



## ReachFar Foundation

Revitalizing, Educating And Creating Hope, For A Reason

### Parent Handbook

Updated February 12, 2018

**HEADQUARTERS ADDRESS**

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 ADDRESS**

Inside Arlington United Methodist Church  
716 S Glebe Road, 2<sup>nd</sup> Fl  
Arlington, VA 22204

**PHONE/FAX**

703-566-9071/ 703-566-9075

**EMAIL/ ONLINE**

[info@reachfar.org](mailto:info@reachfar.org)  
[www.reachfar.org](http://www.reachfar.org)

**HOURS OF OPERATION**

Staff

9:30 AM – 6:30 PM Mon – Fri (regular day/early release)  
9:00 AM – 6:00 PM (school closings)  
8:00 AM – 6:00 PM (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
<b>(4:00PM – 6:00PM is considered extended day during school closing and holidays and is subject to additional charges)</b>				
Early Release	Arrival	12:30PM	Departure	6:00PM
Summer & Spring Break Camps	Arrival	9:00AM	Departure	4:00PM
<b>(8:00AM-9:00AM AM extended day, 4:00PM-6:00PM PM extended day)</b>				

**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 thru New Year’s Eve

## ReachFar Foundation e-Vision

We envision a community where youth are **equipped, encouraged** and **educated** to maximize their potential to **grow within, serve up** and **REACH FAR!**

## ReachFar Foundation Mission

Our mission is to be a **passionate advocate** on behalf of children and families by providing resources and implementing programs that foster **healthy, stable and safe family environments**, assist in developing **positive attitudes** towards physical fitness and wellness, teach youth **constructive behaviors**, provide **access to education and increased academic awareness and community service**.

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 youth center 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) breakfast and lunch is provided, however, if children have special dietary needs, parents should consult with the program to see if those items are on the menu as well as feel free to send foods of choice. Please label any food you send with your child's name.

**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.**

Sunscreen and insect repellent is provided unless your child has need for a prescription grade. If such is the case you must provide a completed medical consent and authorization forms.

**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 are 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. If a medical or relocation refund is issued, it will be minus the \$25 non-refundable registration fee and a \$25 processing fee.

**IMPORTANT MANDATORY DOCUMENTS TO TURN IN TO CAMP!** The parent agree to have the following **MANDATORY** items turned in before the 1st day of child's start date. Items are as follows: Injury Procedure, Code of conduct, Provisions of the Emergency Preparedness and Response Plan, Commonwealth of Virginia School Entrance Health form (Incomplete forms will not be accepted. A form is considered incomplete if the shot records are NOT up-to-date and/or if the child's last physical was more than 1-year old), Written Medical Consent form (Incomplete forms will NOT be accepted. Forms are considered incomplete if the doctor has not completed and signed where necessary), Field Trip Permission Slip, Authorization form for Non-Prescription Over the Counter Skin Products, Swimming/Wading Assessment and Permission (summer camp only) and the Parent Acknowledgment form. Parent further understand that NO child will be admitted to camp until ALL of the above is submitted. No refunds or discounts will be given for kids who cannot start camp because all of the above items are not submitted. **Medical forms are only necessary if child has health conditions or allergies.**

### 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 any health concerns
  - 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 (note: add two degrees to all readings to determine the accurate temperature)
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 holds a current Virginia State Medication Administration Certificate 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 in the health and isolation room and the key will not be accessible to the children. Medications that need to be refrigerated will be kept in a refrigerator in the "health and isolation room." This refrigerator is for medication only.

Children will administer their own prescription or non-prescription medication under the supervision of a staff member. Staff will assist and/or administer sunscreens on children ages nine and under. Children 9 and up may administer their own sunscreen under the supervision of a staff person. Staff will administer bug sprays /repellents on all children regardless of age. 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). Parents may provide sunscreen or opt to use the center's sunscreen by noting so on the authorization form. If parents provide sunscreen, the following must be ensured: (1) it must be in its original container and labeled with the child's name, it must have a minimum of SPF 15 (insect repellents must also be in its original container and labeled with the child's name.

