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# 3MB AfterSchool Program

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Cleveland, Ohio 44110  
216-309-1MFM  
contact@3mandb.org



# 3MB

## MEN MENTORING MEN & BOYS

Titus 2:6-8



**3MB**

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## About 3MB

### *"Men Mentoring Men and Boys"*

Men Mentoring Men and Boys affectionately known as "3MB" is an organization which provides male youth and Men with a sense of brotherhood in the efforts to prevent them from spiraling to negative activities such as gang involvement, alcohol, drugs, premarital sex, and various peer pressures by exposing them to a higher power and with weekly discussion groups, bible study, community service, and recreational activities.. Mentors and members desire to make a difference in each member's life by assisting each other in managing problems and reinforcing positive values, giving them the opportunity to adopt those positive values and apply them to their lives so that they can become productive males in the community.

### *Vision*

Empowering male youth to become positive productive adults while inspiring men to become effective leaders in the community, to assist in filling the gap of the absentee fathers by providing optimistic male role models.

### *Mission Statement*

To teach and educate male youth and men to make wise decisions and good choices by providing them with mentors, leaders, training, and support through hands-on learning experiences, spiritual education, group discussion, life skills training, social skills, and recreational activities.

### *Theme Scripture: Titus 2:6-8*

<sup>6</sup>Similarly, encourage the young men to be self-controlled. <sup>7</sup>In everything set them an example by doing what is good.

In your teaching show integrity, seriousness, <sup>8</sup>and soundness of speech that cannot be condemned so that those who oppose you may be ashamed because they have nothing bad to say about us.



## 3MB After School Program

We offer opportunities for high school and college students to serve as interns and receive community service volunteer hours.

### Program offers:

- Daily After school snack
- Daily Homework assistance
- Daily Reading Mentoring
- Daily 20 minute physical fitness
- Dinner served daily
- Weekly Social Skills Session from "My Vision" Faith Based Curriculum
- Recreation Time
- Mega Bucks as incentives for good behavior in school and academic progress
- Daily School communication charts
- Ability to shop up to 3 times weekly with Mega Bucks at the 3MB Store
- Participation in 3MB Boy Scout Troop 2628
- Participation in Girl Scout Troop #71092
- Spiritual Formation activities
- Weekly Creative Arts sessions (Music, Dance, Drama, Step Team)
- 4H Club curriculum
- Monthly Tumbling Class with PACE Tumbling

# ***3MB After School Program***

**Monday-Friday 2-7PM  
3MB Kickback Friday 4-7pm  
Open to Boys grades K-8**

Children will receive:

**Positive Male Role Models, Homework Help, Daily Physical Fitness, Nutritious Meal and Snack, Boy Scout Curriculum, Gymnastics Class, Reading Mentoring, 4H Club, Recreational Activities, Field Trips, Social Skills Lessons, Faith Based Sessions, Arts & Crafts, School Contact, Behavior Charts, 3MB Mega Bucks Incentives, 3MB Store, and membership into a "Brotherhood".**



## **Annual Wilderness Camping Trip**

***County Vouchers and Private Pay Accepted***

**Call 216-309-1636 for more information and to register.**

**3MB After School is**

**Located Inside of The Nottingham Youth Center**

**18316 St. Clair Avenue**

**Cleveland, Ohio 44110**





## Enrollment

Here at the 3MB-Men Mentoring Men and Boys AfterSchool Program, we will provide care, supervision, and mentorship for boys and now girls also from Kindergarten to 8<sup>th</sup> Grade, ages 4-14 years old!

Parents desiring to enroll their child in the 3MB AfterSchool Program should call 216-309-1636 to schedule an appointment for an interview. At that interview, parents will complete our enrollment packet. At the completion of the interview, should this be found to be a mutually beneficial match, as long as all paperwork is complete, your child may begin our program the following day!

## Staff/Child Ratio

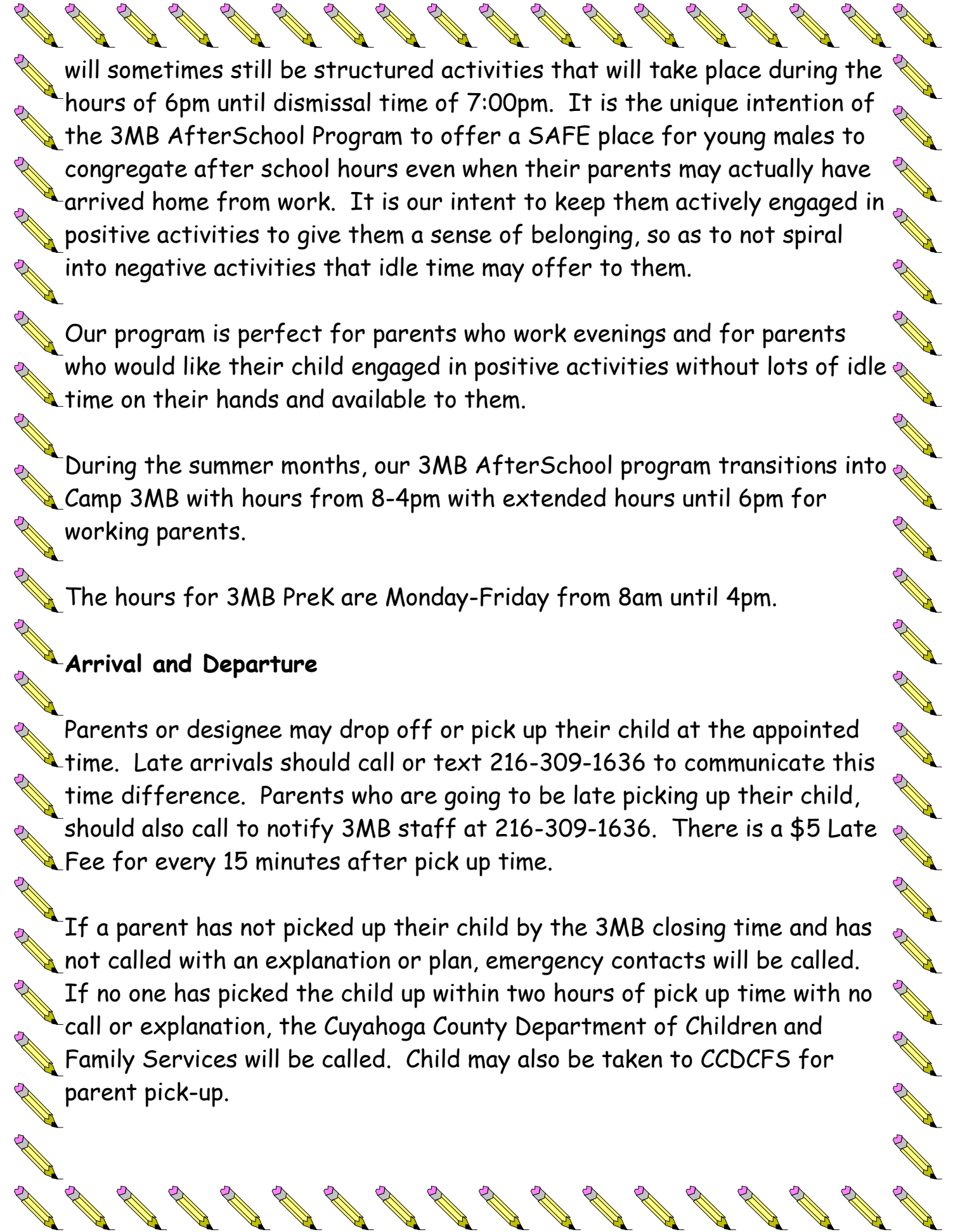
Although at 3MB AfterSchool our staff/child ratio is 1 adult to every 15 boys, it is our practice to always have at least two adults on site and present at all times. The average group size will be 10 boys. There are some activities that will be done independently, some in small groups led by older youth, college students, interns, and volunteers, and many activities that will also be facilitated in large groups.

