

ENERGY Afterschool Program

Education, Nurture, Encouragement, Readiness and Growth for Youth

Westminster Economic Development Initiative

WEDI

Meets at Westminster Presbyterian Church

724 Delaware Ave., Buffalo, NY 14209

ENERGY Advisory Committee:

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ENERGY After School Program

The ENERGY After School Program is a program of WEDI (Westminster Economic Development Initiative); it serves about 25 children in grades 1-6 from Buffalo's West Side neighborhoods. The ENERGY program has been in existence since 1997, providing meals, educational assistance, and mentoring to students. The students meet with volunteers who are members of the church, as well as members of the larger community. The program is free to the families who participate.

ENERGY meets in the lower level Youth and Heritage Rooms of Westminster Presbyterian Church. The students are bussed from their home to the church on Tuesdays, Wednesdays, and Thursdays for the 4:30-6:30 p.m program. Students eat a family-style supper with the volunteers and staff. They then have 15 minutes of devoted reading time and 30 minutes of supervised homework, with specific help in academic areas of concern. A final 30 minutes is used for enrichment activities which include music, arts and crafts, sports, games and guest speakers. Field trips, special events, school supplies and incentives are also provided for the students and their families.

Volunteers enjoy their time with students and experience the satisfaction of seeing students improve and grow academically and socially. Volunteers may read with children, lead learning centers, or supervise homework and enrichment activities. Additionally, volunteers may cook meals, present cultural and recreational activities, share their skills and talents, and plan field trips and special events.

The ENERGY After School Program welcomes additional volunteers who can give their time on Tuesday, Wednesday, or Thursday from 4:30 -6:30 p.m. to work with the students. The program follows the calendar of the Buffalo Public Schools. If the Buffalo Public Schools are closed for weather or emergencies, the ENERGY program is canceled. When there is a half day of school, the ENERGY program will still be held. If you are unsure, please call the Program Director at **716-507-8216**.

If you would like to know more about the program or would like to be a volunteer, please contact the ENERGY Director at 716-507-8216 or by email energy@wedi.org.

The purpose of ENERGY is to build a child's skills by providing academic, social, and cultural opportunities and to help develop character, a sense of self worth, and life purpose.

Daily Schedule

4:15-4:30 Volunteer Arrival - Please sign in.

4:30 Student Arrival

Volunteers meet and greet students. Assist students with coats and book bags. Students wash hands and use restroom. Volunteer monitor in the rest rooms. No paper towels in the toilet. Help students find name tags. Assist students, especially younger ones, as they prepare for the meal.

4:40 Meal Time

Do not start eating until given direction. Announcements will be given during this time. Ask the children questions about their day. Conversation starter cards will be available. Model and remind children of good manners. At the end of the meal, the students will be given direction to clear their plates and dismissed for their individual reading time. Reading partners will be designated at this time by Director.

***5:00 Drop Everything and Read!**

Students will find a comfortable place to read a book. All volunteers should be reading with a child and the director will assist with partnering. See guidelines for reading page 8.

5:20 Homework/ Mini lesson Centers

The children will work on their homework. Volunteers will not supply answers but note if a child is struggling to do their homework independently. Complete mentor evaluation form (sample on next page). Volunteers will check to see if homework is completed before children can go to the Centers room. Volunteers may supervise center activities. At 6:55 wrap up the homework and have students clean up. All materials in their backpacks. Complete logs and evaluation.

6:00 Enrichment

Enrichment will vary from day to day. Activities may include games, arts and crafts, science projects, music, cooking, and special guests. Volunteer training may take place during this time on designated days.

*Enrichment may occur at this time when a special guest may be sharing.

6:30 Student Dismissal

Volunteers will escort students to coat rack and make sure they have all their belongings. After students leave volunteers will have a very brief share time to discuss the events of the day, successes and concerns.

Mentor Evaluation Form

Date _____

Student's First Name _____

Mentor's Name _____

Subject Area (s) Covered:

English/Language Arts Math Science Social Studies Other

Attitude: (Check any that apply)

Very Cooperative Engaged Motivated Neutral
 Unmotivated Needed Prodding Resistant Showed Appreciation

Observations:

Needs skill/concept re-taught Needs repetitive practice Needs review

Other _____

Had difficulty
with _____

Still needs help
with _____

Reading Log

Record date and book read on students reading log.

Always look in the “to do” box for filing or project preparation if you find yourself without a task! Please, please, please feel comfortable sharing concerns about students, programs or volunteers with the Director. We need your opinions to keep this program current and effective.

Communication:

new phone number: 716-507-8216

email - energy@wedibuffalo.org

As a rule of thumb: if you aren't sure, just ask!

ENERGY Student Policy

Bring Your Best Self

Respect for one another and ourselves.

This includes listening to the speaker (eyes on the speaker, mouth quiet), using positive words and a quiet voice (no put downs, swearing, yelling) and keeping hands to yourself.

Responsibility

Responsible for their work: Students must bring homework, whether it is done or not. Their teachers will be contacted if they have not brought their homework to ENERGY.

Responsible for their belongings. Taking care of their books, book bags, coats and clothing.

Responsible for their jobs: Mealtime assignments will be carried out. Cleaning up after yourself.

