

Community Playground of Columbia, Inc. DBA



After School Academy 2026-2027 Family Handbook

Administrative Office
310 Tiger Lane, Suite 101
Columbia, MO 65203
Phone: 573-256-1436

Email: bonnie@fcya.org

Dear Families,

Welcome to Fun City Youth Academy's After-School Program!

Our curriculum includes: self-awareness, African-American history/culture, nutrition, math, language arts, and creative arts. ***Our program follows the Columbia Public Schools schedule. We do have programming on half-days, which typically begin around 12:30 pm.*** Students may be dropped off at our office as early as 2:45 pm and dismissed by 6:30 pm.

The Family Handbook includes all relevant information that you need to know about the program and our policies. Please look over the handbook carefully to be sure you know all your responsibilities. We look forward to working with you. If you have any questions, please feel free to contact us at any time.

Sincerely,

Bonnie Yantzi
Fun City Director

Dr. Patrika Brown
Principal

Part I. Fun City Mission Statement

The mission of Fun City Youth Academy is to engage area youth and their families in academic, cultural, and recreational programs that promote academic achievement, self-respect, and social responsibility.

Part II. Goals of the Fun City After-School Program

1. Develop self-esteem skills through SETCLAE ideas and curriculum,
2. Develop children's artistic and creative skills,
3. Develop an understanding of African-American history and culture and how it has impacted the larger society,
4. Remediate and enrich reading and math skills.

Part III. Staff Information and Master Schedule

Principal	Patrika Brown, Ed.D.	
Fun City Director	Bonnie Yantzi	bonnie@fcya.org
Teacher	Michelle Jeanville	
Teacher	Ada Chapman	
Teacher	Peggy Sanchezgaw	

Classroom Aides

- Carita Wilkerson
- Kimberly Rodgers
- Pat Tatum

Sample Schedule

	Math	Reading	Black History/Enrichment
3:00-3:40	Snack, Silent Reading, and Homework Help*		
3:45-4:00	Whole Group: Pledge and Nguzo Saba		
4:00-4:20	Group 1	Group 2	Group 3
4:25-4:45	Group 3	Group 1	Group 2
4:50-5:10	Group 2	Group 3	Group 1
5:15-5:30	Recess (outside weather permitting)		
5:35-6:05	Wash Hands, Dinner, and Clean Up		
6:15-6:30	Dismissal		

* Homework help lasts as long as needed

Part IV. Policies and Procedures

Health Policies

If you notice any of the following conditions in your child, they are not to attend programming. If staff notice any of these symptoms, you will be contacted immediately and asked to pick up your child. The symptoms are as follows:

- Severe coughing;
- Diarrhea – more than one abnormally loose stool;
- Difficult or rapid breathing;
- Yellowish skin or eyes;
- Pink eye, redness of eyelid lining, irritation, followed by swelling or discharge of pus;
- Unusual spots or rashes;
- Sore throat or trouble swallowing;
- An infected skin patch;
- Unusually dark, tea colored urine;
- Gray or white stool;
- Fever over one hundred degrees by mouth;
- Headache and stiff neck;
- Vomiting more than once; and
- Severe itching of the body or scalp, or scratching of the scalp.

The ill child will be kept isolated from the other children until an adult arrives.

Medication

Fun City will only administer life-saving medication such as inhalers, insulin, and Epi-Pens. Medication shall be in the original container and labeled with the child's name, instructions for administration, including the times and amounts for dosages, and the physician's name.

All medication shall be stored out of reach of children or in a locked container. All medication must be brought to programming by an adult and handed to staff. We can NOT accept medication delivered by a child.

Disciplinary Policy

Fun City's student behavioral expectations fall within the realms of being safe, kind, responsible, and respectful learners. More specifically, those expectations include:

1. Scholars should be able to attend a program that is safe, free from physical harm, threats, or intimidation.
2. Scholars should respect other scholars and adults.

3. Scholars are expected to help keep our building/grounds clean and safe.
4. Scholars are expected to respect their property and the property of others.
5. Scholars are expected to develop good work habits and to help create a good learning environment for others.
6. Scholars are expected to solve problems and disagreements through conflict resolution practices instead of physical confrontations.

Most scholars choose to exhibit appropriate behaviors and require little to no disciplinary action. Those scholars who do exhibit inappropriate behaviors can take a lot of staff's time and attention. Our goal is to help them develop social and emotional skills through a combination of education, rewards, and consequences. For scholars who choose to exhibit inappropriate behaviors, we will respond based on the following categorical system.