The Staff/Child ration for 3MB PreK is 1 adult per every 7 children when there is a 2  $\frac{1}{2}$  year old present and 1 adult per every 10 children when the youngest child is 3 years old.

## Hours of Operation

The 3MB AfterSchool Program will provide care for students after school on Monday-Friday from 2:30-7:00pm.

The 3MB AfterSchool Program is a non-traditional aftercare program in that we are open past the typical 6pm closing time. Parents are free to pick up their child at any time prior to our closing time, however, there



will sometimes still be structured activities that will take place during the hours of 6pm until dismissal time of 7:00pm. It is the unique intention of the 3MB AfterSchool Program to offer a SAFE place for young males to congregate after school hours even when their parents may actually have arrived home from work. It is our intent to keep them actively engaged in positive activities to give them a sense of belonging, so as to not spiral into negative activities that idle time may offer to them.

Our program is perfect for parents who work evenings and for parents who would like their child engaged in positive activities without lots of idle time on their hands and available to them.

During the summer months, our 3MB AfterSchool program transitions into Camp 3MB with hours from 8-4pm with extended hours until 6pm for working parents.

The hours for 3MB PreK are Monday-Friday from 8am until 4pm.

### **Arrival and Departure**

Parents or designee may drop off or pick up their child at the appointed time. Late arrivals should call or text 216-309-1636 to communicate this time difference. Parents who are going to be late picking up their child, should also call to notify 3MB staff at 216-309-1636. There is a \$5 Late Fee for every 15 minutes after pick up time.

If a parent has not picked up their child by the 3MB closing time and has not called with an explanation or plan, emergency contacts will be called.

If no one has picked the child up within two hours of pick up time with no call or explanation, the Cuyahoga County Department of Children and Family Services will be called. Child may also be taken to CCDCFS for parent pick-up.



## Pick Up Designee

Custodial parent or person who enrolled child in 3MB **MUST** call to make arrangements for anyone other than those listed on their pick-up list to pick up their child from 3MB. Designee **MUST** show photo ID in order for a child to be released to them.

## Holidays

The 3MB AfterSchool Program is scheduled to be **CLOSED** on the following holidays: New Year's Day, Memorial Day, June 19<sup>th</sup>, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, and Christmas Day. Holiday child care **MAY** be available for an additional cost with advance notice. There may be additional holidays observed in addition to the aforementioned. Should 3MB AfterSchool be closed, advanced notice will be given.

## Closures

The 3MB AfterSchool Program will be **CLOSED** due to inclement weather any time that Cleveland Municipal School District's schools are closed. Working parents may make arrangements with 3MB if they still need child care. This arrangement is on a case by case basis.

It is very important that **parents have a back up child care plan** in the event of an unexpected program closing, such as the above mentioned inclement weather closing or other emergency.

## Curriculum

Here at 3MB, your youth will learn in addition to traditional educational curricula, some basic sign language, social skills, and Christian Education as well! Your child will color, draw, and make crafts, in addition to homework





help, tutoring, academic skill drills, journaling, and social skills curriculum.

In addition to all of the above, your sons will also participate in the 3MB Boy Scouts Troop #2628 and utilize 4H curriculum as well.

3MB Afterschool will partner with other agencies and programs to bring in speakers on a regular basis to share knowledge and exposure with your son to broaden his horizons and desires for greater things!

We also partner with Girl Scout Troop #71092 at Nottingham United Methodist Church which will give your daughters additional educational experiences and community involvement.

3MB Afterschool will also utilize the Cincy After School Curriculum which is an Ohio Approved resource that meets the requirements of Step Up to Quality, Ohio's rating system for quality child care programming.

There will be all kinds of great growth advancement and enhancement at 3MB!

Be sure to ask your youth daily, "What did you learn today?"

### **Assessments**

Because all of our students are enrolled in a school where formal assessments are done on an ongoing basis, 3MB will not administer any formal assessments at this time, however, 3MB will monitor all school communication such as progress reports and report cards.

3MB will administer a Strengths and Needs Assessment with all of its participants with the family's input to see how this program can address whatever needs or concerns that the youth or family may be experiencing. Goals and appropriate referrals will be made based on the outcome of the assessment.

### **UPDATE (4/2025):**

3MB PreK will utilize the Ages & Stages Questionnaire 3 (ASQ-3) to assess the developmental status of our students ages 2  $\frac{1}{2}$  to 5 years old on a quarterly basis, not less than annually. Our staff will share the



results of the assessment with parents within one week of completion.

We will also complete more formalized assessments using the Ohio Approved Lillio Learning PreSchool Curriculum.

### **Attendance**

If you know that your child will be absent from the 3MB After School Program, it is requested that as soon as the parent becomes aware, that the parent would call the program at 216-309-1636 to notify staff of the absence. All program payments are made in advance. There are no refunds for any absences.

