

YOUNG ACHIEVERS LEARNING CENTER, INC.

PARENT HANDBOOK

Young Achievers Family Handbook

Program Executive Director: Mrs. Ivy J. C-Johnson

Director of Operations: Mr. Ney Cuervo

Program Coordinator: Ms. Rachael Capasso

Office Phone #: (215) 698-2347

Fax #: (215) 698-8770

Child's Name: _____

SCHOOL LOCATIONS:

1. Lowell Elementary School (450 W. Nedro Ave.)
2. Elwood Elementary School (6701 N. 13th St.)
3. Creighton Elementary School (5401 Tabor Road)
4. Carnell Elementary School (1100 Devereaux Ave.)

WELCOME!

Welcome to the YALC after-school program! Thank you for choosing us to provide enriching, fun and educational experiences to your child during the after school hours. We take pride in serving children and their families, and will aim to meet your needs, as we are best able. We drafted this handbook with parents in mind—please read it to learn about our program, our policies and our procedures. We very excited about this year, and look forward to getting to know you better!

I. Purpose of After-School Programs

After-school programs include a wide variety of enrichment activities that traditionally take place after school on weekdays, between the hours of 3:00 p.m. and 5:45 p.m., and offer activities during vacations or on days during which students are released early from school. In addition to keeping youth safe while families are working, studies show that these programs help school-age children build emotional, social, and academic skills, and can include extra learning activities, homework assistance, employment or skills training, and structured cultural and sports activities. Studies of effective after-school programs show that they can contribute to many positive outcomes, including fewer crimes, improved academic performance and decreased drug use among children and youth.

After-school programs are a major component of the City of Philadelphia's Children's Investment Strategy (CIS), an unprecedented effort to make significant and measurable improvements for Philadelphia's children and youth.

II. Goals of After-School Programs

After-school programs work to support the following desired results in the lives of Philadelphia's children and youth:

- Children live in stable, supportive families
- Children and youth are involved in healthy behaviors and do not engage in high-risk behaviors.
- Children live in safe and supportive communities and environments.
- Children and youth achieve in school and make a successful transition to adulthood.

YALC will work with the children, youth and families that reside in the surrounding neighborhood to identify priorities and deliver attractive, responsive and creative programs and services for those children.

III. Our After-School Program

Our after-school program provides each child a fun, safe and supportive environment after school. YALC believes that children grow and develop best when supplied with educational and multicultural activities such as: arts & crafts, musical/dance skits & performances, indoor/outdoor games, science activities, dramatic play, conflict resolution and group discussions. Children will do homework, engage in self-discovery play, negotiate rules of positive behavior with peers and most importantly have FUN.

IV. Admission and Enrollment Regulations

A. Eligibility

- School-aged children and youth that attend a school in the area are eligible to participate in activities provided by the Program.
- Applications for enrollment are accepted without regard to race, religion, color, sex, or national origin (limited English proficiency).

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aids, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against may file a complaint of discrimination with any of the following:

Department of Public Welfare
Bureau of Equal Opportunity
Room 223 Health and Welfare Building
PO BOX 2675
Harrisburg, PA 17105-2675

Department of Public Welfare
Bureau of Equal Opportunity
Southeast Regional Office Suite 5034
Philadelphia, Pennsylvania 19107

U.S. Department of Health
And Human Services
Office for Civil Rights-Suite 372
Public Ledger Building
150 S. Independence Mall West
Philadelphia PA 19106-9111

PA Human Relations Commission
Philadelphia Regional Office
110 N 8th St. Suite 501
Philadelphia PA 19107

Young Achievers Learning Center
PO Box 14400
Philadelphia PA 19115

B. Required Forms

In order to best meet the needs of your child, our program must collect several kinds of information to keep in our files. The following forms must be completed for each participating child:

- A completed and signed school year contract.
- Intake/Discharge Form—Provides important information about your child, including his/her contact information, school, special needs, and other information.
- Informed Consent Form—Gives the City of Philadelphia (which funds this after-school program) the ability to learn more about your child to help make after-school programs better for all Philadelphia children.
- Emergency Contact Form—Gives us important information about who to contact in the event of an emergency.
- Health Assessment Form—Provides information regarding your child's medical background and any special health needs.
- Means Test Worksheet—Helps the City of Philadelphia (which funds this after-school program) target its resources to children throughout the city.
- Due to the sensitive information that is requested from families, **this information will be kept confidential!**

C. Fees

FEES- Covers direct supervision to youth Monday thru Friday. Homework assistance and educational enrichment activities along with a daily snack.

