



ReachFar Foundation

Revitalizing, Educating And Creating Hope, For A Reason

Parent Handbook

Updated January, 2017

ADDRESS

Headquarters

2300 N Pershing Drive - Ste 356
Arlington, VA 22201

(Payments that need to be sent via mail should go to this address ONLY)

YOUTH CENTER

Inside Arlington United Methodist Church
716 S Glebe Road, 2nd Fl
Arlington, VA 22204

PHONE/FAX

703-566-9071/ 703-566-9075

EMAIL/ ONLINE

jholt@reachfar.org
www.reachfar.org

HOURS OF OPERATION

Staff

12:00 PM – 6:30 PM Mon. – Fri. (regular day/early release)
8:00 AM – 6:00 PM (school closing/holidays/camp sessions)

Children Arrival and Departure

Afterschool Care (Mon – Fri)	Arrival	3:00PM	Departure	6:00 PM
School Closing/Holiday	Arrival	9:00AM	Departure	6:00PM
(4:00PM – 6:00PM is considered extended day during school closing and holidays and is subject to additional charges)				
Early Release	Arrival	12:30PM	Departure	6:00PM
Summer & Spring Break Camps	Arrival	9:00AM	Departure	4:00PM
(8:00AM-9:00AM AM extended day, 4:00PM-6:00PM PM extended day)				

HOLIDAYS

ReachFar Youth Development Center will be closed in observance of the following holidays:

- New Year’s Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day

Thanksgiving Day/Day after Thanksgiving
Christmas Eve/Christmas Day thru December 31st

ReachFar Foundation Vision

Communities where youth are *motivated, educated, and inspired* to maximize their potential to grow within, serve up and REACH FAR!

ReachFar Foundation Mission

Is to be a passionate advocate on behalf of children and families by proving resources and implementing programs that develop positive attitudes towards physical fitness and wellness, constructive behaviors, and increased academic achievement.

We seek to achieve this by applying powerful, proven, and personal methods, engaging in continuous discovery to determine and implement what works best and through leveraging resources to increase the scope, depth, and volume of services that will unlock the greatest potential to significantly enhance the lives of young people.

ReachFar Youth Development Center Philosophy

The philosophy of the ReachFar Child Development Center is that we believe that each child is a *unique* and *special* individual who has the right to safe, stimulating, and educational child care regardless of race, gender, color, religion, economic background or culture. We know how hard it is to leave your child in the care of another but rest assured that your child will be cherished and kept safe while you are away.

In order to help children grow to their fullest potential, we believe children should be provided with materials, instruction and activities which meet their developmental needs. the responsibilities of our program include making sure the children are safe, assisting them when they need help, providing appropriate games and activities, maintaining a flexible but predictable routine day, and providing them with gentle positive discipline and guidance.

It is important that children learn to become self-disciplined. A child armed with self-discipline has a tremendous asset for addressing life's challenges. Children learn self-discipline through consequences and choices. By teaching children to become self-disciplined we are helping them develop a quality that will enable them to be successful in life.

ReachFar Youth Development Center Goals

Our goal is to provide high quality child care by creating a safe, healthy, and caring environment that promotes the physical, social, emotional, cultural, and cognitive development of your child, as well as responding to the needs of your family. We partner with parents; working together to help our children grow *happy, healthy, and strong*, and building a relationship of *mutual trust* and *respect*.

Program Information

Signs will be posted at the program location indicating which entrance to use and direction to the program location. There will be a parent information area at the program entrance. Posted at this site will be notices, reminders and locations of the program activities during the day/week/session. Field trip locations will be posted and visible at the entrance on the bulletin board if applicable.

During camps (spring/summer) a calendar of activities will be distributed on the first day of each camp session. Parents/guardians are responsible for familiarizing themselves with the activity calendar so they are aware of field trip dates, special needs and schedule changes.

What to Bring/Wear

Storage is at a minimum and secure storage for personal items is NOT available. We request that children do not bring money or personal belongings and bring only those items requested for special activities and trips if applicable (spring/summer camp).

