



Learning | Growing | Sharing

Hope *for the* Hungry

# AFTER SCHOOL MINISTRY FAMILY HANDBOOK



# WELCOME TO HOPE HOUSE!

## WHO ARE WE

Hope House is a local outreach ministry of Hope for the Hungry, a global ministry that has been serving communities for over 40 years. Our vision to “Share the Bread of Life with a Starving World” drives us to meet physical, educational, and spiritual needs—empowering people to rise above poverty and transform their communities. Above all, we believe true hope is found in a relationship with Jesus.

## OUR PURPOSE

Hope House exists to share the love of Christ with children and families in our community.

Our goals are to:

- LEARN about God’s love
- GROW in our love for Him
- SHARE His love with others

We pray that every child and family who walks through our doors experiences God’s love through the kindness of our volunteers.

## QUICK LOOK

Ministry Seasons:

- Fall (August - November)
- Spring (January - April)
- Summer (June - July)

Operating Hours:

- Fall/Spring: Tuesdays & Thursdays, 4:30–6:00pm
- Summer: Tuesdays only, 4:00–5:30pm

Location:

- 730 Saunders
- Across from Southwest Elementary

Closed on school holidays and closures

Contact Information:

- [jen@hopeforthehungry.org](mailto:jen@hopeforthehungry.org) / 254-913-1953

## OUR KIDS

Kindergarten – 6th grade

- Weekly ministry program (**enrollment required**)

7th grade & up

- “Hope House Next Gen” program (**pre-approval**)
  - Provides serving opportunities during our weekly program
  - Only available to older students that have been involved in our ministry in the past

Welcome to our Hope House family! We are so thankful you have chosen to become a part of our children’s local outreach ministry. Your family is going to love being a part of our program. We have a ton of fun, eat a lot of snacks, and learn about God’s love for each of us. Through Bible story time, free play, and games, our time together will be fast paced and full of excitement!

We pray that above all, your family will experience God’s love through your time with us at Hope House. We are excited to meet your family, learn more about who you are and partner with you!

**Jen Sutton- Director of Children’s Ministries**

Hope for the Hungry

[jen@hopeforthehungry.org](mailto:jen@hopeforthehungry.org) // 254-913-1953

# WHAT WE DO

**Hope House is a local outreach ministry serving children and families in the Belton Housing community. We offer a safe, fun environment where kids can play, enjoy snacks, and learn about God's love.**

## **SNACK TIME**

Each ministry time will start with a snack bag. This will consist of a sandwich, something salty, something sweet, and a fruit. Occasionally, we will offer a more substantial meal. Let us know if your kids need something special.

## **HOMEWORK**

We are available to help with school work before we play. If your kids are struggling in a class, let us know and we can help! We will try to add teachable moments into what we're doing along the way.

## **FREE PLAY**

After a long day at school, students will have supervised free play. During this time, they will have access to board games, puzzles, arts & crafts, etc. They can also play games and play in our backyard.

## **BIBLE STUDY**

To learn more about God's love, we will go through a Bible study, which includes table question time. Our curriculum builds each week, so it is vital you attend weekly! We will have craft projects and games to reinforce our lesson.

## **SPECIAL EVENTS**

- Family Dinners will occur on the last Thursday of each month. This is a time for all families to join us at the Hope House from 6:00-7:00 to enjoy a meal together. It is also a time for the children to share what they have learned during the month.
- There will be other special events, such as field trips, movie nights, park days, and family nights throughout the year. We encourage each of our families, and volunteers, to attend these fun events.
- We also offer various benevolence programs, which allow us to share the Gospel as we meet needs in our community. ("Coats for Kids" and other community events)
- If you have a specific need, please let us know!

# ATTENDANCE INFORMATION

## ATTENDANCE POLICY

All enrolled children must attend regularly. Because we have a waitlist, consistently missing more than **2 days a month**, without notification, may result in removal from the program. We can work with parents if we are aware of a child's schedule in advance (sports, choir, custody, doctor appointments, etc). If families are no longer interested in attending our program, or move out of our area, please let us know so we can fill the opening.

### ARRIVAL

Our doors open at 4:30. Children will not be supervised before then, even if they are on our property.

### DISMISSAL

Our program ends at 6:00pm. All children who walk home will leave at that time. Children must be picked up no later than 6:05pm. If rides are running late, please contact our staff.

## LEAVING EARLY

Children are not permitted to leave early unless a parent picks them up, or lets Mrs. Jen know. Once the child leaves Hope House, we are no longer able to supervise them. For the safety of the child, failure to follow this rule will result in dismissal from the program.

## PARENT PARTNERSHIP

Parents are a vital part of our ministry and we have many opportunities for you to join. We would love to see you at least once a month.

### Attend Family Dinner and special events

Children are excited to show off "their Hope House" and it's a great way to connect as a family.

### Serve with us

We need help with events, parking lot supervision, community fridge, and garden!

# OTHER THINGS TO KNOW

## ✓ EMERGENCY CONTACT

In the case of an emergency, we will make every effort to contact the child's parent/guardian. It is the responsibility of the parent/guardian to keep the child's record updated to reflect any changes in emergency contact numbers, address, health status, etc.

## ✓ COMMUNICATION

A staff member's phone will always be available to your child if they need to contact you. Your child may also use their phone if they need to reach you. To reach your child, or to update your information, you may call Mrs. Jen at 254-913-1953.