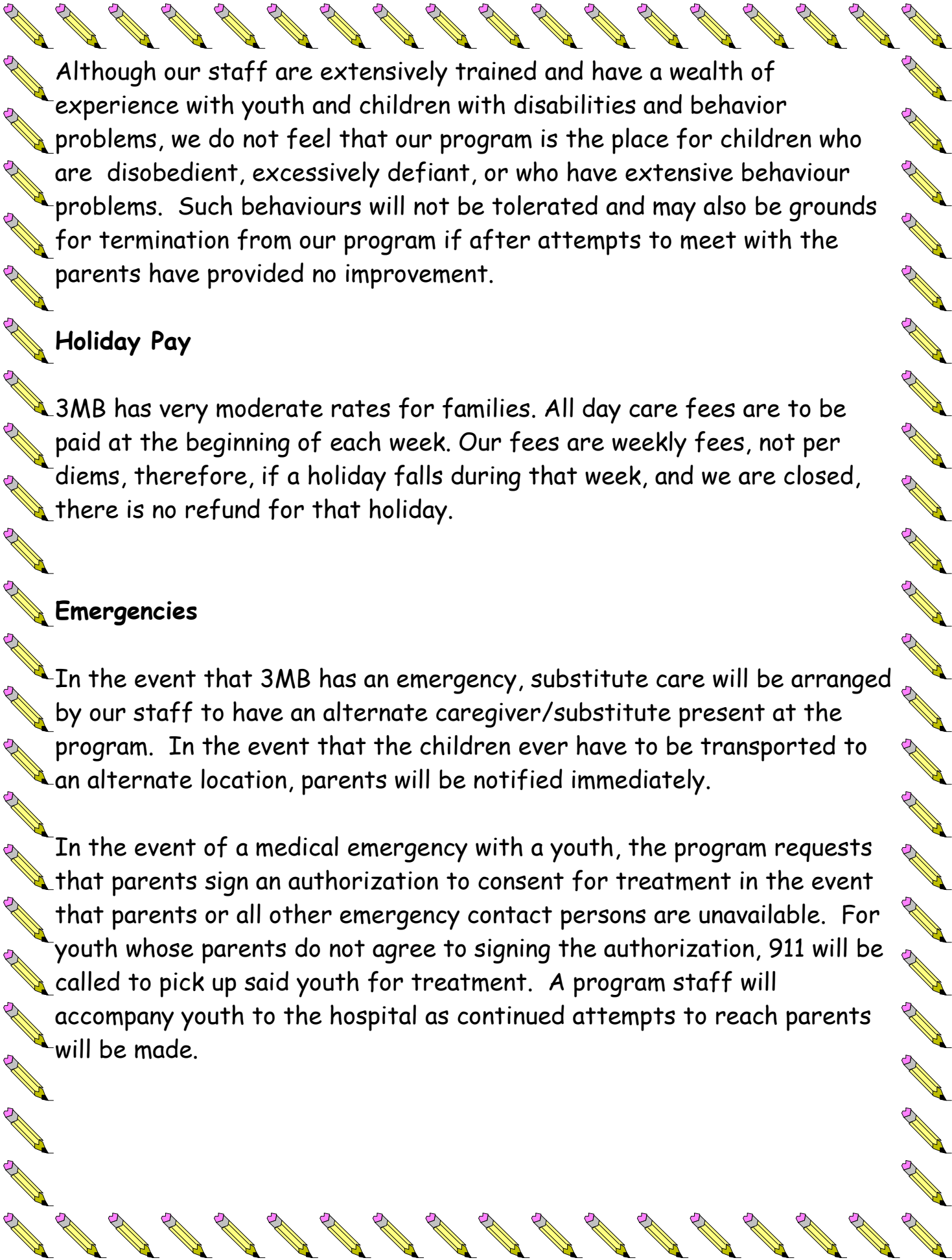
### **Appointments**

Please notify our program with a minimum 48 hour notice or when you become aware that your child has a doctor's appointment, any other appointments, or any time that your child will need to be picked up early or may arrive late. Please specify also if your child will be returning.

### **Termination**

If at any time, you feel that you would like to remove your child from 3MB, you are free to do so. We ask that the parent would give the center a minimum of a one week notice. We also would be very grateful if you would oblige us with an exit interview so that we might know ways that we may improve our services to youth and families.

Also, if at any time, 3MB feels that we are not benefiting your family or that our services are not in the best interest of your child, we too, may ask that you find another after care provider for your child. We will always give a two week notice in writing.



Although our staff are extensively trained and have a wealth of experience with youth and children with disabilities and behavior problems, we do not feel that our program is the place for children who are disobedient, excessively defiant, or who have extensive behaviour problems. Such behaviours will not be tolerated and may also be grounds for termination from our program if after attempts to meet with the parents have provided no improvement.

### **Holiday Pay**

3MB has very moderate rates for families. All day care fees are to be paid at the beginning of each week. Our fees are weekly fees, not per diems, therefore, if a holiday falls during that week, and we are closed, there is no refund for that holiday.

### **Emergencies**

In the event that 3MB has an emergency, substitute care will be arranged by our staff to have an alternate caregiver/substitute present at the program. In the event that the children ever have to be transported to an alternate location, parents will be notified immediately.

In the event of a medical emergency with a youth, the program requests that parents sign an authorization to consent for treatment in the event that parents or all other emergency contact persons are unavailable. For youth whose parents do not agree to signing the authorization, 911 will be called to pick up said youth for treatment. A program staff will accompany youth to the hospital as continued attempts to reach parents will be made.



## Meals/Dietary Needs

Nutritious, tasty meals are provided daily at 3MB for no additional charge!

Afterschool Snack and a full Evening Snack (at the Dinner hour) are served daily at 3MB.

If your child has any specific dietary needs, particularly food allergies, please notify us during our interview, and we will do our best to accommodate your family. In the event, that we do not have appropriate substitutions, you may be requested and required to provide the necessary items for your child.

Watch for our weekly menu to share any of your concerns and to know when you need to send food for your child.

## Illness

Children with a temperature of 100F or greater or children who vomit, will be isolated and need to be picked up by a parent or their designee. Parents will be called by 3MB staff.

3MB does not administer prescription medication. We will administer an initial dosage of pain reliever/fever reducer with parent's permission for the child's comfort and protection until the parent or designee's arrival to pick up the child for the day. Dosage will be documented. Child may return upon 24 hours or with a Dr's. notice.

The 3MB AfterSchool Program will provide care for youth who are not and will not be immunized due to parent preference or religious reasons. The program does request, however, that such youth have a medical statement completed by their pediatrician annually stating that they are free from communicable diseases and are not at risk of causing medical problems for themselves or another child.



## Needed Supplies

It is our request that each youth enrolled in the 3MB After School Program have on site a COMPLETE change of clothing in a large labeled Ziploc bag which we will keep in a large tote on site at the program in the event of an emergency.

Because of the nature of our program and the types of activities that we may do on a daily basis, it is at the discretion of the parent if you would like to send a daily change of clothing for your youth in their school bookbag in which he/she might change for comfort and preservation of his/her school uniform. This is NOT required.

3MB is a NO PHONE ZONE. Youth are asked to leave all phones and electronics at home. If they are brought to the program, they are to be placed in the staff desk drawer until departure.

Everything that your child will need while participating in 3MB will be available for him/her at our center and will be provided for them. Any additional items or requests, will be made directly to parents or family members by our staff.


## Field Trips and Transportation

There are limited transportation services offered through 3MB to our program available. There is a fee for that service which is paid at the parent's expense.

