

**Achieving Career Excellence (ACE)
Summer Enrichment
Program 2007**

**Parent Information Packet and
Registration Information**

**Maple Springs Baptist Church Youth Ministry
Maple Springs Community Service Corporation
and
National Alpha and Omega Church Services, Inc.
(NAOCS)**

“Partnering Together for the Same Cause”



Additional Partners, Sponsors and Funders:

Associated Black Charities, Inc. (2004)

Safeway(2005)

Chick-Fil-A @ Capital Centre at the Boulevard (2005-2006)

Staples Foundation for Learning, Inc (2006)

Prince George's County Department of Social Services (2006)

**6th ANNUAL SUMMER ENRICHMENT PROGRAM
A MESSAGE FROM THE EXECUTIVE DIRECTOR**



Dear parents:

WELCOME! It is so exciting to see our program grow numerically, as well as watch our children grow academically.

As it is truly our mission *to provide our community with knowledge and skillsets necessary to achieve educational and financial independence*, Maple Springs Baptist Church has augmented the summer enrichment program by adding proven hands-on science materials, a full fledged program of study, foreign language and additional educational resources to provide more diverse curriculum and instruction.

Again, it gives us great pleasure to welcome you and your family to our Achieving Career Excellence (ACE) Summer Enrichment Program 2007. Thank you for your participation and continuous support.

If you have any questions or concerns, or need more information regarding the implementation of the program, please feel free to call Micha Harris on (301) 736-3631 ext. 100 or e-mail to Micha.harris@msbbcs.edu. We are always happy to assist you.

We look forward to working with your child in the summer of 2007 and will do our best to make their experience both enjoyable and educational.

Sincerely,

Micha D. Harris, Director
Achieving Career Excellence (ACE)
Summer Enrichment Program

"We Motivate Youth to Learn, Educate Them So They Can Succeed and Graduate Them to the Next Phase of Life."

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Who We Are and What We Believe

Who We Are

The **Achieving Career Excellence (ACE) Summer Enrichment Program** was established in the year of 2002 as a collaborative education initiative between Maple Springs Baptist Church Youth Ministry, Maple Springs Community Service Corporation and MEG Learning Center, Inc. As a 2004 grantee of Associated Black Charities, Inc., the ACE Summer Enrichment Program extended its partnership to Faith Missionary Baptist Church, Mount Ephraim Baptist Church and National Alpha and Omega Church Services Corporation (NAOCS) as an effort to enhance and augment our current program services.

The objective of the ACE Summer Enrichment Program is to ensure that our children receive short-term academic enhancement and recreation during the summer that will help them on a long-term basis to maintain and retain the skills taught during the school year. *We motivate youth to learn, educate them so they can succeed and graduate them to the next phase of life.*

Our Mission and Program Goals

The mission of the ACE Summer Enrichment Program is to provide our youth and community with knowledge and skillsets necessary to achieve educational and financial independence. Our staff strives to instill motivation and self-esteem in our students and in our community and firmly believes that motivation and self-esteem are two of the main components that affect the outcome of an individual's success.

Our goal is to not only improve the academic skillsets of our students, but also to assist in the development of each child's cognitive, social, emotional and physical being.

What Makes Us Different?

- **We firmly believe in individualizing instruction.** We assess each of our students so that we can provide each individual with an educational plan customized to meet their specific needs.
- **Our staff members are highly qualified in and knowledgeable about what they do.** We continue to educate ourselves and have staff that conduct research and stay abreast of the educational mandates of the state, as well as the educational needs of youth in our community.
- **We believe in “pairing and sharing”** - building strategic alliances and partnerships to enhance the “quality” of services we provide.

What Does Our Program Offer?

- *Educational development and academic enhancement* which increase intellectual ability in the areas of reading, language skills, mathematics, science, and foreign language;
- *Business enterprise awareness* for the older youth ages 13-16 with a focus on entrepreneurial and business development skills;
- *Employability skills* such as resume writing, professional dress and interviewing techniques;
- *Life skills training and peer groups*, which aid in helping our students to understand and cope with social problems, social interaction, and peer pressure; thus enhancing the developmental youth outcome of self-worth; and
- *Educational field trips and recreation*, which aim at the development of team cooperation and sharing while also assisting in increasing the civic and social ability of our students.

How Does the Educational Portion of Our Program Work?

Our program is comprised of instructors who provide individualized attention to our students in order to better meet their needs or areas of improvement. Our ACE Summer Enrichment Program also utilizes supplemental teaching tools that provide criterion-referenced pretest that are diagnostic prescriptive and individualized.