During camps (spring/summer) all children should bring a lunch and beverage every day even those who attend summer school in the morning. Please label your child's lunch with his/her name. This is not applicable to children enrolled in our After School program. Snacks are provided by ReachFar.

During Camps: Children should wear cool, comfortable play clothes that can get messy and closed-toe athletic shoes (tennis shoes, sneakers, etc.) Please NO flip-flops or sandals except on swim days. All art materials are water-based, but sometimes still stain clothing. The ReachFar Foundation is unable to replace or reimburse for damaged clothing. **At the beginning of Camp, please send your child with an extra set of play clothes and undergarments for emergency situations.**

All children must bring their own sunscreen and insect repellent that is labeled with their name.

During After School: Students must have a change of clothes in case of emergencies and/or accidents. Students must also keep a pair of comfortable shoes on site to change into for active play time.

Arriving and Departing

Summer/Spring Camp: Regular arrival times are 9:00AM (8:00AM for morning extended day) and Regular Departure is 4:00PM (6:00PM for evening extended day). Children who are NOT enrolled in the morning extended day, will not be allowed to drop their child off before 9:00AM. Children who are NOT enrolled in the evening extended day will not be allowed to stay beyond 4:00PM without incurring late fees.

Children who attend summer school in the morning must be dropped off at the camp by a parent or designated representative and that person must bring the child inside to be signed in on the daily attendance sheet by a staff person. **Parents are NOT Allowed to drop their children off outside the building.**

Please contact the ReachFar Foundation if your child does not attend summer school for any reason and will not be coming to camp in the afternoon. This helps to ensure child whereabouts in a timely manner.

If the center has departed for a fieldtrip before a child's arrival, the parent/guardian is responsible for transporting the child to the field trip location, if desired. Once the parent/guardian has arrived with the child he/she should locate and contact a staff member to notify them of the child's arrival as well as sign them in on the daily attendance sheet that should be with a staff member. Children may not be left at the center because the appropriate staff will not be onsite to supervise latecomers.

Staff members can release a child ONLY to those authorized individuals who are listed on their registration forms. Staff cannot honor verbal instructions given by an unauthorized individual who may arrive to pick up a child. The first time a designated representative picks up a child, staff will require them to show proof of ID that matches parent instructions.

The Code of Virginia states that unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school or day care center must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during school or day care activities.

Late Pick-Up and Fees

We ask that children be picked up promptly at the end of the program day. Program staff is not allowed to transport children home. If you are running late, please call and let the staff know what time you will arrive.

Parents will receive a warning after the first late arrival. A 10 minute grace period is available during spring and summer Camp. Late pick-up begins 1-minute after the grace period. A \$15 fee for every 15-minute increment past the program end time (i.e. after school pick-up grace period ends at 6:30pm during the school year, parent picks child up at 6:37 pm, this time falls within the 6:31pm-6:45pm time range, a fee of \$15 will be due, if parent picks the child up at 6:47pm, this falls within the 6:46pm-7:00pm time range a fee of \$30 will be due). Late pick up time for spring and summer Camp is 4:11PM (or 6:11PM if child is in extended day). The First late fee for spring and summer camp will be calculated as follows 4:11pm-4:30pm (or 6:12pm-6:30pm for extended day) \$15 due, 4:31pm-4:45pm (6:31pm-6:45pm) \$30 due and so forth. Please speak with a ReachFar staff if you are confused about our late fee process. If a parent is late after 3 notices, the child will be suspended from the camp for 3 days **without discount or refund of any tuition already paid for that session**. Continued delays in picking up a child may result in the child being removed from the program and/or a referral to Child Protective Services.

