

REACH handbook

2019- 2020 SCHOOL YEAR



REACH AFTER SCHOOL PROGRAM

City of Pico Rivera - Department of Parks & Recreation

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A GUIDE
FOR PARENTS

Dear Parents/Guardians,

The City of Pico Rivera welcomes you and your child to the Recreation & Education Accelerating Children’s Hopes (REACH) After School Program. In partnership with the El Rancho Unified School District, REACH provides a service to families that need after school care. The REACH program is designed to assist with homework, enhance literacy, improve classroom performance, and increase physical activity. We thank you for the opportunity to share in your child’s learning experience and we look forward to seeing your child grow into a strong student.

This handbook is designed to provide valuable information regarding program design, schedule, guidelines and important contact information.

REACH SCHOOL SITE Contact Numbers

Birney Tech Academy	(562) 755-5581
Durfee Elementary	(562) 755-5882
Magee Academy of the Arts and Sciences	(562) 755-8223
No. Ranchito Elementary	(562) 755-4018
Rio Vista Elementary	(562) 755-4907
Rivera Elementary	(562) 755-4909
So. Ranchito Dual Language Academy	(562) 755-0343
Valencia Academy of the Arts	(562) 755-4692

Program Supervisor Candice West

REACH Coordinator John Jimenez

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Zero Tolerance of Violence

REACH has a zero-tolerance policy regarding violence towards another program participant or staff. **Violent students can be immediately dropped from the program.**

Staff

Staff members are to handle concerns or issues with parents in a courteous, professional manner. Staff will share information about a student's day with parents and/or guardians on a regular basis.

Parents & Guardians

The REACH program believes parents and/or guardians play a vital role in their child's development.

1. Maintaining perspective, cooperation, and communication between yourself and staff in all matters that affect your child.
2. Refrain from using abusive or threatening behavior, or foul language.

Parent/guardian's inappropriate behavior may affect your child's ability to participate in the REACH Program.

GIFT POLICY

No employee of the City may accept personal gifts or tips at any time; including holidays.

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MISSION

The REACH program provides opportunities for children to believe in themselves, acquire a sense of personal achievement, and gain a sense of belonging in the Pico Rivera community.

GOALS & OBJECTIVES

REACH (Recreation & Education Accelerating Children's Hopes) is a grant-funded after school program provided in partnership with the El Rancho Unified School District. REACH is designed to enhance children's overall academic performance, reduce absenteeism, improve behavior, and re-engage the child in the educational process by providing homework assistance, mentoring, performing and recreational activities, in a safe supervised environment. The REACH After School Program Staff and ERUSD staff conduct regular trainings/meetings to align behavior management/academics from the regular school day to the after school program.

PROGRAM DESIGN

- Students immediately report to the cafeteria after dismissal from school.
- A daily nutritious snack is provided.
- One hour of homework assistance.
- Thirty minutes of moderate physical activity.
- One hour of a literacy enhancement and/or enrichment activities such as culinary arts, performing arts, visual arts, fitness, and technology (robotics, iPad, keyboarding).

ELECTRONIC DEVICES

Electronic devices such as cell phones, iPads, etc., are not allowed in the program. REACH is not responsible for any lost or damaged items.

CODE OF CONDUCT

Students

Disruptive or disrespectful behavior toward other students or REACH staff may result in suspension or program dismissal.

School district rules and standards apply during REACH After School Program hours.

Parents will receive a Parent/Guardian Notification as a means of communication if your child is behaving in a manner deemed unacceptable by program standards. Behavior Contracts may also be issued as an additional form of behavior management.

In order to provide a safe environment where students can learn, limits are set on behavior. Limits are set for three reasons:

1. To prevent students from injuring themselves or others.
2. To prevent the destruction of property, materials or equipment.
3. To help children learn respect for themselves, other students and adults. Each REACH student is required to sign a Personal Responsibility Contract.