Field Trip transportation will be via the program's vehicle, parents, and sometimes staff's personal vehicles.

3MB's administrator or designee will transport children in the event of an emergency. In a medical emergency, 911 will be called and a member of





the 3MB staff or designee will accompany the youth to the hospital and stay with that child until the parent arrives.

### **Daily Outdoor Play**

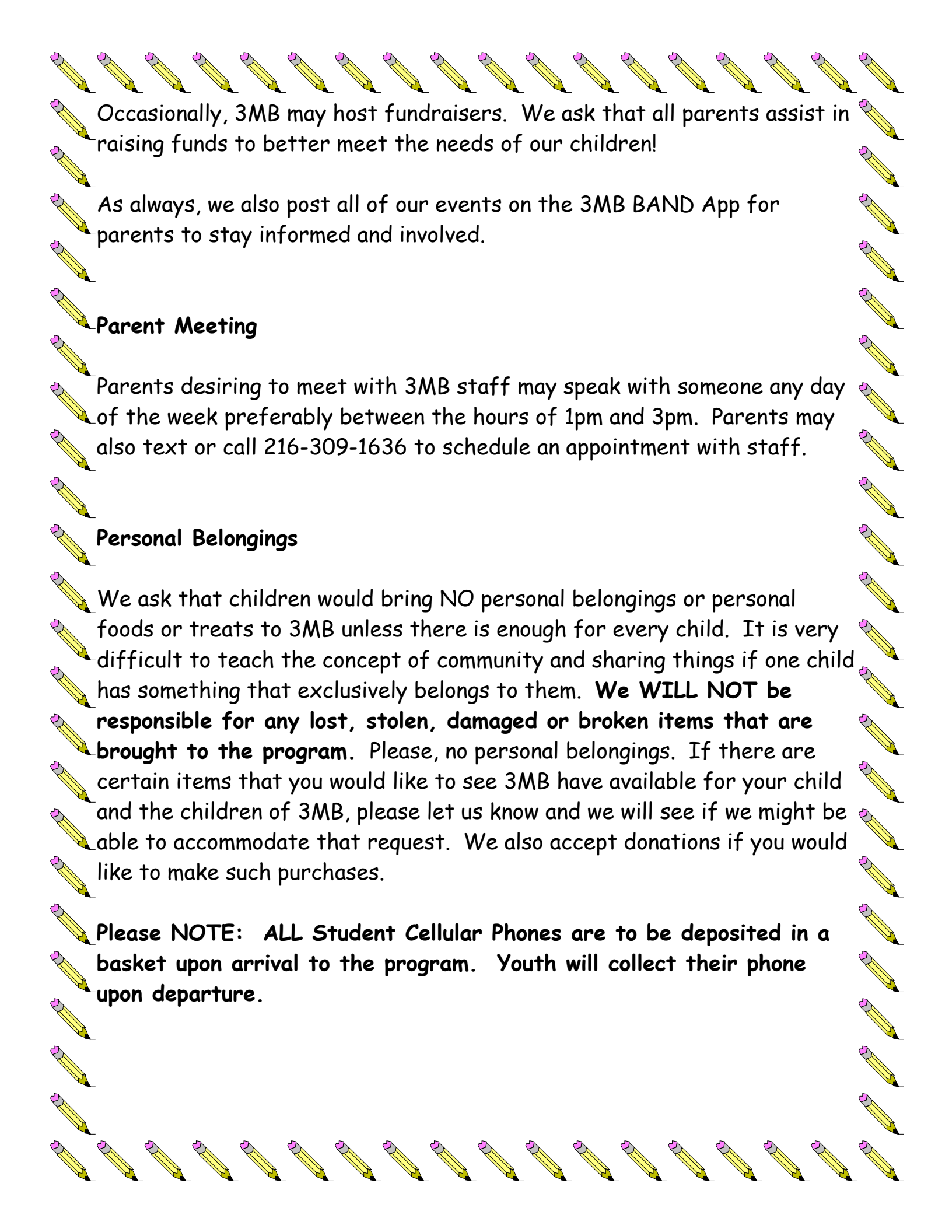
Please be advised that children at 3MB have daily outdoor play time as long as the weather permits. With that in mind, please be sure that your child has appropriate outdoor attire daily including jackets, coats, hats, boots, gloves, snow pants, etc. as the weather dictates.

It is the policy of 3MB to not engage in water play activities such as swimming. If the weather forecast dictates extremely hot temperatures, there may be a chance of water sprinkling. Parents will receive advanced notice of this activity. There may be a chance periodically when children will be taken to events where water activities are available. As a rule, their participation would be contingent on the presence of a certified lifeguard on duty AND a signed parent waiver and consent of participation.

Outdoor activities at 3MB include but are not limited to: swings, slides, gliders, climbers, bikes, sand table, water table, jump ropes, hula hoops, balls, basketball, sidewalk chalk, bubbles, and probably so much more!

### **Parent Involvement**

Parents and family members are invited to participate in any and all of the 3MB events as well as the Community Outreach Ministries and Programs of Marvelous Faith Ministries. Regular flyers, calendars, newsletters, and announcement sheets will accompany your child home on a regular basis. Be sure to ask them if any communication was sent home by our staff. In addition to written tangible communication, please also watch for periodic text messages and emails from our program.



Occasionally, 3MB may host fundraisers. We ask that all parents assist in raising funds to better meet the needs of our children!

As always, we also post all of our events on the 3MB BAND App for parents to stay informed and involved.

### **Parent Meeting**

Parents desiring to meet with 3MB staff may speak with someone any day of the week preferably between the hours of 1pm and 3pm. Parents may also text or call 216-309-1636 to schedule an appointment with staff.

### **Personal Belongings**

We ask that children would bring NO personal belongings or personal foods or treats to 3MB unless there is enough for every child. It is very difficult to teach the concept of community and sharing things if one child has something that exclusively belongs to them. **We WILL NOT be responsible for any lost, stolen, damaged or broken items that are brought to the program.** Please, no personal belongings. If there are certain items that you would like to see 3MB have available for your child and the children of 3MB, please let us know and we will see if we might be able to accommodate that request. We also accept donations if you would like to make such purchases.

**Please NOTE: ALL Student Cellular Phones are to be deposited in a basket upon arrival to the program. Youth will collect their phone upon departure.**



## Toys and Equipment

All toys and equipment at 3MB are for all enrolled children. Children are taught to share and that we take care of "our" things.