Payments and Late Fees

As per the registration, all payments are due in advance of services rendered, more specifically, payments are due on the Friday before the next week of service. Or in the case of summer camp the Friday before the next session. Late fees will be calculated at a daily rate at five (\$5) dollars per day up to three (3) days late. Upon the third day late, we will send notice to un-enroll. Youth will not be able to re-enroll until all outstanding fees are paid. Payments made with checks will incur at \$25.00 returned check fee if they are returned.

Enrollment and Cancellations

Children enrolled in the after school program will be considered enrolled for a one-month period and payments are due in advance of services. Unless the ReachFar Foundation receives proper notice from the parent to un-enroll their child from the after school program they will automatically be enrolled in the next month. If cancellation is received after the 15th of a given month, your child will be considered enrolled for at least the first week of the next month and payment will be considered due.

Notices are considered "proper notice" when provided in writing by mail or e-mail and post marked or received by the 15th day of the month to avoid being charged for the next month services.

Cancellation - there are no refunds or discounts for missed days or late arrivals to any program. A partial refund may be available for early cancellation of the after school program and is on a case-by-case basis and

refund amount is at the discretion of Program Director. Cancellation must be in writing with an explanation for cancellation.

There are no refunds for spring break camp unless the child cannot attend due to extenuating circumstances (i.e. relocation or illness). Refunds are at the discretion of the Executive Director and request for a refund must be received in writing at least 7 days before the beginning of spring break camp. In order for a request to be considered it must be accompanied by a doctor's note or proof of need to relocate.

There are no refunds for summer camp after May 31st. unless the child cannot attend due to extenuating circumstances (i.e. relocation or illness). However the parent can request to exchange for a different session, if space is available. If space is not available for the desired session, neither refund nor exchange will take place. Refunds are at the discretion of the Executive Director and request for a refund must be received in writing at least 7 days before the beginning of spring break camp. In order for a request to be considered it must be accompanied by a doctor's note or proof of need to relocate.

Daily Health Observation

Staff receiving children are required to perform a daily health observation upon children's arrival as part of the greeting and as much as possible try to perform before the drop off person leaves, in case the child needs to leave right away or questions need to be asked to gather more information. The goal of the daily observation is to reduce the spread of disease and maintain a healthy environment. The staff role in this prevention will be to observe NOT diagnose in an effort to assist in the decrease or stop the spread of communicable, infectious, and contagious diseases.

The staff will initiate the following techniques to address this potential problem:

- Identify, treat, isolate
 - By looking, listening, and smelling children when they arrive
 - Helping children take off their coats will help to identify
 - Paying close attention to abnormal behavior changes
 - If necessary, oversee the administration of medication for asthma and allergies ONLY and in accordance with the medical authorization form on file for the individual child
 - Isolate the child in the health and isolation room if necessary and/or contact the parent for pick up.

- Attack the route
 - By practicing regular and proper sanitization and disinfection and hand washing techniques

- Protect the vulnerable person
 - By making sure all staff and children are current with immunizations
 - Promoting healthy diets by providing healthy snacks

Children's Health

We care deeply about the health and welfare of all the children who are in our care each day. It is our responsibility to safeguard all of them and to do what we can to protect them and prevent the spread of disease. **A child shall not be allowed to come to the ReachFar Youth Development Center if he/she has:**

1. A temperature over 100 degrees
2. Recurrent vomiting or diarrhea
3. Communicable disease (see communicable disease handout)

For items 1 and 2 above, a child will not be allowed on that day and cannot return until after 24-hours, for item 3 above the child will not be allowed until a doctor's note is provided stating the child is no longer contagious. If a child develops any of these symptoms (temperature, vomiting, or diarrhea) while at the center, staff must place them in the health and isolation room which is designated as a quiet area for this specific purpose until they are picked up away from the other children. Staff will supervise the child at all times while in the health and isolation room. Staff will contact the parent as soon as the symptoms are noticed and ask them to pick the child up and keep at home until the child is healthy enough to return to the program or in the case of #3 above a written doctor note is provided. If the parent cannot be reached staff will call your emergency contact to come and pick up the child.

