



# Schuylkill ACHIEVE Parent Handbook





## 21<sup>st</sup> CCLC Covid-19 Response

2022-2023 School Year

The COVID-19 pandemic continues to be a challenge for everyone. As a result, the Schuylkill Achieve Afterschool Program is working with each individual school district to present options for afterschool programming and operations. The aspects of health and safety will be at the forefront of our conversations. These operations may vary in each school district. The Schuylkill Achieve Program will be working with each districts' Health and Safety Plan to ensure the safest environment for the students.

Individual information will be distributed from each district and the Site Coordinators at that site. As situations change, so will the plan that is implemented. All information, including any updates, will be made available to families via the Achieve Program and will also be on the Schuylkill Achieve section on the Schuylkill Intermediate Unit 29 website. Please reach out to your districts' Site Coordinator with any questions or concerns.

It is our goal to continue to serve our students and we will ACHIEVE and overcome this obstacle!





## **INTRODUCTION**

Welcome! We are so pleased that you have chosen the Schuylkill ACHIEVE Program for your child. Please take the time to read through this handbook carefully, as it contains all of our policies and procedures. When you are finished reading, please sign last sheet and return it to the site coordinator.

The Schuylkill ACHIEVE Program includes a variety of activities and learning experiences, which are designed to support positive student outcomes both in and out of school. Some of our activities include homework assistance and tutoring, STEAM Exploration (Science-Technology Engineering-Art-Math), Character Education & Incentives and more.

The Schuylkill ACHIEVE Program is offered at no cost to participants, Monday through Thursday during the school year for a total of 30-36 weeks. The program offers periodic special events and field trips on Saturdays. Schuylkill ACHIEVE also offers free summer camps that continue to provide enrichment in Science, Technology, Engineering, Math (STEM), Reading, Health, Creative Expression, and Character Development. Registration information for these camps becomes available in the spring of the year.

## **MISSION**

To support today's families through quality education and enriching activities for students in Schuylkill County.

## **GOALS**

- To help children feel safe and secure in a positive environment while participating in educational, cultural and recreational programs.
- To enhance their feelings of self-esteem through their work.
- To help children learn socially acceptable ways of expressing their feelings.
- To help children become aware of themselves, their bodies and their emotions.
- To help children learn to take responsibility for their personal care and safety.
- To help children develop a great awareness and understanding of the world around them.

## **OUTCOMES**

- Provide students and parents with a safe after school environment for children with an emphasis on learning and recreation.
- Improve the social, academic and emotional competencies of school age children. · Reduce negative behaviors such as crime, violence and bullying.



## **HOURS OF OPERATION**

The Schuylkill ACHIEVE Program runs 10-12 hours per week for 30-36 weeks during the school year. Additionally, a 4-6 week summer program is offered at each site. Please see your school's flier for specific days and times.

## **HOLIDAY AND SCHOOL CLOSINGS**

The Schuylkill ACHIEVE Program follows the school district calendar and operates accordingly. Please refer to your calendar for school closings, vacations and other events. When there is an early dismissal, students will be sent home on their normal bus. If there is an emergency school closing due to inclement weather, the Schuylkill ACHIEVE Program **will not** operate.

The Schuylkill ACHIEVE Program will communicate any changes in scheduling through the announcements. A letter will be sent home with any important dates that pertain to the after school program.

## **TRANSPORTATION**

Please check with your district's site coordinator in regards to transportation for the ACHIEVE Program.



## POLICIES AND PROGRAM PROCEDURES

### FORMS

The Schuylkill ACHIEVE Program registration packets must be completed and returned before your child(ren)'s first day in the Schuylkill ACHIEVE Program. This packet contains:

- Registration form & Emergency plan form
- Parent Handbook
- Medical release form
- Photo release form
- Student Data Safeguarding Form

### ARRIVAL/DISMISSAL POLICY

If your child is going to be absent or arrive significantly late, please call the site coordinator. If your child is going to be picked up from the after school program by an adult other than a parent or guardian on file, the staff must be notified by phone, note or in person by the parent or guardian. **Children will not be released to anyone not listed on the consent to release form without parental permission.** Please have the person bring photo ID with them.

### CONFIDENTIALITY

The Schuylkill ACHIEVE Program will maintain confidentiality and respect each family's privacy. The Schuylkill ACHIEVE Program will not disclose any information regarding children's records and family information without written consent by the parent or guardian. The only time information may be revealed would be in the case of suspected child abuse or neglect. This information would only be given to agencies or representatives of agencies who may be able to act in the child's best interest.

### PROGRAM STAFF

Each staff member is a certified teacher, substitute teacher or aid in the school district. Each person has their child abuse clearance and F.B.I. clearance on file in the district office.



## **FACILITY ENVIRONMENT**

The Schuylkill ACHIEVE Program will take place in the school building for all activities unless otherwise notified. The designated location of each activity will depend on the staff member in charge of the activity. Locations include: the computer labs, library, art rooms, gym and/or regular education classrooms.

The Schuylkill ACHIEVE Program is not responsible for any lost or damaged items that are personal property. *Please encourage your child to keep valuable items such as cell phones and other electronic devices at home.* Students will not be permitted to use cell phones during the time they are enrolled in the program. If there is an emergency, staff will notify parents/guardians as quickly as possible.