Category I	Category II	Category III	Category IV
Not following directions	Being disrespectful/rude	Inappropriate physical contact (fighting, rough housing, causing injury)	Bringing or using weapons, drugs, or alcohol at school
Excessive talking	Arguing with peers and adults	Bullying	Assault
Inappropriate use of supplies	Defying authority	Leaving the building w/o permission	Leaving property w/o permission
Not paying attention	Inappropriate language		Arson
Noisy in quiet zones	Excessive interruptions		Vandalism
Not lining up at signal	Hiding from staff		Stealing
Consuming candy/gum/snacks at inappropriate times	Leaving the room without permission, standing where staff can still see them, or returning quickly		

Running in the building	Lying		
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Multi-Tiered System of Behavioral Support

Category I and II	• Staff will use a safe seat/time-out area for the first offense. • Second offenses will result in time away from the activity/others • Third offenses will result in a phone call home. • Fourth offenses will result in the student receiving a suspension and being sent home for at least the rest of the day.
Category III	Suspension. Families will receive written documentation of the incident(s) leading up to the suspension with the earliest date of return listed. Upon the third suspension, the scholar will be expelled from the program.
Category IV	Expulsion. Families will be contacted to pick up the scholar immediately and will meet with designated staff. During the meeting, families will be presented with written documentation of the disciplinary actions leading to the scholar's expulsion. At the time, the scholar will be dismissed indefinitely from the program.

Food/Drinks

Fun City will provide a snack and dinner to children who are in attendance during mealtimes. Snack ends promptly at 4:00 pm, and dinner is from (~5:30 pm to 6:00 pm). If you are going to arrive after the end of the scheduled eating time, you are to see that your child is fed. Each student is provided a Fun City water bottle. Sometimes during mealtimes we may have milk or juice, but most of the time we provide water as part of our healthy kids nutrition curriculum.

From Home Items

Fun City highly discourages students from bringing items from home, including cellphones, technology, toys, and other personal items. Fun City is not responsible for lost, stolen, or damaged personal items.

Part V. School Closings/Attendance

Holiday Closing

Fun City will be closed for all major holidays and will follow Columbia Public Schools' schedule regarding other breaks.

Attendance

Home adults should call the office before 1:00 pm and notify staff that their child will not be in attendance that day. Attendance is very important to ensure that we have optimal time to support students' academic and social-emotional enrichment. Excessive absences can be a cause of removal from the programming.

Part VI. Family Expectations

Fees

There is a \$100/month fee for the first child and \$50/month for each additional child. November and December are \$75/month for the first child and \$25/month for each additional child. There are no fees owed for August 2026. If you are unable to pay, please contact us, and we will set up some dates each month for you to volunteer your time instead.

There are no fees for families who are at or below 200% of the Federal Poverty Level, based on household size and income (thanks to our funders: Boone County Children's Services, City of Columbia Social Services, Heart of Missouri United Way).

Volunteering

Adult family members are encouraged to volunteer their time. If you have a specialty that you are willing to share with the children, then your skills could be very valuable to our program.

Visits

Family visits are encouraged. However, to keep track of persons in the building and to provide a safe environment, all visitors are required to first check in with a staff member, sign in, and receive a visitor badge **before** going to any other part of the building.

Responsibilities

Please help us teach your child to grow as an individual by demonstrating the following:

1. Showing a positive attitude toward education.
2. Taking an interest in what your child does in school and programming.
3. Encouraging without forcing academic work such as reading, writing, and mathematics.
4. Praising your child for effort and creativity
5. Being on time when bringing and picking up your child.
6. Always calling when a child is going to be late or absent.
7. Always talk to Fun City staff when you have a concern by keeping communication lines open.

Drop Off

Students may be dropped off at programming between 2:45 pm and 4:00 pm. Unless students are in other after-school activities at their school, we do not allow them to be dropped off after 4:00 pm as it disrupts our instructional time. Fun City determines which schools we will pick up from based on the number of enrollments that we have at each school and based on their dismissal times. This changes each year.

Dismissal/ Late Pick Up

Children may be dismissed throughout the after-school program timing. However, students who are picked up before 5:45 pm most likely will not receive a dinner. We do not start making to-go plates until everyone has been fed, so dismissal between 5:30 pm and 6:00 pm is highly discouraged.

We have a strict late pick-up policy. You will receive a Late Pick-Up Notice every time that you arrive after 6:30 pm. Upon your second violation, your student will be removed from the program. Please be considerate of our staff in picking up your student before 6:30 pm.

If an adult will be late, they must notify the office as soon as possible. Notifying the office does not excuse the late pick-up. We understand that emergencies arise. We also understand that traffic can be challenging or hectic, but traffic issues do not excuse the late pick-up policy. Our staff must remain on campus when your child is picked up late. Therefore, they are unable to attend to commitments outside of school.

Thank you!
Fun City Youth Academy Staff

Appendix 1- Confirmation of Receipt of Handbook Form

Community Playground of Columbia, Inc. DBA Fun City Youth Academy

Guardian Name:	
Student(s) Names:	

I confirm that I have received a copy of the Community Playground of Columbia, Inc. (DBA Fun City Youth Academy) Family Handbook 2026-2027 and that I have read and understood its contents.

I also confirm that I have sought clarification from the Director and/or Principal on any issues outlined in the Handbook that I am not clear about.

Signed: _____

Date: _____