



RE  DIRECT  
AFTER SCHOOL PROGRAM

# MENTOR SPECIALIST MANUAL

  
MINISTRIES INC.

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# Mentor Specialist Manual

Revised Version 1.2 Dated April 27, 2020

## We are built on **5 Strong Core Values:**

- Christ Centered- All we do is centered on Jesus. (Isaiah 45:5, 2 Timothy 3:16-17, Proverbs 22:6)
- Ministry Led- The program is led through and by ministry
- Holistic- Life, developmental and educational all in one
- Leadership Focused- Provide the necessary environment to produce leaders
- Long Term Approach- Process of 10-15 years with a student. Not a quick fix mentality.

Welcome,

C2k Ministries Inc. stands for Cross to Kingdom and was founded on strong, Christian, biblical principles. My wife, Kym and I (Phil) would like to say thank you for being one of the most important parts of this ministry.

**OUR MISSION:** To develop programs that help kids fight intergenerational poverty.

This is something that we feel strongly about. Poverty robs, steals and destroys self worth, value, purpose, and dignity and we are determined to do something about it.

RE>DIRECT is one solution of many to come.

**How would you feel if** you knew our state was using data from the state test results, specifically fourth grade, to determine how many future prisons need to be built?

Well, they are and that is one reason we started RE>DIRECT. Our goal with RE>DIRECT is to change that narrative and we hope that by the time you are done reading this you feel as passionate as we do.

# What is RE>DIRECT?

Simply put, RE>DIRECT IS A holistic after-school program that has extremely high standards and a proven track record of success.

*Many kids struggle academically and socially. Our organization provides tools and resources to help them overcome those challenges giving them a chance to be successful in life.*

**Vision-** to provide a solid foundation to develop successful leaders.



# When and Where?

Monday- Thursday, 3:30pm-5:30pm

Crosstown Fellowship Church  
222 North St.  
Cleveland, MS 38732

# Important Numbers

Phil Schank- 262-337-1412  
President/Executive Director

Kym Schank- 262-337-1413  
Vice President

Edna Bland- 662-719-0363  
Mentor Specialist

Joyce Pitts- 662-719-0474  
Mentor Specialist

LaTonya Fields- 662-402-9406  
Mentor Specialist

Linda Dorsey- 662-402-5933  
Mentor Specialist

Sandra Kemp- 662-588-7402  
Mentor Specialist



## What we are?

A holistic after school program designed to develop successful future leaders.

## What we aren't

A baby sitting service. Parents/guardians need to be invested in their child's future. Many models show that successful outcomes increase by almost 75% when the parent is actively engaged in their child's education and life.

# THINGS TO KNOW

## RE>DIRECT Money Program

Everyday a kid comes to the program they are given 3 RE>DIRECT dollars. They keep those dollars if they exhibit good behavior, don't cut up, respect everyone, and do their work.

Each student has a deposit book in which they make deposits weekly in their bank account.

Weekly a small store opens in which they can purchase items.

Twice a year, Christmas and end of year, we open a large store with even more items for purchase.

### What happens if....

If a child misbehaves, is disrespectful, cuts up or does something else negative?

FIRST TIME- Provide them with a stern warning, *"This is my first and last warning. If you do that again, I will take a dollar."*

SECOND TIME- Take a dollar and tell them why.

THIRD TIME- Take a dollar, tell them why.

FOURTH TIME- Take the last dollar, tell them why and then contact the parent for them to come and pick their child up. They will be removed for the rest of the day and will not return the next day.

Why is that important?

### **3 Unexcused Absences**

If a child has 3 unexcused absences, they are removed from the program and replaced with the next child on the waiting list.



Unexcused absences are anything except medical or dental. Getting your haircut or hair done would not be excused. Not wanting to come certainly would not be excused.

This is a policy that we have had in place since the second year and we find it to be a fair policy. Parents need to provide us with a doctor's excuse just as they would for the school.



## **Positive Reinforcement**

To the best of our ability, we want to catch kids doing the right things and when we do we want to stop the program at that moment and recognize them.

How you ask?

### **Pin Program**

We have a pin program in which the kids earn pins such as character, leadership, etc. anytime we catch them doing something positive. They then take those pins and put them on the lanyard we provide them with.

The kids with the most pins at the end of the year gets a special prize.

Here is what to do if you are giving away a pin:

Stand up and say, *“Clap once if you can hear me”*, *“Clap twice if you can hear me”*, then ask the student to stand and recognize them. Everyone then claps for them, we sit back down and continue working.