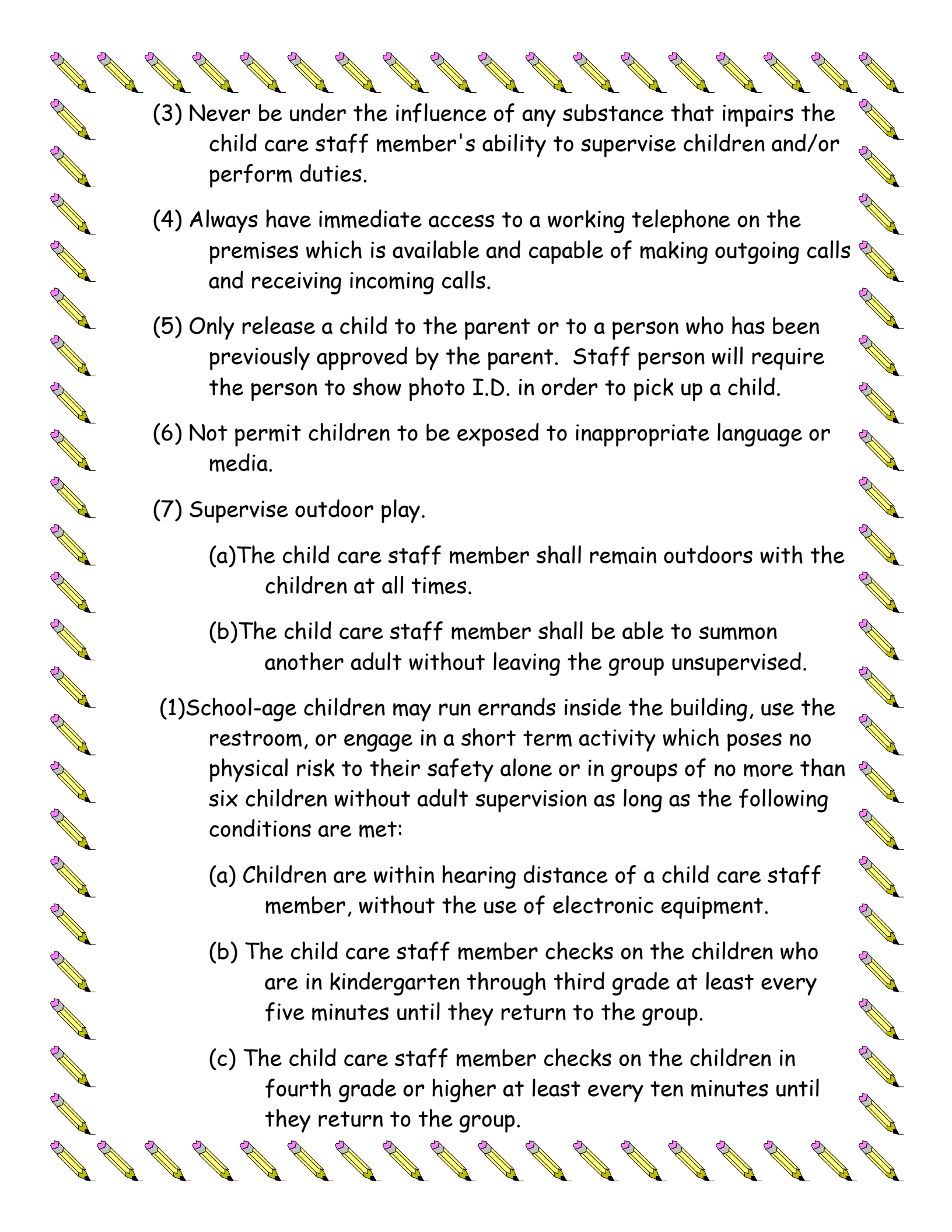
We have a NO GUNS policy. Our rule is that "Guns hurt people". This is something that is not open for discussion. We do not allow or purchase toy guns, water guns, shooting games, pictures, or books about guns. Guns hurt people.

## Guidance

At 3MB, we treat all of our children just like our very own! We give lots of love, discipline, and respect. We believe in teaching children to have good manners, discipline, and respect. With children of all ages, instructions and/or requests will be given one time, if a child does not comply, staff will make the request again, if the child chooses to still ignore the request, they will be given a third chance. If after the third time, the child still does not comply, that child may be redirected to an alternate activity or placed in "time out" in the "Thinking Chair" to better consider their behaviour and their choices.

Each child care staff member shall:

- (1) Leave no child unsupervised. Supervision means the child care staff members have knowledge of a child's needs and accountability for his or her care at all times. Supervision includes awareness of and responsibility for the activity of each child and being near enough to respond and reach children immediately including responding to the child's basic needs and protecting them from harm.
- (2) Ensure all children in care are within sight and hearing of child care staff members at all times.



(3) Never be under the influence of any substance that impairs the child care staff member's ability to supervise children and/or perform duties.

(4) Always have immediate access to a working telephone on the premises which is available and capable of making outgoing calls and receiving incoming calls.

(5) Only release a child to the parent or to a person who has been previously approved by the parent. Staff person will require the person to show photo I.D. in order to pick up a child.

(6) Not permit children to be exposed to inappropriate language or media.

(7) Supervise outdoor play.

(a) The child care staff member shall remain outdoors with the children at all times.

