



Recreation
Enrichment
Academics
Community
Health & Wellness

Program Handbook
2019-2020

Harvard CUSD 50
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Introduction

Welcome to the Harvard CUSD 50's REACH program. The REACH program offers elementary and junior high students an enriching and exciting after school opportunity to engage with peers and participate in recreation and learning activities. The REACH program operates in six 5-week sessions throughout the school year at Crosby Elementary School, Jefferson Elementary School, and Harvard Junior High School.

This handbook is a guide to understanding the expectations and procedures of the REACH program. More detailed information about Harvard CUSD 50's district guidelines, policies and expectations can be found in the Parent-Student Handbook and in the Board of Education's policy manual. Both of these documents can be found on the district website, www.cusd50.org.

Program Mission and Description

The REACH program's mission is to expand opportunities and interests through extended day programming for Elementary through Junior High students at Harvard CUSD 50. REACHing all students' potential to explore, learn, create, connect and play.

The REACH program is built on a foundation of Positive Youth Development. The Positive Youth Development approach helps young people become competent, confident, connected and caring people of character. Program components include structured recreational and enrichment activities, specialized contractual programming, community involvement, and homework support; daily snack and transportation are also included.

The program objectives are to:

1. Create an environment where students feel a sense of belonging and are emotionally and physically safe.
2. Engage students in positive relationships and interactions.
3. Enrich students' lives through quality recreation and enrichment programming.
4. Provide opportunities and learning experiences to make students feel connected, prepared, and engaged.

REACH staff at each site are teams of Harvard CUSD 50 employees including certified teachers, educational support personnel and certified teacher substitutes. REACH also works closely with the districts' community partners for specialized programming.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, and actual or potential marital or parental status, including pregnancy.

No student shall be based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Enrollment

Enrollment is open to any Harvard CUSD 50 students at the participating schools. Demand may exceed capacity at some sites and during some sessions. Therefore, enrollment is based on a first-come-first-served basis and a waiting list will be started once the available space is filled for each 5-week session. On the enrollment form, parents/guardians will rate, in order of preference, the sessions they would like to enroll in.

District and student fees must be paid in full or are currently in a payment plan to enroll in the REACH program. Families that have an outstanding balance with the district, are not able to enroll or participate in the REACH program.

REACH program enrollment will be completed and signed by a parent/guardian via an electronic form. Once enrollment is closed (dates listed on district calendar), the Director of the REACH program will fill available spaces for each session at each location. The families will then be notified via email which sessions they have been accepted into and the fee(s) will be added to the student account to be paid.

Parents/guardians are responsible for sharing updated student information with the Director of Extended Day Programming & Enrichment. The REACH program has a separate database than TeacherEase (school database), therefore all updates for students in the REACH program need to go through the Extended Day Programming and Enrichment Department.

Fees & Payments

Fees for the REACH Program will be \$50.00 or \$25.00 per 5-week session. The \$25.00 fee will be applied to those students that are part of the direct certification program.

Once confirmation of enrollment is received, the session fee will be added to the student account. Payments can be made online through the district website or in person at the Central Office (401 N. Division).

Board Policy 6:190 requires that fees be paid in full prior to participation in any club, organization and/or a sport. No refunds will be granted unless a student/athlete is dropped from a club/activity/team because of a limited number of participants. Paid fees guarantee team membership only.

Students that are disenrolled from the program due to non-attendance or choose to withdraw for personal reasons, will not be refunded participation fees. Refunds or credits will not be granted for illness or missed days.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Staff to Student Ratio

Each program is staffed with a Certified Teacher or substitute and 1-2 Educational Support Personnel. The staff to participant ratio will not exceed 1:20. If a closer ratio is needed for a particular student, the parent/guardian must indicate medical, behavioral or educational needs on the registration form. Reasonable accommodations will be made in regard to participation in an after school program environment.

REACH staff work closely with the school staff, classroom teachers and building administration. Once a student is enrolled in the program, we have permission/access to view/obtain a birth certificate, health and immunization records, IEP or 504 Plans or contact building principals/teachers from Harvard CUSD 50.

Program Structure

The REACH program operates in six 5-week sessions throughout the school year at Crosby Elementary School, Jefferson Elementary School, and Harvard Junior High School. The program will run Monday through Thursday from school dismissal until 5:00 pm. The program is closed on days that Harvard CUSD 50 is not in session. The REACH program will not be open on District Half Days (one Wednesday/month) during the 2019-2020 school year. This also includes "Emergency School Closing" days.