The curriculum used in our program applies the following principals identified as, *A Systems Approach to Teaching* developed by Pace Learning systems, Inc.:

- ***STAGE ONE—Orientation***
Orientation identifies the goals and objectives of the program and helps us establish a relationship with our students so they can trust us to help them with their needs.
- ***STAGE TWO—Diagnosis***
Through a diagnostic pretesting, we can determine student's strengths and weaknesses.
- ***STAGE THREE—Prescription***
By identifying the missed items on the pretest, a customized study schedule is prepared that lists all the modules the student is assigned based on their identified weaknesses.
- ***STAGE FOUR—Instruction/Management***
Once Study Schedule is prepared, student is assigned the first pre-scribed module and begins his or her work in the program.
- ***STAGE FIVE—Evaluation***
Evaluation is continuous throughout the program and exists in the programmed nature of the modules, as well as the administering of module tests and posttests.

Our classes are divided into six (6) age groups- ages 5-6, ages 7-8, ages 9-10, ages 11-12, ages 13-14 and ages 15-16. These age groups are further subcategorized by clusters—Cluster One, ages 5-8, Cluster Two, ages 9-12 and Cluster Three, ages 13-16.

Cluster One—Curriculum Plans for Ages 5-8

This age group utilizes teaching tools such as Hooked on Phonics and Scholastic and curriculum programs that encompass subject areas such as reading, literature, writing, language structure and speaking and listening. Their traditional learning is also supplemented by the use of computer technology and educational websites such as Starfall and Learning Planet.

Each child is assessed on an individual basis to determine their current skillsets, as well as their necessary areas of improvement. An individual educational plan is determined for each child and given to the parent after full assessment is complete.

The afternoon sessions for this age group consist of fun and games, outdoor recreation and structured arts and crafts.

Cluster Two—Curriculum Plans for Ages 9-12

This age group utilizes traditional teaching tools in the areas of mathematics, reading and language. However, their traditional learning is supplemented by the use of computer technology. Our program utilizes various educational websites such as Funbrain and computer software programs offered by the Learning Company. Using this product helps develop your child's underlying thinking skills and creativity, while reinforcing important areas of basic curriculum, such as reading, writing and mathematics. Every program from the Learning Company undergoes extensive research and testing, with input from education professionals, parents, and children. Each product features a precise balance of educational content and entertainment value, so learning is fun and stimulating.

Each child is assessed on an individual basis to determine their current skillsets, as well as their necessary areas of improvement. An individual educational plan is determined for each child and given to the parent after full assessment is complete.

The afternoon sessions for Cluster Two consist of fun and games, outdoor recreation and structured arts and crafts.

Cluster Three—Curriculum Plans for Ages 13-16

This age group focuses on higher levels of mathematics such as algebra, geometry, pre-calculus, and algebra II/trigonometry. This cluster also focuses on report writing and research, test-taking skills, and vocabulary development. In addition, this cluster group engages in special business enterprise projects such as monitoring the stock market, typing, designing web pages and graphic art. Special business enterprise classes and projects vary on a year-to-year basis.

Traditional teaching techniques are used in addition to various software programs, such as PACEware and The Princeton Review. This cluster also uses educational websites such as AAAMath. This curriculum structure is designed to assist in the student's preparation for and maintenance in high school. The software programs used for these students is primarily self-paced.

In addition, this age group will also receive employability skills training and business skills necessary to survive in the workforce, as well as prepare them for the career world as they transition out of high school. Some of these skills will include professional image, resume writing and interviewing techniques.

Weekly Schedules

Every Thursday a weekly schedule will be distributed to the parents. This Weekly Schedule will consist of activities, subject areas, field trips and special events to be covered in the next week of the program.

Your child's daily schedule will be similar to the following:

- Every morning we will conduct devotion, serve a morning snack and conduct ten (10) minutes of physical activity or warm-ups.
- After morning snacks and warm-ups, students will be ready to begin their day. Three (3) hours in the morning will be allocated to educational enrichment, of which students will focus on the subject areas previously identified. There will be a rotation of students based on age group, subject area, and use of technology or computer lab. This will ensure that each child has an equal opportunity to focus on the necessary areas of improvement, as well as ensure that all students have an equal opportunity to incorporate technology into their daily learning.
- Lunch will run about an hour and a half every day, which includes enough time for outdoor play.
- The afternoon portion of the program will consist of daily drills to reinforce skills taught for the day, as well as indoor recreation such as structured arts and crafts and various indoor games.
- The older youth, ages 13-16, will also utilize some of their afternoon time for business enterprise awareness and employability skills development.