The ReachFar Foundation will keep both sunscreen and insect repellent onsite. The sunscreen will be hypo-allergenic, have a minimum of SPF 15, will be administered according to the manufacturer's recommendations and will not be kept or used beyond the expiration date. Insect repellents will be administered

according to the manufacturer's instructions for age, duration and dosage. A record shall be kept that includes the child's name, date of use, frequency of application and any adverse reactions. Staff without MAT certification may administer both sunscreen and repellents unless it is prescription sunscreen (in which case the storing and application of such must meet medication-related requirements).

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 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 such food items are brought to the facility, staff shall place it in a separate zip lock back, write the child's name on it, keep it in the kitchen until the parent arrives for pick up and give it to the parent. **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. Additionally, children are NOT allowed to share food/drinks.**

The Foundation keeps extra food to serve children who may have bought and inappropriate lunch or forgot to bring lunch. These provisions are for emergency cases only not as a means for providing regular lunch for kids.

### **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 weather please visit the Metropolitan Washington Council of Governments webpage at <http://www.mwcog.org/environment/air/forecast>.

Additionally, a local weather app is downloaded to the RFF cell phone for monitoring and receiving weather alerts that may affect outdoor activities or play time.

**Code Red:** Air Quality Index (AQI) is 151-200. This alert is unhealthy air quality for active children and adults, and people with respiratory disease such as asthma. Prolonged outdoor activities should be avoided because it may cause exertion. **Code Purple:** Air Quality Index (AQI) is 201-300. This alert is **VERY** unhealthy air quality for active children and adults, and people with respiratory disease such as asthma. Prolonged outdoor activities should be avoided because it may cause exertion.

### **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 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.

The following procedures are adhered to when a trip is planned:

- Center shall notify the destination of plans to visit, how many children will be visiting and their ages

- Send home permission slips letting parents know when, where, transportation, and if there is any cost involved. Usually a general permission slip is provided for all trips. Parents have the option to NOT have their child attend, however they will have to keep them home if they are not attending the field trip because there will not be adequate staff onsite during such times.
- Request for parent volunteers shall be made
- Staff will review discuss and be familiar with trip schedule (including starting and end times, etc.)
- Check and double check the field trip checklist to make sure staff have everything they need
- All children will wear an orange RFF trip t-shirt during field trips. NO name tags shall be placed on children during field trips. – Parents MUST make sure that children have on their orange field trip shirt. This is done to provide extra safety and identification of children.
- Children should bring non-perishable lunches in disposable bags. Staff will bring adequate water (if necessary) in rolling cooler.
- Center shall notify parents in advance of adequate food and water needs while on field trip. NO child will be taken on a trip that does not have adequate food and water supply.
- VA standards for Staff-to-child ratio shall be adhered to at all times while on field trip. One adult other than the driver to every 16 children
- A schedule of the field trip events and locations will be posted at the center in a visible location while staff and children are way.
- Staff away with children on field trips will have an active available cell phone to communicate with center staff remaining at the center if necessary.
- Staff will verify that all children have been removed from vehicle at the conclusion of any trip. The buddy system and a head count to compare to the child list shall be used to complete this task.
- Head counts and attendance (both name and number) will be performed before departure, upon arrival, during field trip, before leaving field trip, and upon return to facility
- First aid kits and any medication that is needed will go on field trip
- Parental permission must be secured before a child can go on a field trip

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.

### **Transportation Procedure**

When transporting children by means other than foot, staff and children are required to adhere to the detailed procedures for transportation. A transportation checklist is prepared for the children and used when transportation is needed.