ILLNESS

If a student becomes ill or injured, the parent/guardian will be notified immediately and is expected to pick up the student promptly.

MEDICATION POLICY

If your child requires medication, please notify your Site Coordinator immediately. Parents must submit medication to school nurse during the day and adhere to ERUSD medication policy.

HEALTH & SAFETY

Your child's health and safety is among our primary concerns. Please notify staff if your child requires any special accommodations, has special needs or has an IEP.

All REACH staff are certified in CPR/First Aid and AED. Should an emergency occur, you will be notified immediately. If you cannot be reached, we will contact the individuals listed as emergency contacts. Emergency personal will also be contacted when necessary.

Program staff will not release students to any individual that appears to be under the influence of alcohol or other drugs.

REACH also participates under the City's Healthy Food & Beverage Policy to promote, educate and engage in healthy eating habits within the REACH Program.

ADMISSION POLICIES

REACH is open to Transitional Kindergarten - 5th grade students attending any of the (8) El Rancho Unified School District Elementary Schools.

Each school has a maximum enrollment of (84) students. All other students will be placed on a waiting list, in the order that the applications were received, and entered into the program when space is available.

REGISTRATION

Applications for the 2019-2020 school year are available beginning April 23, 2019 at www.pico-rivera.org, at your local elementary school, and at the Department of Parks & Recreation, 6767 Passons Boulevard, Pico Rivera.

A \$40 enrollment fee is due at the time of registration (scholarships are available). Please submit a completed REACH application by an authorized adult (18 years or older).

Please note that any unpaid balances owed to the Department of Parks & Recreation must be paid before REACH enrollment will be accepted.

HOURS OF OPERATION

REACH operates every school day immediately after school until 6:00 PM, including modified/minimum days.

ATTENDANCE

Regular attendance is required. Students may only participate in REACH on days they attend school. Students are expected to actively participate and stay for the entire program each day. Students who are released early without an approved early release form will receive an unexcused absence. Students are allowed (3) unexcused absences before they are dropped from the program. Students may have an excused absence for medical appointments or family emergencies. Please provide documentation within (3) days, to the Site Coordinator, to excuse absences.

ABSENCES

If a student attends school but will be absent from REACH, the parent/guardian must notify the Site Coordinator, via site cell phone, before 2:00 PM or 12:30 PM on modified/minimum days. Students picked up immediately after school will result in an unexcused absence unless discussed with Site Coordinator prior. A student may be dropped from the program if staff needs to call more than (3) times a month regarding an absence.

SIGN IN & SIGN OUT

Upon regular school day dismissal, students must check in with their REACH classroom leader in the cafeteria. All students must be signed out of the program by an authorized ADULT (18 years of age or older). Adults must be prepared to show photo identification at all times.

To assure the safety and welfare of students, a copy of any legal documents regarding child custody should be provided

to the Site Coordinator. If there is a custody arrangement, the parent who has custody on their assigned days has the right to authorize who is able to pick up the child. Students can be removed from the program if a pick-up schedule between parents conflicts with attendance requirements.

LATE FEES & LATE PICK UP

A \$10 fee is charged for every 1-15 minutes after 6:00 PM. Late fees must be paid by check, money order, debit card or credit card (to the Parks & Recreation Department) within one week of notification or your child may be dropped from the program. Continuous late pick-ups may result in your student being dropped from the program. After 7:00 PM, your child is considered “abandoned” and will come under the supervision of the Pico Rivera Sheriff’s Department, 6331 Passons Blvd., (562) 949-2421.

EARLY RELEASE

Parents/guardians may apply for early release for children who have regularly scheduled, standing appointments each week. Early Releases are granted on a limited case-by-case basis and will only be granted if child is directly participating in such activity. Approvals should be secured prior to the student’s early release.

PARENT/GUARDIAN CONTACT INFORMATION

Address and phone number changes must be immediately submitted to the Site Coordinator.