include yourselves)

Authorized Person #1: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Authorized Person #2: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship \_\_\_\_\_

Authorized Person #3: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship \_\_\_\_\_ Author

ized Persson #4 \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

\*Name of persons NOT allowed to pick up my child:

\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Parent/Guardian Consent Form

### Participation in Freedom School Student Survey and Focus Group

#### Freedom School Program Student Survey and Focus Group Consent Form

Dear Parent/Guardian,

Your child is invited to participate in a student survey and focus group as part of the Freedom School program. The purpose of these activities is to gather student feedback about their experiences, learning, and participation in the program. The information collected will help us improve the Freedom School experience for current and future students.

#### Purpose of Participation

The student survey and focus group are designed to:

- Understand students' experiences in the Freedom School program.
- Gather feedback about program activities, instruction, and support.
- Identify opportunities to improve the program.

#### What Participation Involves

If you give permission, your child may:

- Complete a brief survey that asks about their experiences and opinions regarding the Freedom School program.
- Participate in a small-group discussion (focus group) facilitated by program staff or evaluators.
- Share thoughts, opinions, and suggestions about the program.

The survey is expected to take approximately **10–15 minutes**, and the focus group will last approximately **1 hour**

#### Voluntary Participation

Participation is completely voluntary. Your child may choose not to answer any question or may stop participating at any time without penalty or impact on their participation in Freedom School activities.

## Confidentiality

Information collected through the survey and focus group will be kept confidential to the extent permitted by law. Responses may be summarized in reports, presentations, or program evaluations, but individual students will not be identified by name.

## Risks and Benefits

There are no anticipated risks beyond those encountered in normal educational activities. While there may be no direct benefit to your child, their feedback may help improve the Freedom School program for all participants.

## Questions

If you have questions about this survey or focus group, please contact:  
Project Director: Debra Boone [FreedomSchool@humanitybc.org](mailto:FreedomSchool@humanitybc.org).

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# Parent/Guardian Consent

I have read and understand the information above. I give permission for my child to participate in the Freedom School student survey and focus group activities.

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Student Consent

I understand that I am being asked to participate in a survey and focus group about my Freedom School experience. I understand that participation is voluntary and that I may stop participating at any time.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you for helping us improve the Freedom School program through your valuable feedback.*