Transportation policy is as follows:

- No child is allowed in the front seat of a vehicle
- The buddy system is used at all times

- Staff will ensure that children remain seated and child's arms, legs, and head remain inside vehicle
- Doors are closed properly and locked
- Children will never be left unattended in vehicle for any length of time, even a minute.
- Each child must board and leave the vehicle from the curb side of the street or in a protected parking area or driveway
- A list of all children being transported, and any medical needs and/or medication as well as parent and emergency contact information is in the vehicle for each child.
- Emergency preparedness document with local emergency contact information, potential shelters, hospitals and evacuation routes are in vehicle.
- A first aid kit is in vehicle.
- Emergency flags and warning triangles

In the event that transportation is provided by staff, volunteer or a transportation company other than Arlington County Public Schools is used, the company and driver inspection shall be performed to ensure the following:

- Driver has a valid state issued license and registration and insurance (with VA State minimum limits) is current and present
- Vehicle is in good repair. Vehicle shall be manufactured for the purpose of transporting people seated in an enclosed area
- Vehicle meets the standards set by the Department of Motor Vehicles
- The vehicle seats shall be attached to the floor
- Required safety restraints are present and used properly.
- Emergency numbers, center's name, address and phone numbers, and a list of all children being transported is in vehicle.

### **Outdoor Play/ Playground Policy**

When weather is permitting, staff may plan outdoor play time at a local park within walking distance from the youth development center. When this occurs the following procedures must be implemented.

- A designated staff person will visit the park in advance of youth arrival to perform a safety and hazard check of the grounds, play equipment, usable water fountains, and bathroom facilities (if any).
- Staff will make note of any defective equipment, safety hazards or obstacles in the field areas such as holes or dents in the ground or lumps/logs where children can fall in or clip up on while playing running games (also look for broken glass, bottles, cans, etc.) Staff will then make all team members aware of any findings and potential hazards.
- Staff will pay particular attention that enough resilient surfacing is on the playground area, specifically near fall zones. If the playground has wood chips, staff should rake/kick wood chips toward fall zones so that they provide at least six (6) inches of resilient surfacing by fall zones. Potential fall zones are as follows: swings, monkey bars, base of sliding board, etc.
- Staff will monitor closely and ensure that children ARE NOT doing any of the following: sticking head through play equipment bars, coming down sliding boards backwards, hanging upside down from any play equipment, especially monkey bars, and jumping off of equipment.

- Staff must also check for dog or animal stool that may have been left in the park. Staff are not required to clean it up, however, it should be noted so that children do not play in that area.
- As much as possible staff are to limit children's contact with poisonous grass and leaves such as poison ivy, mushrooms, weeds, as well as stagnant water as it has the potential to be breeding ground for bacteria and mosquitos, etc.
- Children are not to play on any broken or hazardous playground equipment. If obstacles (as described above) are found in the field areas, staff are to properly mark them with cones or other visible equipment to ensure kids do not play or run in those areas.
- If monkey bars are present, a staff member must monitor closely and be within arm reach of child playing on monkey bars. Only one child will be allowed to play on monkey bars at a time.
- Head counts and attendance (both name and number) will be performed before departure to playground/park, upon arrival, during play time, before leaving, and upon return to facility.
- When walking to the park/playground, the buddy system will be implemented and a staff person must walk in front, another in the middle of the line, and another at the end of the line.
- Once at the park, staff are to be spread out amongst the perimeters of the playground/park, especially near playground entrances. At no time should staff be congregated together in one location. Except for the staff placement at the monkey bars.
- Attendance, parent emergency contact form, first aid kit and any medication must go with staff to the park/playground. Medication will be stored in the travel medicine bag found in the Health and Isolation room. The bag has a key lock and the bag must remain locked at all times. The key must be out of children's reach and with a staff person at all times until medication is needed. Only staff are allowed to unlock and take medication out for use.
- All pedestrian rules, warnings and signs must be followed when walking with youth to parks and playgrounds.
- Water (if no useable water fountains are available) and play equipment will be carried by coaches. Water will be carried in rolling cooler and equipment will be carried in mesh bags.
- Playground notice must be placed on the front door of the building and the main room bulletin board outside the double doors to make parents who may arrive early aware of where children are.
- The RFF Cell phone must accompany staff at the park and volume must be on high along with the vibrate feature to help ensure that important phone calls are not missed. Additionally a designated staff person must monitor the cell phone for weather alerts that may affect outdoor play. (see also "summer camp weather policy")
- The same check out procedures apply at the park as in the facility. Children can only be released to a parent or authorized pick-up person as designated by a parent in writing.
- Staff must at all times be aware of surroundings and people who are visiting the park who are not staff. At NO time can staff allow a park visitor that is not staff to play with or hold conversation with the youth.
- Staff must accompany children to public restrooms and remain with child at all times. Before allowing a child to go into the public restroom a staff member must check to ensure no one is in the bathroom first.
- Staff may not be on their personal cell phones at no time when at the playground or park with children. The children must have the full attention of all staff at all times.