Administration of Medication

The ReachFar Foundation staff are MAT Certified and will assist children in the administration prescription and non-prescription medication. All medication must be labeled with child's name, the name of the medication, the dosage amount and the times to be given. Keep all medication in the original container with the prescription label or direction label attached. NO outdated medication will be accepted by the staff. All medication will be kept in a locked container and the key will not be accessible to the children.

Children will administer their own prescription or non-prescription medication under the supervision of a staff member. Staff will assist and/or administer sunscreens/repellents on children ages nine and under if needed. Written permission is required from parents on the Authorization for Medication Form before any medication can be administered at the camp (this includes sunscreen and insect repellent).

A physician signature is required on the Authorization for Medication form for "as needed" emergency medication such as inhalers, EpiPens and other prescribed medications. Parents may sign providing authorization for sunscreen and insect repellent. With the ever growing skin sensitivities, **parents must provide and replenish sunscreen and insect repellent for their child's personal use while in summer camp. These creams/sprays must be labeled with the child name on them.**

Injury Procedure

Most injuries are preventable and steps and safety procedures are written to ensure the center and children are safe. However there are times when all the necessary precautions are taken and a child is still injured. Qualified and currently certified staff is on hand to administer First Aid and CPR. First aid kits are kept onsite and accompany children on field trips, emergency evacuation and relocation. Emergency personnel numbers are kept near all phones and programmed in the cell phones of all staff for quick access. A health and safety checklist is completed each day before children arrive. Any time a child is injured and requires first aid parents are notified the same day and a written report is prepared for the parent as well as kept in the child's file (**staff should immediately notify the Director, or lead staff person when an injury occurs.**) Serious injuries such as head injury or any other injury that requires emergency medical or dental treatment receives immediate attention and parents are notified immediately. In the event of serious injury, emergency medical personnel are notified first then the parent. Injury procedures are updated annually based on documentation of injuries and a review of the activities and services. If a child is bitten by an animal, as in the case while at a park or on a field trip, an attempt shall be made to confine the animal for observation or laboratory analysis for evidence of rabies. The site of the bite shall be washed with soap and water immediately, and the child's physician and/or local health department shall be contacted as soon as possible for medical advice.

First Aid and CPR:

- A staff person with current CPR/AED/First Aid certification is required to be with children at all times.
- First aid kits are available to certified staff at all times and are located in the following locations
 - Emergency bins near front and kitchen pantry
 - Health and isolation room/travel back pack
 - Red bag in designated shelter in place room “square room.”
- First Aid Kits, must maintain the following at all times
 - Scissors
 - Tweezers
 - Assorted gauze pads
 - Adhesive tape
 - Adhesive bandages – band aids of assorted sizes
 - Digital thermometers – batteries checked often
 - Antiseptic cleansing solution
 - Two or more triangular bandages
 - Single use gloves such as surgical or examination gloves
 - First Aid instruction manual
 - Single use gloves
 - Activated charcoal to be used only with the direction of a physician or the local poison control direction. Expiration date must be checked regularly.
 - Ice pack or cooling agent
 - Working battery-operated flashlights with extra batteries
 - A working portable battery operated weather band radio with extra batteries

Reporting Communicable Disease

The parent/guardian must notify the program staff within 24-hours or the next business day after his/her child or any member of the immediate household have developed any reportable communicable disease, as defined by the State Board of Health except for life threatening disease which must be reported immediately. Some of the common communicable diseases are: Pediculosis (head lice), Ringworm, Scabies, Strep throat, Fifth Disease. (See attached communicable disease chart for a more detailed list.)

In the case of Pediculosis (head lice), parents must begin treatment as soon as noticed and provide written note to The ReachFar Foundation confirming that treatment has been performed with date and procedures taken. The ReachFar Foundation will further inspect child for head lice upon return and if found with head lice, the child must be picked up by the parent and cannot return without a doctor’s note.