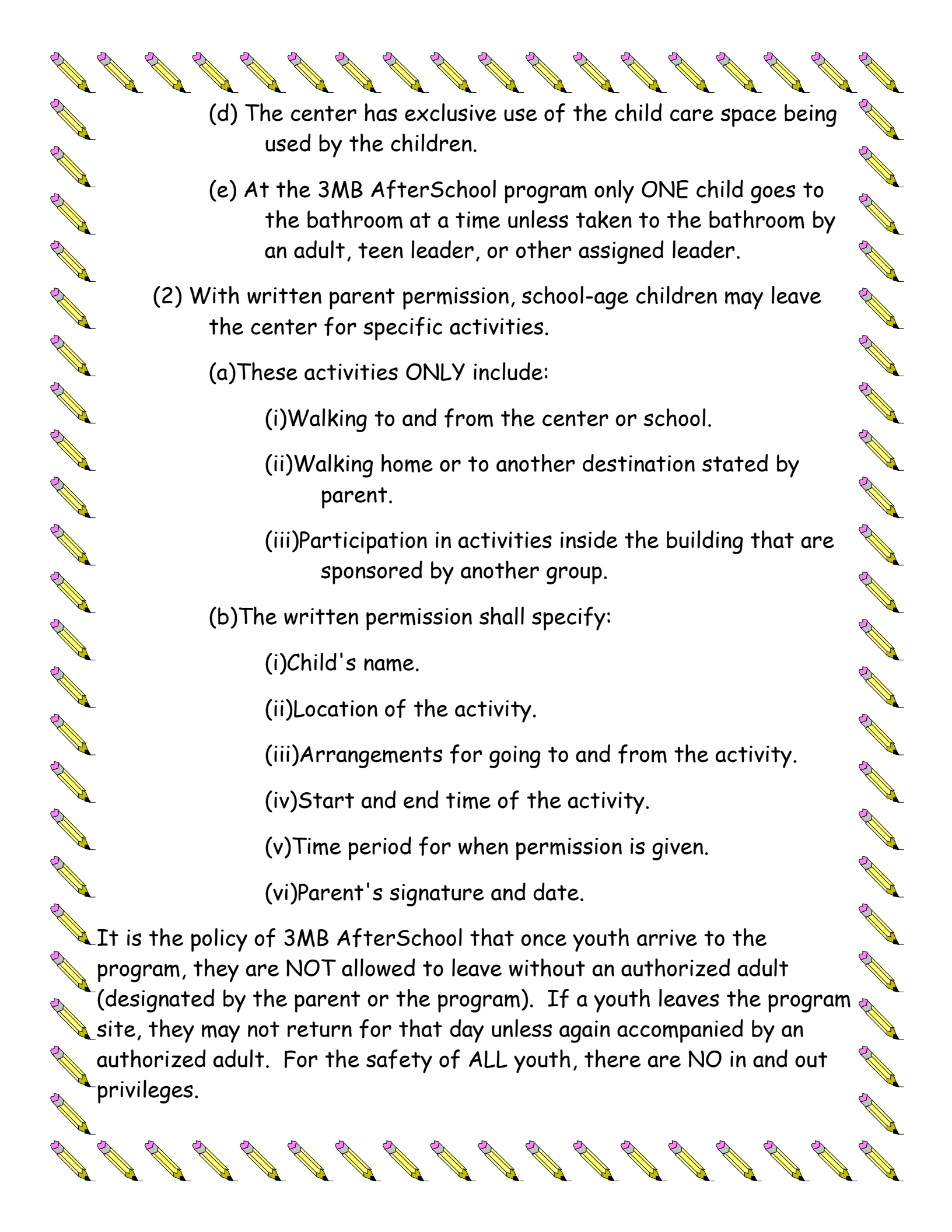
(b) The child care staff member shall be able to summon another adult without leaving the group unsupervised.

(1) School-age children may run errands inside the building, use the restroom, or engage in a short term activity which poses no physical risk to their safety alone or in groups of no more than six children without adult supervision as long as the following conditions are met:

(a) Children are within hearing distance of a child care staff member, without the use of electronic equipment.

(b) The child care staff member checks on the children who are in kindergarten through third grade at least every five minutes until they return to the group.

(c) The child care staff member checks on the children in fourth grade or higher at least every ten minutes until they return to the group.



(d) The center has exclusive use of the child care space being used by the children.

(e) At the 3MB AfterSchool program only ONE child goes to the bathroom at a time unless taken to the bathroom by an adult, teen leader, or other assigned leader.

(2) With written parent permission, school-age children may leave the center for specific activities.

(a) These activities ONLY include:

(i) Walking to and from the center or school.

(ii) Walking home or to another destination stated by parent.

(iii) Participation in activities inside the building that are sponsored by another group.

(b) The written permission shall specify:

(i) Child's name.

(ii) Location of the activity.

(iii) Arrangements for going to and from the activity.

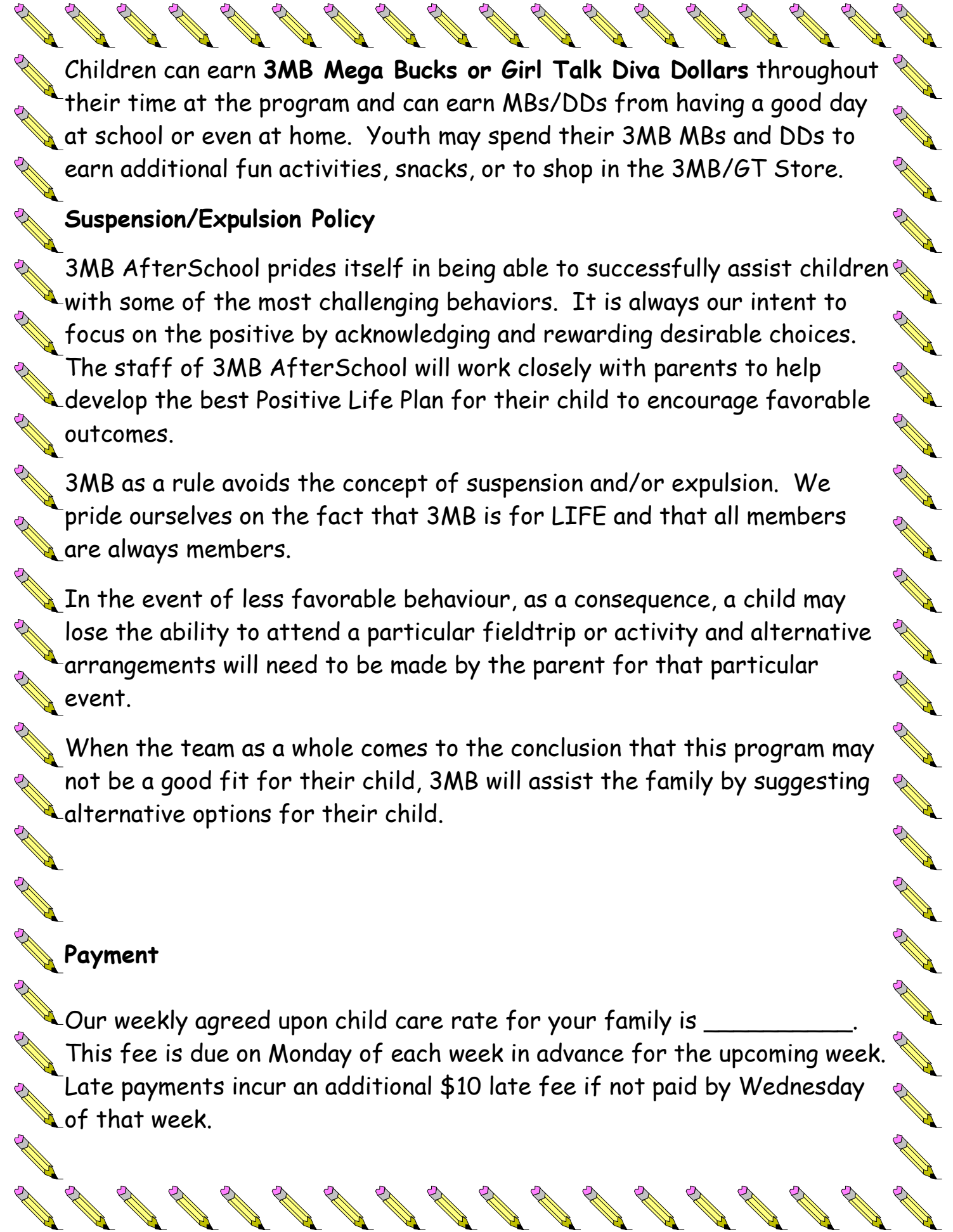
(iv) Start and end time of the activity.