The daily program content of the five-week sessions are comprised of the following components:

- Snack/Attendance
- Group Check-in/Group Meeting
- Homework Support (homework/reading)
- Structured Activity
 - In-house recreation and enrichment activities led by REACH staff
 - Contractual programming led by an outside/contracted instructor
 - Teacher sponsored “Club”
 - District or Community speaker

A newsletter will be emailed on the first day of each five-week session. It will contain specific information about the scheduled activities for the session.

Snack

Harvard CUSD 50 has been accepted into the Community Eligibility Option program. All students in the REACH program are served a snack free of charge each day. Students are always welcome to bring a snack from home instead. It is encouraged for students to bring a refillable water bottle to the program as they will be participating in activities.

Arrival & Attendance

Students will walk from class to the designated program space upon school dismissal. Students enrolled in the REACH program are expected to attend his/her registered session(s) and daily attendance is expected. REACH staff receives the excused absence list from schools daily. Unexcused absences will result in removal from the program.

Dismissal & Transportation

The REACH program ends promptly at 5:00 pm each day. Parents/guardians must indicate on the enrollment form how his/her child will go home from the program. How your child goes home from the REACH program must remain consistent each day throughout the session.

Bus transportation at the end of the program is an option for all students in the REACH program regardless of qualifying distance from school. The drop-off locations will either be the student’s regularly scheduled bus stop or a “neighborhood drop-off location”. Neighborhood drop-off locations will be determined and communicated to parents/guardians prior to the start of the session.

(*)Kindergarten students utilizing bus transportation home must have an adult/authorized individual at the drop-off location for the student to be released from the bus.

(*)If not utilizing bus transportation home, authorized individuals will pick-up their student(s) at the school building.

(*) PLEASE NOTE: If a student is not picked up from the school building or a Kindergarten student is not met at the neighborhood drop-off by an adult/authorized individual, the REACH staff will call all listed contacts. If they cannot get in contact with any adult/authorized individual listed on the enrollment form, the Non-Emergency police will be contacted to take custody of the child.

It is imperative that students are picked up promptly from the school building or designated neighborhood drop-off location. Failure to do so may result in disenrollment from the program.

Half Days & School Closings

Harvard CUSD 50 includes Staff Development days one Wednesday per month. All of these days are listed on the district calendar and students are dismissed at the buildings half day time. Due to district employees needing to attend meetings and professional development, the REACH program will not be open these days.

The REACH program will not be open on days that Harvard CUSD 50 issues a school closing or early dismissal due to severe weather or other emergencies, as deemed by the Superintendent. Calls will be made through the districts' automated messaging system (Buzzline) or parents/guardians can visit the district website at www.cusd50.org or local media stations for school closing information.

Injury & Illness Guidelines

Program staff receives basic training in first aid practices. School nurses are typically not on site when the program is in session. REACH staff will treat minor injuries and notify the parent/guardian upon pickup or via a "Minor Accident" form. If the injury appears to be more severe, the parent/guardian will be contacted. If necessary, the staff will call for emergency medical assistance/transport.

The REACH program adheres to the same illness/communicable disease guidelines as Harvard CUSD 50. If a child becomes ill during the program, the parent/guardian will be called to pick him/her up early.

Safety, Behavior, Discipline

Although the program recognizes that misbehavior is part of a child's developmental process, behavior guidelines are put in place to address more severe and/or continuous behavior difficulties. The primary goal of behavior expectations is to provide a safe and respectful environment for all.

Program Expectations:

- Show respect to all staff, other children, property, equipment, and buildings
- Take direction from staff and show cooperation with the daily schedule and group activities
- Refrain from bullying, verbally aggressive, threatening or obscene behavior
- Refrain from causing physical harm to self, other children or staff
- Refrain from leaving the program area/building without permission

A positive approach will be used regarding discipline. Program staff will try to accomplish this by redirecting the child, using positive reinforcements, providing motivation and leading by example. Program staff will work closely with the parent/guardian and school personnel to work towards positive and safe behavior in the program.

Parent Student Handbook & BOE Policy Manual

The above-mentioned documents contain specific information about guidelines and expectations that apply to Harvard CUSD 50, which includes the REACH program.

Please refer to the documents for specific information on the following:

- Communicable Diseases & Head Lice
- General Building Conduct & Student Behavior
- Student Use of Electronic Devices and Technology
- Bus Transportation and Conduct
- District Calendar
- Direct Certification qualification information