The reporting of such diseases are not to embarrass the child or children, but to ensure the corporate health and safety of all children enrolled. Parents who do not report such diseases within the time allotted above shall may potentially have their child un-enrolled from the program.

The ReachFar Youth Development Center staff will consult with the Arlington County Public Health Division at (703) 228-5580 if there is a question about the communicability of a disease.

When children in the program have been exposed to a communicable disease the staff will contact the parents of the all the children in the program within 24-hours or the next business day and send home a written notice. Confidentiality must be maintained; staff cannot reveal the name of the child or member of the immediate household. Staff must also contact the State Board of Health and Arlington County Public Health

Division. In addition to reporting communicable diseases. Staff must also report any cluster of cases of illness, even if the condition is not specifically listed by name as a reportable disease. An example of this would be three or four children in the same classroom with significant diarrhea.

Selected Infectious Disease

See Chart in back of handbook and located on the wall of the health and isolation room.

Food Policy

Children who are enrolled in all day programs (i.e. summer camp, spring break, school closings) must bring a lunch that is labeled with their name on it. Refrigeration is available for participant's lunch, however, on days where we are taking a field trip, parents are advised not to include any foods that are subject to rapid deterioration or spoilage (such as mayonnaise). Drinking water will be available for children.

With an ever increasing number of peanut allergies among young children, we **DO NOT** allow any "nut products" in the center by staff or children. We appreciate your consideration to ensure all our kids remain safe and healthy while participating in our programs. **If your child has a severe food allergy please let us know at least two weeks prior to start of camp so we may provide accommodations for the food allergy if necessary.**

Summer Camp Weather Policy

When the Metropolitan Washington Council of Governments has issued a Code Red or Code Purple advisory:

- ReachFar Foundation will cancel outdoor activities when Code Red/Purple is in effect. Alternative indoor activities will be offered.
- If a Code Red/Purple is forecasted for the day field trips will be moved to an indoor location.
- For more information regarding the Code Red please visit the Metropolitan Washington Council of Governments webpage at <http://www.mwcog.org/environment/air/forecast>.

Inclusion

The ReachFar Foundation is committed to foster inclusion for all children and does not discriminate against children with special needs. However we do disclose that our after school, all day care, and camp programs are NOT special needs programs and do NOT have certified staff onsite to handle such. If such is the case for your child, we HIGHLY encourage parents to locate a program with certified staff to accommodate the need. However, if you choose to register your child with our program, we will do our utmost best to partner with you as a parent to help your child have a safe and enjoyable experience within our program.

Code of Conduct

We strive to provide a welcoming, safe, supportive and enjoyable environment for program participants. We believe that all individuals have the right to be treated with dignity and respect regardless of abilities or limitations. We are committed to promoting positive participation to ensure a successful and fun recreational experience for all.

Some behavioral expectations for children are as follows:

- Respect staff and other children
- Respect property
- Follow directions
- Make new friends and try new activities
- Adhere to dress code
- Stay within program boundaries

Unacceptable behavior and actions are as follows:

- Intentional verbal abuse including: teasing/taunting, harassment and/or profane language
- Hitting a person or fighting
- Intentional property damage
- Possession of instruments either constructed as a weapon or known as a weapon (knives, blunt objects, sticks, etc.)
- Inappropriate sexual touching
- Creating a risk of contagion or illness
- Any action which exposes participants or staff to danger
- Possession or use of illegal drugs or alcohol
- Consistent disregard of program policy and procedures (i.e. not following directions, consistently late pick-ups, etc.)