(v) Time period for when permission is given.

(vi) Parent's signature and date.

It is the policy of 3MB AfterSchool that once youth arrive to the program, they are NOT allowed to leave without an authorized adult (designated by the parent or the program). If a youth leaves the program site, they may not return for that day unless again accompanied by an authorized adult. For the safety of ALL youth, there are NO in and out privileges.





Children can earn **3MB Mega Bucks** or **Girl Talk Diva Dollars** throughout their time at the program and can earn MBs/DDs from having a good day at school or even at home. Youth may spend their 3MB MBs and DDs to earn additional fun activities, snacks, or to shop in the 3MB/GT Store.

### **Suspension/Expulsion Policy**

3MB AfterSchool prides itself in being able to successfully assist children with some of the most challenging behaviors. It is always our intent to focus on the positive by acknowledging and rewarding desirable choices. The staff of 3MB AfterSchool will work closely with parents to help develop the best Positive Life Plan for their child to encourage favorable outcomes.

3MB as a rule avoids the concept of suspension and/or expulsion. We pride ourselves on the fact that 3MB is for LIFE and that all members are always members.

In the event of less favorable behaviour, as a consequence, a child may lose the ability to attend a particular fieldtrip or activity and alternative arrangements will need to be made by the parent for that particular event.

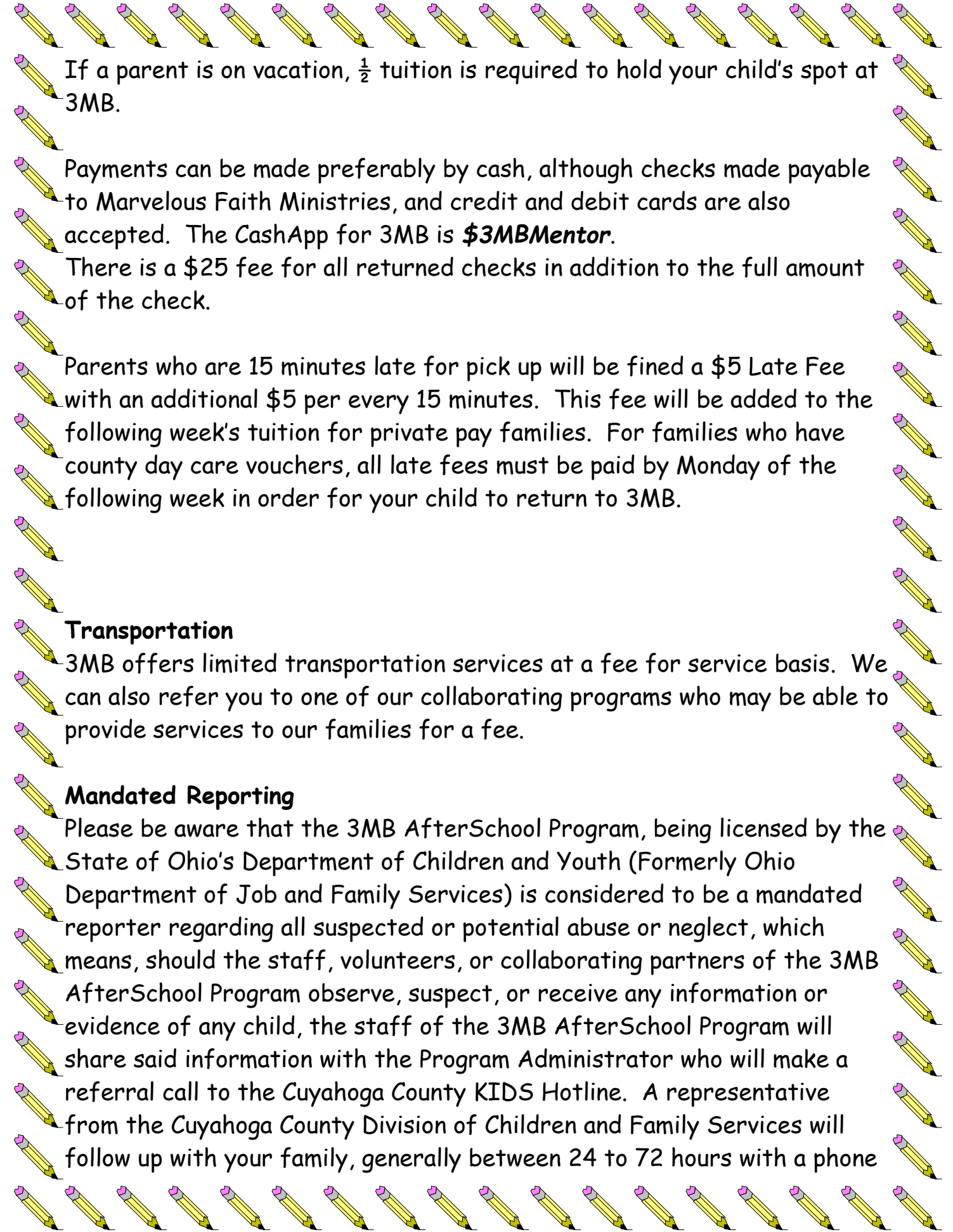
When the team as a whole comes to the conclusion that this program may not be a good fit for their child, 3MB will assist the family by suggesting alternative options for their child.

### **Payment**

Our weekly agreed upon child care rate for your family is \_\_\_\_\_.

This fee is due on Monday of each week in advance for the upcoming week.

Late payments incur an additional \$10 late fee if not paid by Wednesday of that week.



If a parent is on vacation,  $\frac{1}{2}$  tuition is required to hold your child's spot at 3MB.

Payments can be made preferably by cash, although checks made payable to Marvelous Faith Ministries, and credit and debit cards are also accepted. The CashApp for 3MB is **\$3MBMentor**.

There is a \$25 fee for all returned checks in addition to the full amount of the check.