## ✓ FEEDBACK

We ask parents to keep an open line of communication with us at all times. We are here to serve our community and desire to do it well. We value feedback and ideas for improvement. If you have an idea, we'd love to hear it! All questions and concerns can be directed to Mrs. Jen at 254-913-1953 or [jen@hopeforthehungry.org](mailto:jen@hopeforthehungry.org)

## ✓ ELECTRONICS

Cell phones, video games, Chromebooks and other electronics must be put away during ministry times. If they are causing a problem, we will hold them until the end of the day. Children may have access to their phones, or can use Mrs. Jen's phone, if they need to contact parents. WIFI is available to children at the Hope House for homework purposes only.

## ✓ LOST AND FOUND

Make sure children have all of their belongings (backpacks, homework, jackets, etc.) when they leave. We are unable to open Hope House after hours to retrieve items.

## ✓ CHILD SAFETY & REPORTING POLICY

Protecting children is our highest priority. Physical punishment of any kind is strictly prohibited. If a staff member or volunteer witnesses or hears a report that a child has been harmed—whether at Hope House or elsewhere—it will be reported immediately. All staff and volunteers are mandatory reporters and are legally required to report any suspicion of abuse / neglect.

# HOPE HOUSE RULES

## Follow School Conduct

Children must follow BISD's Code of Conduct. If it's not allowed at school, it's not allowed at Hope House.

## Dress for Play

Children should wear clothing that allows them to move freely and participate in activities. If not dressed appropriately, they may be sent home.

## Stay Until Closing

Children may only leave early if a parent arrives or sends a written note. Ministry ends at 6:00pm, and walkers will be dismissed at that time.

## Come Healthy

If a child misses school because they are sick, they may not attend Hope House. Visibly sick children will be sent home.

## Put Electronics Away

Phones and devices must stay in backpacks while at Hope House.

## Visitors Welcome

Parents and family members are welcome to visit. All guests must follow Hope House rules or they will be asked to leave.

## Attendance Policy

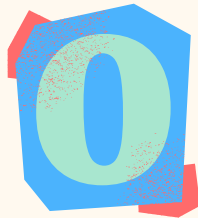
If a family is not attending regularly, their children will be removed from the roster and replaced with someone from our waitlist.

# S.O.A.R. TO SUCCESS AT HOPE HOUSE!



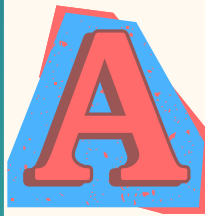
### Stay Safe

- ✓ Run and play outside only
- ✓ Keep doors closed
- ✓ Stay visible and on property at all times
- ✓ Look both ways before crossing the street



### Obey Our Volunteers

- ✓ Listen the first time
- ✓ Cooperate and show respect
- ✓ Follow rules with a good attitude
- ✓ Do not leave until it's time to go



### Always participate

- ✓ Keep phones in backpacks
- ✓ Pay attention during lesson time
- ✓ Take part in all group games
- ✓ Be a good example for others



### Respect others, ourselves, and Hope House

- ✓ Use kind words and actions
- ✓ Choose kindness, even when it's hard
- ✓ Keep Hope House clean and tidy
- ✓ Do not climb on furniture or handrails



# 3-STRIKE POLICY

## BEHAVIOR EXPECTATIONS & 3-STRIKE POLICY

At Hope House, we're committed to creating a safe, welcoming, and fun space for every child. To help maintain that environment, we use a 3-Strike policy to guide behavior.

For minor issues, a gentle reminder is usually all it takes. These quick check-ins help children recognize their actions and give them a chance to reflect, reset, and grow- while ensuring consistent boundaries.



Given when a child continues to break a rule after being warned.



A staff member, intern, or room supervisor steps in. This level is used for moderate violations or when earlier behavior hasn't improved.

Interventions may include:

- A "do-over" to practice the correct behavior
- A leader initiated conversation with the involved peer to resolve conflict
- A change of activity or location
- Sitting out from playtime

Table leaders will supervise the child for the remainder of playtime. Parents will be informed of the incident.



The child must go home for the day. Parents will be contacted and informed of the situation. The child will be suspended from the program for one week.

## VIOLATIONS

- MINOR violations include such things as running indoors, not listening when adults are speaking, failure to follow instructions, rudeness, name calling, using electronics, etc.
- MAJOR violations include, but are not limited to: fighting (regardless of reason), stealing, profanity, purposely destroying property, not being where they are supposed to be, leaving the property early, lying to staff, harming or threatening to harm themselves or others, being in possession of a weapon, drugs, alcohol or tobacco products.

## REMOVAL FROM THE PROGRAM

**Removal from the Hope House program may result from any of the following or upon recommendation of the Director:**

- Serious violations of program rules
- Reaching a third disciplinary strike twice within the same semester
- Continued behavioral issues after other disciplinary steps have been taken
- Lack of cooperation or support from a parent/guardian in addressing concerns
- Frequently leaving Hope House early without valid reason
- Consistent absences—missing two or more days per month on a regular basis

# THANK YOU FOR YOUR PARTNERSHIP !

IF YOU HAVE ANY QUESTIONS,  
PLEASE CONTACT:

JEN SUTTON

DIRECTOR OF CHILDREN'S MINISTRIES

[jen@hopeforthehungry.org](mailto:jen@hopeforthehungry.org)

254-939-0124 (office)

254-913-1953 (cell)



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Belton, TX 76513

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PO Box 786  
Belton, TX 76502

**WEBSITE:**

[www.hopeforthehungry.org/beltonhopehouse](http://www.hopeforthehungry.org/beltonhopehouse)

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