West Side HELPING HAND

ACE @ PROMESA COLLEGE PREP WEST CORPUS CHRISTI
ACADEMIC AND RECREATION YOUTH CENTER

SCHOOL YEAR – MONDAY – FRIDAY 3:00 PM – 6 PM

SUMMER PROGRAM 7:30 AM-5:00 PM (Monday-Friday)

This is a free after-school and summer program for youth living on the west side of Corpus Christi, Texas. We are located @ 3146 Highland Ave. 361-882-WSHH (9744) for more information.

James Farfaglia
Board Chairman

Gilbert Martinez
Board Member

Cristella Garcia
Board Member

Welcome to West Side Helping Hand After-School/Summer Program! We're thrilled to have your child join us in a fun and enriching learning environment. This handbook will provide you with important information about our program and policies.

A LETTER FROM THE EXECUTIVE DIRECTOR

Dear Parents and Beloved Children,

I hope this letter finds you in good health and high spirits. It is with great pleasure and enthusiasm that I introduce myself as the Executive Director of West Side Helping Hand, the esteemed after-school program that holds a special place in our community's heart.

First and foremost, I want to express my sincere gratitude for entrusting us with the care and education of your precious children. As a parent myself, I understand the importance of providing a safe, nurturing, and engaging environment for our young ones to flourish.

My vision for West Side Helping Hand is rooted in a commitment to fostering holistic growth in each child. Education, character development, and creative exploration will be at the forefront of our approach. I am dedicated to maintaining the high standards of care that you have come to expect from our program while also striving to innovate and improve wherever possible.

My role extends beyond just being an Executive Director; I am here as a teacher, a mentor, and a friend to you and to your children. I believe that learning is not confined to textbooks and classrooms alone. It happens through genuine interactions, hands-on experiences, and a supportive community. My door is always open to both parents and children alike, and I encourage you to share your thoughts, ideas, and aspirations for the program.

Together, we will create an environment where your children can explore their passions, develop life skills, and build lasting friendships. From educational activities to arts and crafts, sports to community service projects, we will provide a well-rounded experience that nurtures their minds, bodies, and hearts.
I look forward to meeting each and every one of you. This will be an excellent opportunity for us to get acquainted and for you to learn more about our plans for the upcoming school year.

In closing, I want to assure you that your children's well-being and growth are at the core of everything we do at West Side Helping Hand. Our team is dedicated to creating an environment that supports, encourages, and inspires your children to reach their full potential.

Thank you for being a part of our extended family. I am excited about this journey we are embarking upon together, and I am honored to have the privilege of teaching, guiding, and watching over your incredible children.

Warmest regards,

Cynthia Davila
Executive Director

West Side Helping Hand

Our Mission

To guide low-income youth in Corpus Christi, Texas toward pathways of success. Our development programs embrace the dignity of the person through focusing on academics, character development, sports, individual attention and parental engagement.

WSHH is an Educational and Recreational Youth Center that serves students who are from low-income families in the West Side of Corpus Christi. The Center provides academic enhancement, character formation, career opportunities, extra-curricular activities, and organized sports.

Our Vision

West Side Helping Hand’s future will continue to advance new ideas and services that profoundly improve life for the youth on the West Side of Corpus Christi.

We envision a community where at-risk children are hopeful and excited about their futures, and confident and capable of realizing their full potential in school and later in life. They build healthy and respectful interpersonal relationships with family and friends.

Our Future

As West Side Helping Hand continues to grow as a service to Corpus Christi’s youth and families, the Benefactors, Board of Directors and staff believe the time is right to develop and share a forward-looking vision

with the community at large. WSHH's vision is rooted in practical, real-life wants and needs. It reflects a high ideal of love and hope – the hope for a highly desirable future for our youth that will bring out the best in themselves, their families and our community.

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Program Overview:

Academics: Students arrive from Promesa College Prep and immediately sit down in the West Side Helping Hand center to do their daily homework with the help of a West Side Helping Hand staff member or volunteer. Many of our students at West Side Helping Hand show improvement in their academics.

Character Formation: Each day, West Side Helping Hand students receive a character formation talk from a staff member at West Side Helping Hand. The short talks cover basic character formation topics such as personal discipline, having a positive outlook on life, getting ahead in life, forming a strong will, setting firm goals to live an extraordinary life.

Organized Sports: In a world where many children are home alone doing nothing or absorbed in mindless gadgets, the sports program of West Side Helping Hand is a vital part of what we do. Sports are important for childhood development, forming life-long friendships, and just having good fun. At West Side Helping Hand we focus on soccer, basketball, four-square, Ga-ga, an awesome playground and other games for kids.

Extracurricular Activities: West Side Helping Hand students are excited to participate in our extracurricular activities. We have partnered with Tennis Success, Grow Local South Texas, and Team Nutrition USDA from Texas A&M. These programs encourage students on staying physically active while promoting healthy eating habits.