Staff is expected to make every effort to encourage positive participation and utilize strategies and available resources in response to unacceptable behavior. In the event that all measures have been exhausted, staff reserve the right to implement any of the consequences listed below. Behavioral guidance shall be constructive in nature, age and stage appropriate, and shall be intended to redirect children to appropriate behavior and resolve conflicts. Consequences shall be related to behavior, respectful and reasonable, and administered by staff members only (not another child participant) relative to the degree of unacceptable behavior. Discipline is as follows:

- **Reassign**, to another group
- **Suspension**, for remainder of day, next day or remainder of week. In the event of a suspension for negative behavior
- **Removal**, from an activity for short period of time, with staff supervision From the program for behavior resulting in extreme disruption, or intentional harm to self and others

Forbidden discipline is as follows:

- Physical punishment, striking a child, roughly handling or shaking a child, restricting movement through binding or tying, forcing a child to assume an uncomfortable position, exercise as punishment, enclosure in a small confined space or any space that a child cannot freely exit himself; punishment by another child; separation so that the child is away from adult supervision, withholding or forcing of food or rest, verbal remarks which are demeaning to the child; punishment by applying unpleasant or harmful substances.

Field Trips

Children may not be left at the center because there will not be the appropriate staff left on-site to supervise children not attending the trip or latecomers. If you do not wish for your child to go on the scheduled field trip, please make alternative arrangements for the day.

If the staff feels that a child is a safety concern to self or others, the Director will require a parent/guardian to accompany the child on the trip. The child will not be allowed to go on the field trip if a parent/guardian is unable to attend. These decisions will be made on a case by case basis and at the discretion of the Program Director.

Parents are welcome to meet their child at the field trip location. Parents are responsible for their own transportation and admission fees. Since parents are not registered and vetted staff, we do ask that you provide notice in advance of attending so that we may disclose to other parents a list of parents who will be attending the field trip.

Reporting Suspected Child Abuse

Employees of the ReachFar Youth Development Center are mandated to report both via telephone and written documentation, any suspected abuse or neglect to children enrolled in the center to the Arlington County Division of Social Services, Child Protection Services and to the Virginia State Department of Social Services 703-228-1500. Professionals in those offices will determine the validity of the complaint and whether or not further legal action is necessary.

Emergency Plans

The ReachFar Youth Development Center has an emergency plan for shelter-in-place and emergency evacuations and relocations. The plan addresses the most likely to occur emergency scenarios including but limited to natural disasters, hazardous spills, intruder or potentially violent situations. Parent will receive notification as soon as safety is insured by text or voice if text is not available.

Shelter in Place Procedure

In the event of natural emergency, (i.e. tornado, severe storms or hazardous airborne chemicals) outside the program facility, the children, staff and other occupants of the building will shelter-in-place in a prearranged designated safe location in the building. The selected location is the "square room." The building will be locked and secured. Water and food supply will be available. Shelter in place may last a matter of hours in order to isolate people while effects of the incident dissipate. Parents will receive notification as soon as safety is insured by text or voice if text is not available.

Evacuation and/or Relocation Procedures

In the event of an immediate area threat (i.e. bomb threat, fire, flood, other major building problem, etc.) the children, staff and other occupants will leave the building and gather at a predetermined location within walking distance. If there is more widespread threat such as a chemical spill, or widespread fire, it may be necessary to transport children by County vehicle further away from the building or to a mass shelter determined by the Arlington County Government. Parent will receive notification as soon as safety is insured by text or voice if text is not available. The ReachFar Youth Development Center designated relocation site is Arlington Library Columbia Pike located at 816 S Walter Reed Drive, Arlington VA 22204 (703) 228-5710.

Parent Acknowledgment

(Please PRINT complete, sign and return this form to ReachFar Foundation)

I, _____, parent/guardian of _____,
acknowledge that I am in receipt of and have read and do understand the ReachFar Foundation Parent Handbook.

I further acknowledge that I have taken time to fully understand the following policies:

1. What to Bring/Wear to Camp (Pg. 4)
2. Arrival and Departing (Pg. 4-5)
3. Late Pick-Up and Fees (Pg. 5)
4. Payments and Late Fees (Pg. 5)
5. Enrollment and Cancellation (Pg. 5)
6. Food Policy (Pg. 9)
7. Code of Conduct (Pg. 9-10)

Parent/Guardian Signature: _____

Parent/Guardian Printed Name: _____

Date: _____