REGISTRATION FEES:

\$ is non-refundable fee for Academic school year. Such fees are necessary to confirm and hold your child's space in our program. If you remove your child from the program and then wish to return, you must pay an additional registration fee. Your child will only be admitted if space is available.

FEE POLICY:

Parent/Guardian(s), it is your responsibility to re-enroll & pay monthly.

Tuition is money paid for services rendered. The program is run on a full month only. Payments must be made by the 15th of the previous month for current enrolled students wishing to continue services for the following month. Partial enrollments maybe accepted for new enrollments. Cash or Money Orders accepted

only. See attachment for FEES. A late fee of \$5.00 per day will be charged for each and every day that that payment is received after the 15th of the preceding month. If tuition and fees are unpaid your child will not be admitted until full payment is made. Please note that YALC is sensitive to unexpected financial hardships, see administration for subsidy information. Please do not send fees in with your child. Any account that goes past due will be sent to collections and be reported to the Credit Bureau. Tax Identification number will not be provided to accounts past due.

REFUND & CREDIT:

Refunds will not be given for missed days, holidays or in the event of emergency closings mandated by the school district due to weather or other circumstances. There are no exceptions. Partial credit may be given upon a doctor's note for the days missed.

D. Arrival and dismissal procedures

Safety is a priority to our program.

Upon daily dismissal staff will be located in the courtyard and inside the school waiting for children to be released by daytime teachers. Staff will escort children to designated rooms and attendance is taken. Staff will then follow the daily schedule as planned. On the first day new children enrolling will be escorted to the program from his/her daytime classroom.

- Participants are admitted to the after-school program after the dismissal of school. Children in grades K-1 will be picked up by a Young Achievers staff member from their teacher in accordance with the school dismissal procedures.
- Children in grades K - 5 are not permitted to leave the program without an adult escort.
- The signature of a parent or authorized adult, 18 years of age or older, is required before the child is released from the program. I.D. is required upon pick-up.
- If any unauthorized person comes to pick up the child and there is no record of authorization or signed note from a parent, the child will not be released to that individual.
- A child will not be released to any person who shows signs of being inebriated mentally or physically that may result in harm to the child.
- In case of child custody, where the non - custodial parent or guardian may NOT pick up the child, a copy of the court identification is required.
- Parents **must call** (215) 698-2347, if they will be late to pick up their child. There will be a \$5.00 charge for every (5) five minutes late starting at 5:45pm.

Staff will assist children in getting their personal items together to ensure items are not lost. Staff will ensure that the person picking up the child(ren) is the designated person by the parent or guardian. If a child is not picked up by 5:45pm staff will look in the Emergency Binder and begin calling the parent/guardian then others designated to call in case of an emergency. Staff will also call administration 267-987-4862 or 267-978-6689 for further instructions. If by 6:30 pm emergency contacts have not responded the local police will be called.

- When the program staff is **not called** about a late pick-up, local authorities (police and/or DHS) may be contacted, if the child has not been picked up within 30 minutes of the program closing.
- If a parent cannot be reached in event of an emergency, the Program Director may notify the child's emergency contacts.
- Students are expected to leave the site in an orderly manner at the end of the program day.

E. Scheduling Changes, Absences, Withdrawal

- Program personnel will notify all parents/guardians of any program or scheduling changes with adequate notice.
- If a child will not be attending the program due to sickness, vacation, or other circumstance, the child's parent/guardian must contact the office (215) 698-2347.
- If student fails to arrive at the program after school, and a parent has not called to inform the program of a student's non-attendance, the child's parent will be called. If the parent cannot be reached, the child's emergency contact will be called.
- When a family withdraws their child from the program, they must notify the Program Director in writing.

F. Pictures/Media Display

Pictures/Media Display- YALC will take and display your child's photo and video recording for program purposes only such as, in the use of identification, banners, posters, and slide shows.

V. Calendar

A. Hours of Operation

- The after-school program will operate according to the Philadelphia Public School District Calendar.
- The Philadelphia Public School District Calendar will be posted next to the daily sign in and sign out attendance roster.
- The office hours are from Monday - Friday from 9am to 2pm at (215)-698-2347.

Daily/ Weekly Sample Schedule

3:00- 3:30	Snack, Recreation, and Socialization
3:30-5:00	Academic Instruction/ Homework Assistance/Completion/Tutoring
5:00-5:45	Arts & Crafts/Cooperative Games/Clean-up/Parent Communication

VI. Emergency/Health/Safety Information

A. Medical Care and Administration of Medication

We understand that many of our youth have special medical needs. The information below outlines how our program will work to meet these needs of your child.