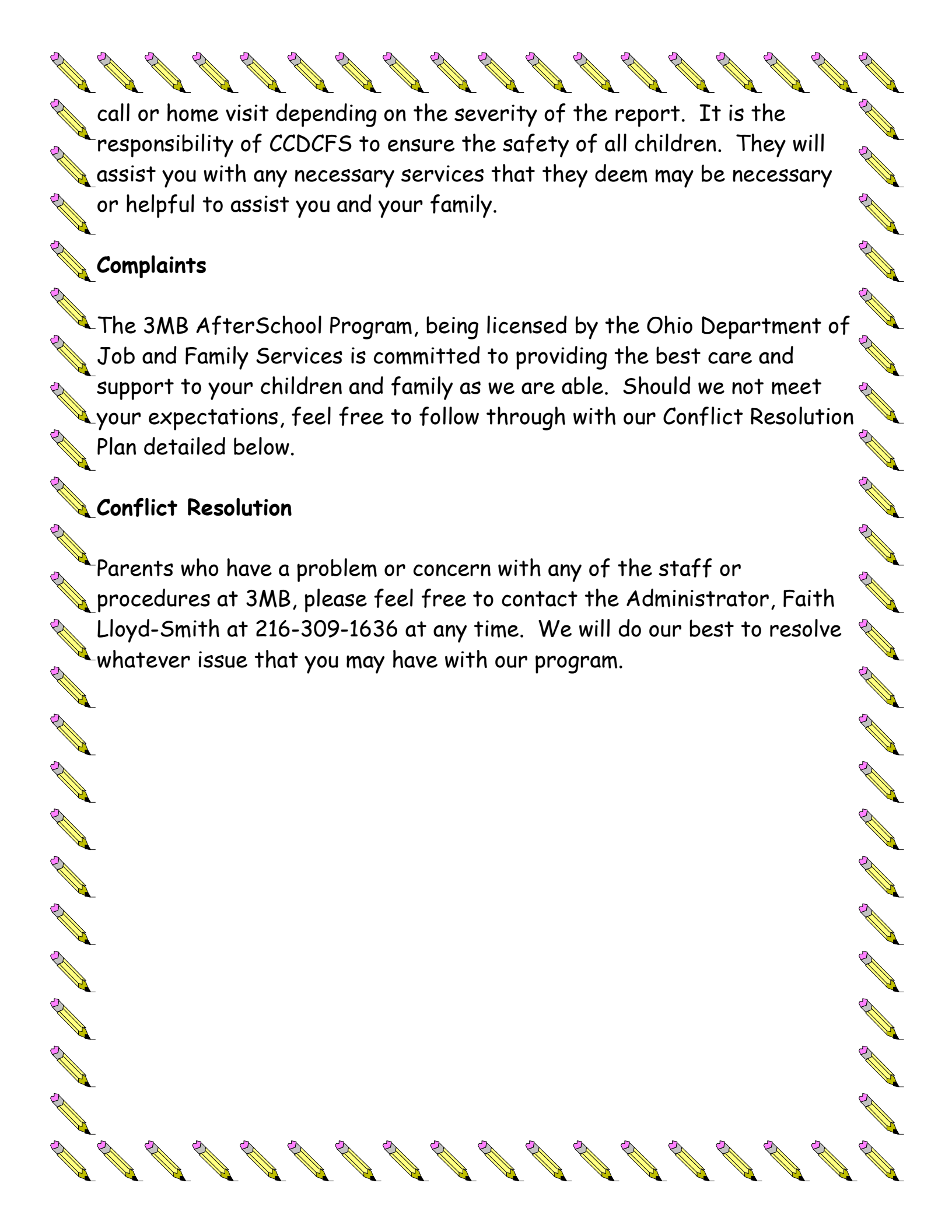
Parents who are 15 minutes late for pick up will be fined a \$5 Late Fee with an additional \$5 per every 15 minutes. This fee will be added to the following week's tuition for private pay families. For families who have county day care vouchers, all late fees must be paid by Monday of the following week in order for your child to return to 3MB.

### **Transportation**

3MB offers limited transportation services at a fee for service basis. We can also refer you to one of our collaborating programs who may be able to provide services to our families for a fee.

### **Mandated Reporting**

Please be aware that the 3MB AfterSchool Program, being licensed by the State of Ohio's Department of Children and Youth (Formerly Ohio Department of Job and Family Services) is considered to be a mandated reporter regarding all suspected or potential abuse or neglect, which means, should the staff, volunteers, or collaborating partners of the 3MB AfterSchool Program observe, suspect, or receive any information or evidence of any child, the staff of the 3MB AfterSchool Program will share said information with the Program Administrator who will make a referral call to the Cuyahoga County KIDS Hotline. A representative from the Cuyahoga County Division of Children and Family Services will follow up with your family, generally between 24 to 72 hours with a phone



call or home visit depending on the severity of the report. It is the responsibility of CCDCFS to ensure the safety of all children. They will assist you with any necessary services that they deem may be necessary or helpful to assist you and your family.

### **Complaints**

The 3MB AfterSchool Program, being licensed by the Ohio Department of Job and Family Services is committed to providing the best care and support to your children and family as we are able. Should we not meet your expectations, feel free to follow through with our Conflict Resolution Plan detailed below.

### **Conflict Resolution**

Parents who have a problem or concern with any of the staff or procedures at 3MB, please feel free to contact the Administrator, Faith Lloyd-Smith at 216-309-1636 at any time. We will do our best to resolve whatever issue that you may have with our program.



# Daily Schedule

3pm

Afternoon Snack

3:15pm

Physical Fitness Workout

3:30

Homework/Tutoring

4pm

Outdoor Free Time

5pm

Dinner

5:30pm

Table Games/Free Time

6:15

Silent Reading

6:30

Group Sessions & Journaling

7pm

Program Closes

## Specials:

Music

Tumbling

Flag Football

Dance

Step Class

Drama Team



## 3MB PreK Daily Schedule

8am

Arrival

8:30am

Breakfast

9:00-10am

Free Time

10am

Morning Snack

10:15am

Art (or Letter Coloring  
Sheets)

10:45am

Circle Time

11:30pm

Outdoor Play Time

12:00pm

Lunch

12:30pm

Nap

2:30pm

Afternoon Free Time

3:30pm

Afternoon Snack

3:45pm

Table Activities (Crafts,  
Worksheets)

4:00pm

Dismissal

### Extended Day Hours

4:00pm

Outdoor Freetime (Specials)

5:00pm

Evening Snack

5:30pm

Indoor Freetime (Specials)

6:30pm

Educational Media Time  
until Family Pick-Up





## Camp 3MB Schedule

8:00AM Sign-In

8:30AM Breakfast

8:45PM Morning Workout

9:00AM Silent Reading (Classroom)

9:15AM Journal Writing

9:30AM Introductions (Mission, Vision, Theme  
Scripture, Affirmations)

9:45AM Poem Break downs Step Practice

10:00AM Indoor Free Time

10:30AM Write Math Facts

11:00AM AM Snack (Snack from basket and  
water)

11:20AM Outdoor Free Time

12:30PM Lunch (Fellowship Hall)

1:00PM Group Discussion

1:30PM Art Project

2:00PM Outdoor Free Time

3:00PM Afternoon Snack & Indoor Free Time

4:00PM Dismissal



# Specials from 1PM-3PM

**Mondays-Music, Dance**

**Tuesday: Tumbling, Flag Football, Step Practice**

**Wednesday: Wilderness Wednesdays in the  
Metro Parks**

**Thursday: Swimming at the Rec Center**

**Friday: Fieldtrip Friday**