We have also incorporated movie time into the curriculum to give the students an opportunity to relax and enjoy another form of recreation. *A parent survey is included in the registration materials.* The survey is used to ensure that selected movies are age appropriate and approved by parents. *Movies will be shown by cluster group.* The first Weekly Schedule will be sent to you in advance.

Field Trips

Field trips will be every Wednesday and will rotate between recreational and educational activities. All field trips will be pre-planned to provide parents with prior notification. Field trip information will be included on each Weekly Schedule, and will be distributed to the parents on or before the Thursday prior to each event.

Some of our past field trips have been to the following destinations:

- Anacostia Museum and Rollerskating
- Glen Echo and Home of Clara Barton
- Blacks and Wax Museum
- National Postal Museum
- Russian American Kids Circus
- National Children's Museum
- National Building Museum
- Glenn Dale Splash Park
- U.S. Securities and Exchange Commission
- Holocaust Memorial Museum
- NASA Goddard and Space Flight Center
- University of Maryland Solar Observatory
- Great Waves Water Park
- The Washington Monument
- Port Discovery
- African-American Civil War Museum and Memorial
- Mount Vernon
- Three Little Bakers for "Sound of Music"
- The Challenger Center

Trips for 2007 will be finalized before May 4, 2007.

Special Classes and Events

This year the ACE Summer Enrichment Program 2007 is using Monday as a special class day to offer foreign language. Each cluster group will receive at least one (1) hour of foreign language per week.

Our Staff

The staff of the ACE Summer Enrichment Program believes in quality education, personal growth, and ongoing self-improvement. For this reason, it is important to us that our staff are well qualified in their subject areas. In this regard, all of our instructors currently teach, or have taught in the school system. In addition, the Director is “Director Qualified for School-Aged Children” by the Department of Human Resources, Child Care Administration (CCA) and is also certified in Advanced Youth Development.

Due to the indepthness of the activities to be covered during the ACE Summer Enrichment Program, we are prepared to provide one (1) staff person per fifteen (15) children, a ratio that meets the requirements of CCA. Our goal is to ensure that students receive individualized instruction, as well as adequate attention during the day, to ensure that behavior is controlled and discipline guidelines are in order. Our daily/monitoring staff consists of at least one (1) Director, one (1) Group Leader, one (1) Senior Aide and two (2) Junior Aides. Our instructional staff consists of at least two (2) Instructors per cluster group, one (1) Arts and Crafts Instructor, one (1) Computer Lab Technician and one (1) Special Events Instructor.

Security Issues and Staff-Student Ratios

The Director and/or the Group Leader are always on premise from 6:45 a.m. to 6:00 p.m. to assist with supervision of the children, as well as monitor implementation of daily activities. Additional monitors are provided during the day to assist with the oversight of children on the premises. The staff-student ratio is at least 1:15 during day-to-day activities, 1:10 during outdoor play, and 1:6 on field trips. We also have our children utilize the buddy system when playing outdoors.

The children are required to wear ACE Summer Enrichment Program T-Shirts on all field trips, as it further ensures their safety and security. All students also have name badge identification cards and are required to wear them on all field trips.

Registration Materials

To ensure that your child has been fully registered for the ACE Summer Enrichment Program 2007, please complete and submit the following forms to Micha Harris or an ACE Summer Enrichment Program Representative, **no later than May 4, 2007:**

- Registration Form
- Parent Policies
- Payment Contract and Tuition Schedule
- Student Release Form
- Medical Treatment/Release Information
- Emergency Medical Instructions
- Field Trip Permission Slip

Registration Dates are as follows:

March 18, 2007 – April 1, 2007 – Early Registration

April 2 – April 22, 2007 – Standard Registration

April 23 – May 4, 2007 – Late Registration

Registration information and materials can be received using the following methods:

Online- <http://www.maplespringsbaptist.org> (Click programs)

Electronically – Make request(s) via e-mail to Micha.harris@msbbcs.edu

Information can be submitted using the following methods:

Mail to - 2909 Lumar Drive
Fort Washington, MD 20744

Fax to - ATTN: Micha Harris
(301) 735-6507

E-mail to- Micha.harris@msbbcs.edu

In Person - Maple Springs Baptist Church – 4131 Belt Road,
Capitol Heights, MD 20743 on designated Sundays

Please feel free to contact Micha Harris on (301) 736-3631 ext. 100, if you have any questions, or if you need any additional information.

REMINDER: When submitting your registration materials, please remember to include your one-time registration fee of **\$125.00**, and first week's tuition of \$125.00 (*1st week's tuition can be paid by May 4, 2007*). **If paying by check or money order, please make payable to Maple Springs Community Service Corporation.**