- Parents/guardians are required to provide emergency contact information and health/medial information for participating children (Emergency Contact Form and Health Assessment Form).
- If a child has a known medical condition that requires special care, the Program Director must be informed. The parent/guardian is responsible for notifying the Program Director about any medical or physical conditions in duration of services provided.
- Medication is administered under the following conditions:

1. The medication can only be administered during the after-school program at the time it is prescribed to be taken by the child.
 2. The parent supplies medication in a container that is properly labeled. The package must contain the following information: Patient name, address, pharmacy name, physician name, prescription number, date of prescription, name of medication, dosage amount, expiration date and instructions for administration.
 3. A written and signed request from the parent is on file.
 4. The medication is packaged with Safe-T-Closure cap.
- In case of serious illness or injury, the staff will notify the person designated on the Emergency Contact Form. Emergency Contact Forms must be updated immediately following a change in any of the information on the form (address, phone numbers, contact names, etc.)
 - Program staff cannot transport the child to the hospital. In the case of an emergency, 911 and the parent(s) will be notified. A staff member will accompany the youth to the hospital.
 - The following conditions will result in an early pick-up call: Contagious disease, fever over 100 F, vomiting, diarrhea, or an accident requiring medical attention. The child will be isolated and made comfortable until the parent or designee can pick up the child.
 - YALC cannot accept a child in the after school program when the public school has or is required to call a parent to pick up or notify of a medical or behavioral situation. The parent **MUST** call YALC at (215) 698-2347 to notify absence.
 - A staff member for all emergencies will complete an incident report.

B. Safety

- Safety precaution requirements are met at all times, including DPW staff-child ratios, fire drills and evacuation procedures. Safety rules will be reviewed with the program participants.
- DPW STAFF-CHILD Ratios: Grades K-3 1:12 Grade 4-15yrs 1:15
- Fire drills are required by state law and will be conducted each month.
- First aid kits are available in every program location.

C. Emergency closings and delays

- Parents are required to confirm program operation by calling 215-698-2347 or 267-978-4862.
- The local News Radio Station, KYW-1060AM, announces School District closings and delays.
- If an emergency occurs during the operation of the program, the Director is authorized to close the program.
- Parents may also call the office at (215) 698-2347.

D. Child Abuse Reporting

- For the protection of children, staff members receive training regarding child abuse/neglect reporting.
- Staff members are legally bound by the following regulations of the Commonwealth of Pennsylvania:
 - 1) A staff person who has reason to believe that a child enrolled in the facility has been abused or is neglected is required to report suspected child abuse to Child Line at 1-800-932-0313, as mandated by the Child Protection Services Law.
 - 2) A staff person will be designated by the program as the person responsible to notify Child Line of suspected abuse.
 - 3) If a parent/guardian's mental and/or physical behavior is questionably not "normal"-YALC staff reserve the right to allow a child to leave with the parent/guardian. Emergency contact numbers will be called first. If child is not picked up by an authorized person local officials may be called.

VII. Rights and Responsibilities***A. Family Rights and Responsibilities*****1. Opportunities and expectations for family involvement**

Involved families are an important element in the total success of the program. We value the input of families and listen intently to their issues and concerns.

- A parent/guardian may observe the program at any time during hours of operation; however, for safety and/or practical reasons, our program reserves the right to refuse admittance to non-family members. Please contact the Program Director to schedule a program visit.
 - Parents/guardians are expected to follow the policies, procedures, rules and regulations of the program.
 - Family members may volunteer as aides, mentors, and chaperones, and may play other key roles including advisory board members.
 - Family members must show respect for all students, staff, and other adults. Adults who exhibit poor behavior (threats, fighting, etc.) risk being removed from the program
- 2. Transportation / Field Trips /Special Events** are not part of the regular after school activities. These activities are available to the children pending participation and funding. Parents may or may not be charged.
- Parents/guardians must provide written consent for their children to participate in field trips and swimming activities.
 - Transportation is provided by a busing company and YALC van, both agencies hold proper insurance coverage.
 - Staff members are never permitted to transport children in personal vehicles.
 - In the event that a program participant exhibits poor behavior during a trip, the program reserves the right to exclude the participant from future trips and activities, along with requesting a parent or emergency contact to pick the child up from trip location immediately.
 - Parents/guardians are encouraged to accompany children on trips.
- 3. Parent Compacts**
- Parents must review and fulfill the requirements of the Parent Compact (see Parent Compact in Appendix).
- 4. Communication Between the Program & Families**
- Parents/guardians are encouraged to provide input and feedback on the services as well as the needs of participating youth.

