



After-School Program

HANDBOOK



## **FOREWORD**

### **Welcome to the Novaskye Youth Foundation After-School Program!**

**This handbook is designed to give parents, students, and staff a helpful insight into the after-school program offered by the Novaskye Youth Foundation, Inc. It includes detailed information about the program activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for an easy reference during the school year.**

**The after-school program strives to host an atmosphere where students can enjoy, grow, and learn. Our staff always welcomes suggestions and ideas that will help us to make your child's time beneficial and rewarding. We encourage you to share your thoughts and ideas with us anytime.**

**Many thanks go to the administration of Tri-Cities High School for their commitment to providing a space for the after-school program to function, the staff for their energy and dedication to the students each and every day, and the parents of the students for their continued support and encouragement. These students benefit greatly from all areas of access and resources offered.**

**If you have any questions about the content of this book, please feel free to contact us via email: [nsyfoundation@gmail.com](mailto:nsyfoundation@gmail.com)**

**Many thanks,**

A handwritten signature in black ink that reads "Atarah Bashir". The signature is written in a cursive, flowing style.

**Atarah Bashir  
CEO / Program Director**

### **Program Overview:**

**Novaskye Youth Foundation Inc. (NSYF) is a non-profit organization committed to obtaining and providing resources that will educate and inspire individuals while making a measurable difference in their lives. This program is designed to offer a broad range of educational services that will aid in successful fruition to our youth. With this initiative our objective is to promote great opportunities for those who need it most. NSYF will help students achieve academic success by offering access and support focused on enrichment and education. Our instructions will touch basis on SAT Prep studies such as math, reading, college & career readiness and more. This program will begin after school and last for one hour. The student(s) will take advantage of the time allotted by engaging in different subject matters during the afternoon program. These subjects will target an array of academic skills deemed necessary for college. It is our goal at the NSYF to empower and inspire those youth that are less likely to have access to these resources in hopes of producing valuable assets of society.**

### **Program Operation Hours:**

**Monday – Thursday (School calendar days **ONLY**)**

**3:30pm – Light Snacks and Refreshments**

**3:45pm – 4:45pm – Academic Enrichment Program**

**4:30pm – 5:00pm – Dinner**

**5:00pm – SweepBus Pick-Up**

**Please note the afterschool program will be closed whenever Fulton County Schools are dismissed early due to inclement weather or whenever there is an unexpected event that impacts the safe use of the site.**

## **Curriculum: SAT Prep**

**SAT Prep students practice and acquire these skills with a mix of teaching, personal encounters, real SAT practice questions, and the provided SAT Premium Textbook. We emphasize mastering the fundamentals of math and reading before moving on to writing. We also encourage teachers to implement some college and career conversations into the mix to increase knowledge on these topics as well. Students will be provided with other resources such as college application checklists, FAFSA checklist, and a senior checklist to align with classroom discussion. A brief agenda of topics covered on SAT prep are provided below:**

### **Part I: Orientation**

- 1 The SAT, The Princeton Review, and You***
- 2 Cracking the SAT: Basic Principles***

### **Part II: How to Crack the Reading Test**

- 3 The Reading Test: Basic Approach***
- 4 More Question Types***
- 5 Reading Drills***

### **Part III: How to Crack the Writing and Language Test**

- 6 Introduction to Writing and Language Strategy***
- 7 Words***
- 8 Questions***
- 9 Punctuation***

### **Part IV: How to Crack the Math Test**

- 10 SAT Math: The Big Picture***
- 11 Fun with Fundamentals***
- 12 Algebra: Cracking the System***
- 13 Other Algebra Strategies***
- 14 Advanced Arithmetic***
- 15 Functions and Graphs***
- 16 Geometry***

### **Part V: How to Crack the Essay**

### **Part VI: Taking the SAT**

## **Registration Procedure**

**Registration forms are required and available for each participant. Please only submit one completed registration form per child. Pick up location TBA.**

## **Materials Needed:**

**- Pencils - Notebook paper - Calculator - Course Material**

## **Check-In / Check-Out Procedure**

**Upon arrival/departure we require teachers to have every participant sign in/out as attendance will be maintained daily. Student mode of transportation will also be noted as well as an appropriate person(s) responsible for student pick up, if you will not be riding the sweep bus. This will be the only person(s) we allow for student pick up in order to ensure student safety. If this info should change, the parent or guardian must come, in person, to make the necessary changes to his or her kid(s) application.**

## **Absence / Tardiness Policy**

**Enrolled students are expected to be present for the program, on time, everyday during school operating days. Regular attendance and punctuality are favored as arriving late or being tardy causes disruptions. NSYF understands life happens so there may be an occurrence where the student(s) may be late or absent. Please inform the proper personnel should this occur whenever possible.**

## **Suspension / Termination Policy**

**NSYF has a responsibility to support all standards and ethical guidelines required of school and state. We expect everyone to interact in a positive, respectful manner. If at any time we feel the program and/or the participants have been violated in anyway, we reserve the right to suspend and/or terminate the person(s) involved.**

### **Accidents / Emergencies Procedure**

**If a student becomes ill or injured during the afterschool program, our staff will adhere to the emergency contact info on your child's registration form. Should we not be able to reach anyone listed, we will take emergency actions necessary for the safety of your child. Please report any changes of emergency contact information, telephone numbers, or addresses to the Program Director as soon as they become available.**

### **Late Pick-Up Policy**

**There will be a ten-minute grace period given daily for student pick up. If you must be late please call and inform the program coordinator. Please be mindful, however, the staff assisting with the program have obligations as well, so we want to be respectful of everyone's time. Therefore, if this happens on more than three occasions it may result in removal from the program.**

### **Teacher / Parent / Student Engagement**

**We want all staff to actively engage in activities with the students and maintain high expectations. Class instructions should be clear and challenging enough to stimulate thinking. We highly support an encouraging, relaxed, positive environment within the schoolroom setting. NSYF must ensure all interactions with the students are optimistic and respectful in order to build progressive, trusting relationships with them.**

**We expect students to be respectful of one another, be responsive to staff, and display positive behavior. Ask questions and be eager to learn! Cooperate, and bring your best attitude! All of us have bad days, but we should still strive to remain positive even on our worst days.**

**Parents of the participants should expect a dedicated approach to learning giving you a peace of mind that your child will receive the tools to become confident when opportunity presents.**

**If at any time any questions, comments, or concerns may arise from either staff, students, and/or parents please do not hesitate to contact us directly via email: [nsyfoundation@gmail.com](mailto:nsyfoundation@gmail.com)**

**NSYF remains committed to providing quality resources while offering a secure and supporting environment. We are excited to have all future applicants join the program. We are pleased to provide workbooks, worksheets, light snacks and dinner. All snacks and dinner comply with the USDA program guidelines.**

**\*\*PLEASE NOTE\*\* we are NOT a licensed childcare facility. NSYF is NOT required to be licensed by Georgia Department of Early Care and Learning. This program is EXEMPT from state licensure requirements.**

**By signing below you acknowledge that you have viewed, understand, and agree to the guidelines stated within the NSYF Handbook.**

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

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

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