We have high expectations for the students behaviors. If a student has difficulties with respect and responsibility, they will be given a warning. After the third warning, the parent will be contacted. Please notify the Director if you are having problems with a student's behavior. energy@wedibuffalo.org or 716-507-8216.

Volunteer Guidelines:

- Be on time
- Sign in - volunteer hours are important for funding the ENERGY program.
- No cell phone use or texting while at ENERGY.
- Stay with your student - if they go to the restroom, accompany them and wait outside the room. Escort them to the center room when their homework is done. If you arrive late or need to leave early, notify the Director.
- **No volunteer is allowed to be alone with a student- always be “in the company” of others.**
- Model respect and responsibility: remind them of proper manners.
- Develop routines
- Be positive: Give encouragement and sincere praise. Find something they did well!
- Emphasize effort

- Keep records: complete evaluation sheet, after your student has been escorted to the center room or during the enrichment time. Record reading log.
- Bring any concerns or issues (poor behavior/ attitude, problems in school, etc.) to the attention of the Director.

Reward Good Attitude and Effort
with sincere praise
stickers
notes on the wall near their name
ENERGY bucks for going above and
beyond

ENERGY Calendar 2013-2014

All times are 4:30-6:30 unless otherwise noted.

September

11,12 Volunteer Training 4:30-5:30
18 Welcome Party
19 Student Orientation
24, 25, 26 ENERGY

October

1 ENERGY - Birthday celebration
2, 3 ENERGY
8,9 ENERGY
10 ENERGY - Club day
15,16,17 ENERGY
22,23,25 ENERGY
26 ***La Cerentola (Cinderella) Opera Day at Westminster 1:00-2:30***
29,30 ENERGY
31 Halloween Celebration

November

5 **NO ENERGY - Election day**
6 ENERGY - Birthday Celebration
7 ENERGY
12,13 ENERGY
14 ENERGY - Club day
19,20,21 ENERGY
26 **NO ENERGY**
27 **NO ENERGY**

December

3 ENERGY- Birthday Celebration
4,5 ENERGY
10,11,12 ENERGY
17,18,19 **NO ENERGY- Christmas break**

January^[a]

7 ENERGY- Birthday celebration
8,9 ENERGY
14,15,16 ENERGY
21,22,23 ENERGY
28,29,30 ENERGY

February

4 ENERGY - Birthday Celebration
5,6 ENERGY
11,12,13 ENERGY

18,19,20 **NO ENERGY - Winter Break**
25,26,27

March
4 ENERGY - Birthday Celebration
5,6 ENERGY
11,12,13 ENERGY

18,19,20 ENERGY
25, 26,27 ENERGY

April
1 ENERGY - Birthday celebration
2,3 ENERGY
8,9,10 ENERGY
15,16,17 **NO ENERGY - SPRING BREAK**
22,23,24 ENERGY
29,30, ENERGY

May
1 ENERGY- Birthday Celebration
Year end Celebration -TBA

Calendar updates will be sent via email.

ENERGY Volunteer Job Description

Time Commitment:

Minimum two hours per week.

Responsibilities:

- Attend volunteer orientation
- Sign in on arrival
- Turn off cell phone and electronic devices. Don't bring food or drinks.
- Record student information and progress in student notebook. This includes volunteer forms and reading logs.
- Help organize and supervise learning centers
- Contact ENERGY Director, Carol Greetham at 716-507-8216 if you are unable to attend your scheduled day(s).
- Communicate any concerns.
- Give all your attention to the children.

Benefits

- Opportunity to work with young learners
- Develop friendships with students and other ENERGY volunteers
- Cultivate good citizens for the West Side community.
- Build leadership and community service skill



Guidelines for reading with Students

- Look at the book cover.
 - What do you see? What do you know? “I see...” I know...”
 - What do you think? “I think...”
 - What do you wonder? “ I wonder if..., I wonder why..., I wonder what...”
- Have the student read out loud.
 - buddy read - student reads one page, you read the next.
- Stuck on a word? PLEASE DON'T SUGGEST ‘SOUNDING IT OUT’
 - look at the first letter - Get your mouth ready!
 - look at the last letter.
 - look for chunks you know. an, in, at, ut, oo, oa, ee, st, ing, etc.
 - ask if it makes sense.
 - is there a smaller word you know inside the word?
 - does it remind you of a word you already know?
 - cover the word with your thumb and slowly drag it across the word saying each letter sound as you go. **STRETCH** out your sounds.
 - skip the word and keep reading. Context helps!
 - re-read the whole sentence.
- Check for comprehension
 - ask questions periodically while reading
 - make connections - text to self, to another text.
 - ask to name characters - who were the characters in this story? Who was your favorite character?
 - Describe the setting of the story. Where did this story take place? What time of day did it take place? What was the season of the year?
 - Discuss the problem in the story. What was the problem? Did it get solved? How?
 - Tell what happened first, next, last.
- Read with expression
- Be aware of punctuation. (! , ? .)
- Change voices of the characters in the book
- Make predictions. What do you think will happen next?

ENERGY

Education, **N**urture, **E**ncouragement, **R**eadiness and **G**rowth for **Y**outh

After School Program



Volunteer Handbook 2013-2014

[\[a\]](#) Bobbie Neal:

Carol, mainly I changed 2 paginations. Really good Handbook, clear and helpful. b