- Staff members are accessible to families to discuss individual concerns of children and youth enrolled in the program.
- Parents/guardians must sign an Informed Consent Form (see Appendix) for authorized collection and analysis of data to determine program effectiveness.

B. Students' Rights and Responsibilities

1. Rules of Conduct

- Young people participating in program activities must:

Show respect for each other and for staff.

Follow program rules and directions.

Behave responsibly.

Exhibit appropriate and non-threatening behavior.

- Violent behavior will not be tolerated.

2. Discipline

The purpose of discipline is to encourage children to act correctly. YALC'S discipline policy is based on the understanding that positive discipline can increase a child's self-esteem, promote self-control and teach responsibility and good decision-making.

Types of misbehavior include, but are not limited to:

- Failure to follow directions from program staff and/or program rules
- Disruption of program by the failure to behave in a safe, appropriate and respectful manner
- Fighting Cursing Destruction or theft of property
- Possessing or using tobacco, drugs or alcohol on program premises

The program's discipline policy is as follows:

When children are involved in misbehavior, staff members will intervene appropriately. Corporal punishment will never be used.

- Disruptive children will be separated for a brief period of time, always under supervision of staff.
- The misbehaving child and a staff member will discuss the circumstances leading up to the misbehavior and the appropriate actions that could have been taken to avoid the misbehavior, before the child returns to the program group.
- In the event that a child misbehaves, program staff will prepare a behavior report to advise parents about their child's behavior. The original report will be kept in the program's files, and a copy will be given to the child's parent. For more serious offenses, the appropriate authorities will be informed.
- After 3 behavior reports, a child will be suspended from the program for 3 days.
- If child's behavior does not improve, the Program Director will bring the appropriate staff and family members together to decide what is best for the child and program.
- After some or all of the above steps have been taken to resolve a behavior problem, and it has been determined by authorized program personnel that the child cannot function appropriately within the program, YALC reserves the right to remove a child or youth from the program. Parent/Guardian is still responsible for full months fee.

3. Personal Property

- Children and youth enrolled in the program are responsible for their own belongings including clothing, toys, and other personal items.
- If there are missing items, parents should request an opportunity to check the program's Lost and Found for the specific item(s).
- The after-school program is not responsible for lost personal items.
- Youth are encouraged not to bring items of value to the program (walkmans, handheld computer games, etc.)



YALC PARENT REPORT (215) 698-2347 OR (267) 978-4862

Date _____

Directions: Please complete all sections or write "N/A, not applicable".

This report is confidential and a copy should be kept in the child's record. The Director must be informed of incident immediately and consequently the parent/guardian. Original report is given to the child's parent/guardian for signature & a copy is given to the parent.

Child's name: _____ **Date of Incident** _____
(Do not use the name of the other child(ren) in this report due to privacy & discrimination)

Site: _____ **Behavioral Report** _____ **Symptom/Illness Report** _____

Description:

Staff Intervention/First Aid procedure:

Were the Director and Parent Notified/Attempts made?

YALC Staff signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Parent Comment:

If a child's negative behavior persists after the third time a conference with the child's parent/guardian will/may be requested. The child may be dismissed from the program.

Children's Investment Strategy Serious Incident Report

Name of Facility	Telephone Number
Name of Child	Sex
Child Address	Birthdate
Name of Parent	Telephone Number
Parent Address	
Parent Notified by	Time Notified

Description of Incident		
Date	Time	Location
Equipment/ Product Involved	Type of Injury	Part of Body Injured
Cause of Injury		

Action Taken		
First-Aid Given by Facility		
Name of Local Authority Notified of Incident	Telephone Number	
Address		
Treatment Provided by	Telephone Number	Address
Nature of Treatment		
Required Follow-Up		

Signature of Person Completing the Form	Title	Date
Signature of Parent	Date	

Fax this completed form to Philadelphia Safe and Sound within 24 hours: (215) 226-5477

One copy to parent and one copy for program files

SUBJECT: Nondiscrimination in Services

TO: Parents

FROM: Program Administrator: Ivy Cuervo, _____

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aids, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against may file a complaint of discrimination with any of the following:

Department of Public Welfare
Bureau of Equal Opportunity
Room 223 Health and Welfare Building
PO BOX 2675
Harrisburg, PA 17105-2675

Department of Public Welfare
Bureau of Equal Opportunity
Southeast Regional Office Suite 5034
Philadelphia, Pennsylvania 19107

U.S. Department of Health
And Human Services
Office for Civil Rights-Suite 372
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