## **DISCIPLINE**

Structure and routine are very important in helping children to function as part of a group. When safety is at risk or rules are broken, it is necessary for us to correct behaviors. Positive reinforcements are used in guiding behaviors. Once children become familiar with our routines and expectations, gentle reminders are all that are usually used.

Student's behavior expectations are the same as during the regular school day. The children are to be respectful of all Schuylkill ACHIEVE Afterschool Program staff and other children in attendance. If a student is disruptive or threatens other students in any way, it may affect his or her future participation in the program. Parents will be notified, in writing, about any concerning behavioral issues that arise.

Behavior that is deemed to be significantly disruptive to the program or of a threatening nature to self or others may result in the following:

1<sup>st</sup> offense – Student will be given a warning.

2<sup>nd</sup> offense – Student will be suspended from the program for 4-days after the offense, or the following week of the program if the problem arises on the last day of the weekly program.

3<sup>rd</sup> offense – Student will be suspended from the program for 1 month.

4<sup>th</sup> offense – Student will be dismissed from the program for the remainder of the year.

This protocol will serve as a guide to be followed for the program, however, your School District will have the final say in consequences for disruptive behavior within the Schuylkill ACHIEVE program. Please note that any behavioral accommodations addressed in an IEP will be followed accordingly.



## HEALTH AND SAFETY

### MEDICINE/FIRST AID:

If any child is slightly injured while attending the program, first aid will be administered and an Incident Report will be filed. A complete first aid kit is available. The students' parent/guardian will receive a copy of the incident report.

If a child is seriously injured or has a medical emergency while attending the program, emergency services will be called and the child will be transported to the hospital if needed. Every effort will be made to contact the parent/guardian or emergency contact person listed on the child's registration form. The emergency information you have provided will be taken to the hospital. ***It is vital that the emergency information regarding your child is kept current.***

If any child has any of the following signs or symptoms of illness, he or she will be sent home from the program:

- Diarrhea
- Fever
- Severe Coughing
- Vomiting
- Difficulty Breathing
- Untreated Skin Infection
- Head Lice

Staff for the Schuylkill ACHIEVE Program are unable to administer any medication. Students who require routine prescriptions medication administration will need to be given medication before or after the program.

### EMERGENCY EVACUATION

Children enrolled in the Schuylkill ACHIEVE Program practice monthly emergency drills so that they will know what to do in the event of an emergency. Everyone will follow the posted evacuation routes that are developed by the staff. After exiting the building, everyone will meet at a designated place and attendance will be taken to ensure all children are accounted for. In the event of a true emergency, the coordinator will contact each parent or guardian to inform them of the emergency pick up location.



## **CHILD ABUSE REPORTING**

All employees are responsible for contacting the Child Abuse Center if there is a suspected case of child abuse or neglect. All observations made by the staff and coordinator that lead to a report of child abuse being filed will be documented and kept by the coordinator.

## **COMMUNICATION WITH PARENTS AND TEACHERS:**

Schuylkill ACHIEVE Program has a very open policy regarding parental/family visits. We encourage everyone to visit and observe the program, as it is very important that communication is essential between parents and the after school staff for your children. Our program will play an important part in his/her daily life. All families will receive invites to attend planned family nights.

## **FIELD TRIP PERMISSION SLIP POLICY**

At times, The Schuylkill ACHIEVE Program takes a free field trip. An information letter and permission slip will go home so that parents can plan accordingly. The permission slip must be filled out and returned by the deadline in order for the students to be permitted to go on the trip.



## Schuylkill ACHIEVE Afterschool Program Components

**Homework:** Each day students will have the opportunity, while attending the Schuylkill ACHIEVE Afterschool Program, to work on their assigned homework for approximately 20 to 30 minutes. Student agenda books will be utilized by program staff to guide homework completion and as a home-to-school communication tool. *Although students will be given time to complete homework, it is not guaranteed that students will finish all assigned work; therefore, **it is still your child's responsibility to finish all assigned homework.***

Schuylkill ACHIEVE uses research-based program activities aligned to PA school performance, standards and school curriculum. If you visit the program or look at the monthly activity schedule, you may find children engaged in fun, hands-on activities designed to enhance and enrich learning in the following areas during afterschool hours:

- Homework help/tutoring
- Reading/Literacy activities
- Math activities
- Science and Social Studies activities
- Technology and Engineering activities
- Creative Arts and Expression
- Writing activities
- Character, social skills, problem-solving, and programs to enhance resiliency and healthy decision making skills
- Structured physical activities
- Educational field trips during program hours or on select Saturdays and educational presenters that visit the program
- Transportation
  - *Individual information for your school will be included in your registration packet*

### **Parent Participation**

- Invited to attend monthly, on-site family nights designed to be fun and interactive for you and your family
- Take advantage of the Schuylkill Intermediate Unit for free adult education classes (GED readiness) and computer skill classes for all family members
- Complete the annual parent survey
- Keep up-to-date by visiting our website:
  - [Achieve Program](#)

**Thank you for encouraging your child(ren) and supporting their curiosity to extend their learning and skill development beyond the school day!**



**Parents/Guardians,**

**After reading the parent handbook, please sign, date and return to the Site Coordinator.**

**Thank you**

**I received a copy of the Schuylkill ACHIEVE Program handbook which outlines all policies and procedures of the program.**

**I understand that all questions and concerns should be directed to the Site Coordinator as first course of action.**

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**Child or Children's Names attending the program**

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**Parent/Guardian Name (Print)**

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**Parent/Guardian Signature**

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**Date**