

Scott County Teen REACH After School Program Handbook

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Letter from Scott County Teen REACH

Dear Parents,

We are very happy to have your son/daughter attending the Scott County Teen REACH After School Tutoring Program. The Teen REACH staff is dedicated to providing a supervised environment for your youth to participate in recreational and cultural activities, receive homework assistance, and mature emotionally through life skills programming. As part of providing a safe, supervised, and fun environment for your child, we believe your understanding and involvement in the program is essential. For this reason, we have created this handbook to explain the day-to-day operations of the Scott County Teen REACH After School Program.

By enrolling your youth in the Teen REACH program activities, it is clear that you are a great parent who wants the very best for your child, including the opportunities, support, and supervision to assist them in dealing effectively with whatever the future holds. The Teen REACH staff commends you for this and looks forward to working with you and your son/daughter throughout their middle and high school years. If you have any questions regarding this handbook, the Teen REACH program, or want to know how you can become more involved, please contact us at wsmith@scottchd.org

Sincerely,

Scott County Teen REACH Staff

Teen REACH Site Information

Teen REACH is located at Winchester Grade School and open to all students from Winchester district in grades 5-8.

Youth are required to come straight to the program when they are dismissed for the day. Youth will be picked up and signed out by a parent or guardian by 5:00pm each day.

Youth are required to sign in and out each day by recording their arrival and exit time on the daily sign-in sheet, how they left programming, and with whom. (youth ages 11 and up can walk to practices or home without being signed out by an adult if we have a note or parent approval during registration from the parents stating they can do so)

During the school year, Teen REACH is open every Tuesday and Thursday after school until 5:00 pm. Summer hours TBD.

The After School Program will be closed on the following holidays:

New Year's Day

Presidents' Day

Memorial Day

Good Friday

Independence Day

Labor Day

Columbus Day

Thanksgiving Day

Day After Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

Teen REACH may have extended hours when school is not in session for holiday vacations, teacher institute days, school improvement days, etc.

If the School District closes due to weather, the Scott County Teen REACH program will also be closed.

Every month, Teen REACH distributes a calendar of activities, special events, hours, and closings via Facebook, print and email.

Typical Schedule for After School Programming

3:30-4:00 Sign-in/Snacks/STEM, SEL, or Recreation project

4:00-5:00 Tutoring, Homework Help, Reading

(Typical Schedule for Summer Programming is TBD)

Incentive/Discipline System Daily Program

Youth will earn incentives for attendance. Youth will be rewarded for good behavior by getting an incentive at the end of each week. In some instances, a youth may be given additional incentives for extraordinary displays of good behavior. For example, volunteering his/her time for a community event may earn extra incentives.

Youth may lose privileges for negative behavior based on a three strike system.

Strike 1- verbal and written warning to the parent

Strike 2 – notice to the parent

Strike 3 – two week suspension/allowed back upon approval

General Behavior Rules

Teen REACH staff reserve the right to ask a youth to leave who is not willing to make good choices. Youth may be asked to leave for the following:

1. Disregarding staff member instructions
2. Physical fighting
3. Destruction of property
4. Stealing
5. Excessive disrespectful behavior/bad language
6. At the program's discretion based on recent pattern of behavior- If a youth is asked to leave programming early, an attempt will be made by the TR staff to contact a parent or guardian and make them aware of the situation.

Violent Behavior Policy

The Teen REACH program has a Zero Tolerance Policy for Violence. Any youth who commits an act of violence (regardless of how minor) will automatically move to strike 3. If a physical fight takes place, both youth will get a third strike regardless of who started the fight. One youth may receive a longer suspension than the other, solely at the discretion of Teen REACH Coordinator or his/her designee.

Cost to Attend Teen REACH

There is no cost to attend Teen REACH programming for children.

If your son/daughter breaks any equipment due to vandalism and/or misuse, you may be asked to replace such equipment.

Programming may include walks to the Park or local businesses. On occasion, we may walk to the ice cream shop or bowling alley, where students may wish to purchase a snack, in which case students would need to bring their own money. All such events will be pre-planned and on the monthly calendar.

Activities

Staff will provide appropriate supervision for youth. The adult-to-youth ratio is a minimum of 1 adult per 10 youth. The Program welcomes background checked parent volunteers to help keep the ratio as low as possible.

Activities beyond tutoring that may be offered throughout the year may include, but are not limited to: 4-H, community band, yoga, biking, football, scrapbooking, science club, tennis, fitness, arts & crafts, photography, Teen REACH Newsletter, cooking, dance, various team sports, community service learning, life skills, and other existing and new community programs.

Homework

Homework help and tutoring are available at each Teen REACH session.

Participants may not get all of their work completed at the program, so additional time may need to be spent at home to complete all work. We encourage you to check over your child's homework.

It is your child's responsibility to do their homework. If they do not ask for help or tell us they have homework, we cannot assist them. For this reason, we hope you encourage your son/daughter to ask for help and take full advantage of this tutoring time in the subjects and homework they need supported in..

Transportation

Parents are expected to pick up their youth or arrange for transportation no later than 5:00 each day unless other arrangements have been made with the Teen REACH Coordinator. (Children ages 11 and up can walk home or to practice if they have a note from their parent or legal guardian on file.)

A parent may require that a participant be picked up from the program. If a participant is not allowed to sign out themselves, the person picking up the participant must be listed in the participant's file as a person authorized to pick up the participant, and they must present a photo ID.

Regarding late pick ups:

1. If a youth is not picked up within 15 minutes of closing, there will be a \$10 fee per child per 15 minutes
2. If a youth is not picked up by closing time on a regular basis, they will be suspended

Attendance

Registration will occur each quarter. When registering, children should plan to attend all or most of the Tuesdays and Thursdays in that quarter. Regular attendance is encouraged. If a youth signs up for a quarter but subsequently accumulates excessive absences, Teen REACH reserves the right to drop them from the program to make room for another student **if** the program is waitlisted.

Field Trips/Special Activities

Field trips and special activities may be planned throughout the year.

Parents will receive a permission slip at least two weeks before each trip or special event. This permission slip must be signed and returned before a child will be allowed to go on a field trip. Students who do not return a permission slip will stay back at the school for regular programming.

Permission slips will not be sent home for walking field trips unless there is an additional cost.

Youth who have been suspended for behavior within the week prior to a field trip will not be allowed to go on the trip.

If a child misbehaves on a field trip or special activity, they will lose their field trip privileges for the next time.

Family Nights

Family Nights are held throughout the school year and summer to encourage positive youth/family relationships and involvement. Please join us for these fun nights.

If you have an idea for a family night or activity, please speak with the Teen REACH staff.

Conferences with Scott County Teen REACH Staff

You may request a conference with the Teen REACH staff at any time if you have concerns or would like to discuss your child's progress.

Miscellaneous

All participants are encouraged to leave all personal items at home, including but not limited to cell phones, iPads, toys, games, and trading cards. Scott County Teen REACH will not be held responsible for any lost, stolen, or damaged items and phones and electronics are not allowed during Teen REACH time.

Please make sure your child's personal information is updated regularly, including emergency contact information, authorized pick-up persons, and medical needs or conditions. This will help ensure the safety of your child.



Scott County Teen REACH Parent/Guardian Consent Form

I, the undersigned, understand that my son/daughter is required to follow the rules and regulations of the Scott County Teen REACH After School Program and that violations of these rules may result in disciplinary action, including dismissal from the program. I have read and understand the contents of the Scott County Teen REACH Handbook and agree to the terms and conditions set forth within it.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Youth Name: _____

Youth Signature: _____

Date: _____