Contact and location Information:

3146 Highland Ave. Corpus Christi, Texas 78405
361-882-WSHH (9744)
Info@wshhcc.org

Ariella Martinez, Program Specialist, Data Entry Clerk, (945) 372-6656, ari.wshhcc@gmail.com
Cynthia (Cindy) Davila, Executive Director, (361) 461-8353, cindy@wshhcc.org

Program Schedule

Our program operates Monday through Friday 3:00PM-6:00PM. West Side Helping Hand follows the Promesa school calendar. Each day includes structured time for homework completion, engaging enrichment activities, and recreational play. Summer Time hours are 7:30AM-5PM Monday through Friday for 5 weeks beginning in June.

Registration Process

To enroll your child, please complete the registration form and submit it to the Executive Director at West Side Helping Hand. All forms of the application must be completed. There is no fee for registration or to participate in our program.

Health and Safety:

The health and safety of our students are of the utmost importance to us. We ensure first aid supplies are stocked and replenished if needed in case of emergencies and each of our staff members are CPR/First Aid certified. Keeping the environment free from clutter and the playground area safe for the children at all times is a priority. We make sure to sanitize surfaces, utensils, and encourage hand washing throughout the day. Supervising children at all times is our top priority to prevent any accidents.

Parents, Guardians, and Relatives of participants are NOT allowed to enter the facility at West Side Helping Hand to drop off or pick up a participant. This safety measure is to ensure the safety of your child. All participants must be dropped off outside of our front doors. Parents are allowed to drop off students and pick up students from our facility. Transportation to our facility is provided by our staff during the program year. The students are picked up from their school in our vans by our WSHH staff. During the Summer Program the children are dropped off and picked up by their parents.

Behavior, Discipline, and Expectations

We encourage positive behavior through clear expectations and reinforcement. However, if behavioral issues arise, we have a progressive disciplinary approach that aims to address concerns while maintaining a respectful environment. After recurring issues, the student will remove themselves from the program. A conference with the parent will be initiated in the event of a second occurrence of discipline.

Communication

Open communication is key to your child's success. We encourage parents to reach out to Coaches with any questions or concerns. Regular updates and important notifications will be shared through Communication Channels, for example text, email, phone calls etc.

Cell Phone Policy

Each child will be expected to turn in their cell phone from arrival time until 5:30PM. If any student or child is on any social media sites or inappropriate website the cell phone will be removed and tuned into the Executive Director. 3 violations will result in termination of the program.

Pick-up and Drop-off

Summer Program- please adhere to our arrival and pick time. Ensure your child is on time and let us know in advance if there will be any changes in pick-up arrangements. Two (2) late pick-ups within a 4 week period may result in removal of the program. The Summer Program runs for 5 weeks in June. Arrival is at 7:30AM and pick up time is 5PM. The authorized Pick-up list must be updated in order to release your child to your listed individuals. This is for the safety of your children. Children will not be released to anyone not authorized on your pick-up list unless a phone call or written notice has been given to staff personnel.

Emergency Procedures

Your child's safety is very important to us. In case of emergencies, we have established protocols for evacuation and contacting emergency contacts. Please provide accurate and up-to-date contact information so in the event of an emergency we are able to contact you.

Enrollment Information

Our program is open to children ages 3 to 18. Enrollments are processed based on child/staff ratio.

Waitlist Policy

Provide your required information to be placed on the wait list: Parent's name and contact information. Child's name, school attending, age and grade. If there are any changes to your contact information, please contact the WSHH to update your file. There is no specified length of time that you need to be on the list to be offered a spot. It is based on first come first serve bases and availability of the age the child is. As availability opens the next child on the list will be placed in the program if the slot is open in their age group. We adhere to licensing requirements of staff/child ratio.

Special Events and Field Trips

Teach, model, and review appropriate behavior with your child for at least a week before the big special event or Field Trip. Inappropriate behavior will result in non-participation in any future field trips or special events. Field trips and Special Events require as many adult eyes and ears as possible. The children will be excited and antsy, ready to go. If you volunteer to be a chaperone for any field trip or special event, please be aware we have limited space and any fees associated with an event or field trip will be your responsibility. Keeping track of each and every child is our number one priority therefore your participation in any special event or field trip will require all volunteers to help staff with multiple head counts several times throughout the entire event or trip. With proper planning and a positive attitude, field trips and special events can be unique ways to explore the outside world with your students.

Snack and Meal Information

The afterschool snack component fills the afternoon hunger gap for school children. WSHH provides a healthy meal and snack for the students if they choose to eat. After-school snacks give students a **nutritional boost** and at WSHH we include this along with supervised activities that are safe, fun, and filled with learning opportunities.

Summer-Program meals consist of breakfast, lunch, and a snack

We look forward to a fantastic and educational year with your child at West Side Helping Hand After-School and Summer Program!

Sincerely,

Cynthia Davila
Executive Director
cindy@wshhcc.org

Parent Signature and Date