ReachFar Foundation has two designated playground sites. Noted below is important information about each:

1. **Playground:** Patrick Henry School Playground
  - Location: 701 S. Highland Street, Arlington, VA 22204
  - Bathroom Facilities: Inside Arlington County Library – Columbia Pike Branch right next to playground. Actual address is 816 S. Walter Reed Dr. Arlington, VA 22204
  - Route to use: From RFF main door, kids walk down sidewalk toward Glebe Road, turn left going north on Glebe road to stop sign at the corner of S. Glebe Road and S. 7<sup>th</sup> Street. Cross S. Glebe Road at pedestrian walkway to continue East on S. 7<sup>th</sup> Street, continue four blocks down to playground on the right hand side. Enter playground through baseball field entrance.
  - Mode of Travel: Walking
  
2. **Playground:** Alcova Heights Park
  - Location: 901 S. George Mason Drive, Arlington, VA 22204
  - Bathroom Facilities: Onsite at Playground near George Mason Drive
  - Route to use: From RFF back door #2, kids walk down sidewalk west, away from S. Glebe Road and towards George Mason Drive, cross S. 8<sup>th</sup> Street at the pedestrian walkway located at S. Monroe and S. 8<sup>th</sup> St to cross over to side of street the playground is on. Continue down the hill on sidewalk until park is reached at the corner of S. Randolph St and S. 8<sup>th</sup> St.
  - Mode of Travel: Walk and Ride. Youth will walk to park and the van will pick the youth up from park after play. Youth will separate in groups of 13 or less accompanied by 1 or more coaches and return to the facility in groups.

### **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 further legal action is necessary.

### **Custodial Rights**

Appropriate paperwork such as custody papers shall be attached if a parent is not allowed to pick up the child. Section 22.1-4.3 of 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.

### **Emergency Plans**

The ReachFar Youth Development Center has a detailed 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. A detailed copy of the emergency plan is located at the center in the Health and Isolation

Room, in each emergency go bag located at the center's designated safety exits, and at the parent information table. Parents may request a copy at any time.

Additionally a list of "local emergency contacts & sites" are attached to the emergency evacuation plan as well as kept any vehicles that transport kids. This document contains information for potential shelters, hospitals, evacuation routes, etc. that are in proximity of the centers frequently visited or routes frequently driven by staff during field trips, pick-up/drop from school, etc.)

If ambulatory care is necessary, but not readily accessible within 10-15 minutes, a center staff will drive person in need to the emergency room located at Arlington Hospital Center, 1701 N. George Mason Drive, Arlington, VA 22205. If the person in need is a child, staff will adhere to the center's transportation policy in the handbook, parent will be contacted immediately, the child's record and any medications will be taken to the hospital and the staff will remain with child at all times (unless it interferes with the doctors ability to care for the child) or until a parent arrives (whichever is first).

### **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)
6. **MANDATORY FORMS – I UNDERSTAND THAT THE MANADOTORY FORMS MUST BE TURNED IN BEFORE MY CHILD MAY START CAMP. MY CHILD WILL BE UNABLE TO BEGIN IF ALL FORMS ARE NOT COMPLETE AND TURNED IN. (Pg. 6)**
7. Injury Procedure (Pg. 8)
8. Food Policy (Pg. 9)
9. Code of Conduct (Pg. 10-11)
10. Outdoor Play/Playground Policy (Pg. 13-15)

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_