## **Homework Protocol**

Your job is to guide kids. This means that we **NEVER** give them the answer. We help them figure out how to get the answer. This requires much patience so settle in and realize that some students will figure it out easier than others.

### **What if kids have no homework?**

You will know what our students should be working on because you are working closely with the schools and teachers.

If a child has no homework, they have their own laptop computer and we use a computer program called IXL. If they don't have Study Island or another school based program to work on, they can work on IXL.

While on their computer, help them figure out how to get the answer, **NEVER** give them the answer. We want our kids to be problem solvers not robots regurgitating answers.

### **We Have High Standards**

We expect all of our students to have a "C" or higher in every class they have, NO EXCUSES. They have all the tools and help they need to accomplish this.



We expect them to be leaders not only in our program but at school. If there are problems at school we will be notified because of our partnership with the schools and teachers.

### **What Not To Do...**

Do not constantly be on your phone checking social media, texts, and or email. You can do that on your own time. We are asking you to sell out to these kids for 2 hours. Be engaging!

Don't scold kids. If a dollar is taken, explain why and that is it. We don't need to discuss it or have a conversation about it. If you feel the kids earned it back by the end of the program, go ahead and give it back but guard that carefully and don't let your emotions take the place of what is best for them in the moment.

Don't **EVER** hit, smack, pinch or hurt a child, **PERIOD**. It doesn't matter if that is your child, grandchild, niece or nephew. That behavior will need to wait until you get home, period. There is a zero tolerance policy for this type of behavior.

Don't checkout and get on your phone when we do an activity. Some of the best activities are the ones in which our leaders are engaged. It is especially fun for the kids when an adult does something funny or makes a mistake. It allows them to know that we are all human. This does take a bit of humility on our part...

## **Daily Responsibilities**

**Children safety-** this is critical and probably goes unsaid but at all times, we need to place the child's safety first.

**Keep it as positive as possible-** do your best to be positive and not negative. Kids get enough of that at home and in other places. We want to lead with love and correct out of love, not emotion and there is a difference. Do your best to give away a pin a day, again not out of emotion but out of truth.

**Clock in and out daily-** you will have set hours and an app on your phone. It is your responsibility to clock in and out daily.

**“Situations”-** If there is a situation with a student, please contact the parent to let them know what is going on. If it is something serious, please get Phil involved as well so that leadership knows what is going on.

## **Weekly Responsibilities**

**Communicate with teachers-** before coming in on Monday, please communicate with your students teachers to find out what they are working on. This will either be done through an app or through a text. Please be prepared to help them with words, projects, etc. and make sure to guide them to appropriate IXL activities that correspond with what they are working on at school.

**Weekly progress reports-** weekly progress reports are going to be reported online through a spreadsheet. The spreadsheet (found on google drive in a folder that you will be invited to), can be filled out daily if you think necessary. If there is something that you believe needs to be reported please do. Otherwise please fill in the basics daily.

**Communicate with parents-** at the end of each week you will send a parent an emoji text (I will provide this to you) that will either have a green smiley face, a yellow face, or a red “mean” face. NOTE: at anytime you can contact a parent about their child’s behavior. You don’t need to wait until the end of the week. If you feel a discussion needs to happen, please notify Phil so he knows what is happening.

**Incident reports-** If there is an incident, we need the incident report filled out IMMEDIATELY. These forms are also online through google drive (you will be invited to that folder).

**Cleanliness-** you need to make sure that your area is cleaned, which includes, tables and chairs wiped down daily, and floor swept. Kids can help wipe down tables and chairs. Chairs should then be placed on the tables. After prayer, anyone that is not driving a van needs to help sweep, take out garbage, and pick up/clean bathrooms. This needs to be done daily and if all help it should take no longer than 15 minutes.

## **Few Last Things**

**Arrival and Departure-** Please clock in and out so that we have your volunteer hours logged. This helps us with grants and potential funding for the future.

**Dress and Appearance-** Please dress comfortable but make sure that we are not wearing anything too revealing. We all know what is appropriate and if you don't please ask.

**Website-** Our website is <https://c2kministries.org> and we would encourage you tell others about us.

**Facebook-** <https://www.facebook.com/C2kMinistries/>

**Twitter-** <https://twitter.com/crosstokingdom>

**Instagram-** <https://www.instagram.com/cross2kingdom/>

