

REACH Sts. Peter and Paul Afterschool Policy

Attendance

Only children who are signed up for the program are allowed to attend. For the safety of each child, a parent/guardian signed Registration Form is required for each child.

Some parents have signed up for 2, 3, or 4 day. Please let us know which days your child will be attending to ensure adequate staffing. If your situation changes each week, please let the staff know which day(s) your child will be attending by Friday of the week before.

Pick-Up

REACH operates 2.5 hours per day, from school dismissal to 5:30 p.m. Students are expected to be picked up by a parent/guardian designee depending upon the information on the Registration Form and/or other arrangements made with parents. Pick-up will be in the REACH area/usually the cafeteria/outside are. Under no circumstances will a child be allowed to walk home unless predetermined by the parent and approved by Johanna.

Please send a note from home anytime your child has a change in their afternoon transportation in getting home. (REACH will not make changes simply based on a child's word.) In the event of an emergency, please contact REACH at 257-5210.

Sick Children

Parents will be called to pick up their child when (s)he is sick.

Late Pick-Up

If an appropriate person does not show by 5:30, the following procedures will apply:

- 1) Telephone call to person(s) listed on the Registration Form
- 2) If unable to reach this person, telephone call to person(s) on Emergency Form
- 3) If no one can be reached by 5:45, school policies for children left after school is closed will apply. REACH staff would prefer NOT to take a child home.
- 4.) A charge of \$1 per minute will accrue past 5:30 p.m.

REACH Cancellation

In the event of inclement weather or other emergencies, REACH has a system in place to contact our parents to pick up their child. Parents are welcome to call REACH during inclement weather to inquire about closings. If the public school system releases students due to inclement weather or an emergency, REACH will also be cancelled.

Address or Phone Number Changes

If an address or phone number (home, work or cell) is changed, please notify REACH immediately.

Discipline Policy and Procedures

The following policies and procedures apply to all students. Minor modifications due to unique circumstances may be necessary, but must be approved by REACH Director. The purpose of these policies and procedures is to create and sustain a safe, productive environment in which students learn to be accountable for their behavior and responsible for their choices.

POLICY: Students will enter into written contracts with their REACH teachers. It is important that each student understands both the contract and the consequences of breaking the contract. The teacher is accountable for facilitating this process. If a student disregards interventions and violates the contract three times, he/she will have chosen to leave the program for a period of time determined by the REACH Director.

The basic rules are:

1. Be kind--to yourself, each other and the environment (books, desks, wall, etc.)
2. Be respectful--follow directions and rules; cooperate
3. Be productive—complete assigned tasks; find productive activities

Students complete a written contract with teachers, with both signing and dating the contract.

If someone breaks a rule, REACH follows the PPL Process (Prompt, Praise and Leave)...

1. **Prompt**--Walk over to the student and quietly re-direct him/her to the task (e.g., You need to work on your assignment; or, You belong in your group.)
2. **Praise**--If the student complies, quietly give verbal praise; (e.g., thank you; or Good. I see that you have already done part of your assignment. Please go on.)
3. **Leave**--Quietly walk away and continue "working the room," walking around and visually checking to see that students are on task.

Noncompliance: If a student does not go back to the task or comply:

The staff should attempt to find the reason or explanation for the behavior.

One non-compliance day is allowable, *but necessitates the following:*

- 1) Discussion with child and REACH Director and/or parent occur, ASAP
- 2) Attempt to discover whether there is any reason for the behavior
- 3) Ask the teacher/parent for suggestions in relating with the child

If the noncompliance continues for a second day, the teacher should consult with the REACH Director and both should talk with the student, review the contract, and emphasize wanting the student to remain in the program and reiterate the consequences of breaking the contract. Involvement of parent(s) may be needed.

If this occurs a third time, the REACH Director must contact the parent and ask for assistance in improving the student's behavior or to suggest suspension/dismissal from the program.

If the student is suspended or is dismissed and placed at the bottom of the waiting list, the student will be invited to re-enroll if he/she agrees to honor the written contract.

Defiance: If the student clearly defies the teacher's Prompts:

Defiance is different from noncompliance. Defiance is readily observable and may be recognized by hostility, verbal or other abuse, or some other defiant attitude and/or behavior. Defiance is usually active; noncompliance is more likely to be passive. The first time defiance happens, the following steps must be taken:

Step 1. The teacher summons the REACH Director and describes the situation/incident

Step 2: The REACH Director asks the student for his or her interpretation of what occurred. The focus should be on attempting to resolve the problem and identifying the consequences and the choices. *The student must restore the contract to remain in the program.* Restoring the contract means: 1) Publicly acknowledging the inappropriateness of the behavior, 2) apologizing to the any student(s) involved and having them accept the apology, and 3) demonstrating appropriate behavior. The purpose of this is to stress the importance of the contract, encouraging the student to be accountable for his/her behavior and enable the group to put the incident in the past and continue to work together.

Step 3: (Occurs if Step 2 fails): The REACH Director must remove the student from the program; notify the parent, and complete an Add/Drop Form.

General

Photographs

At times, the children may be photographed by a staff member during REACH. If you do not wish for your child to be photographed during these times, please notify the REACH director.

Toys for home

Toys from home are not allowed. REACH has plenty activities for the children. You will be notified in writing when the children may bring something for a special activity.

Payment

Monthly tuition is \$150. Payments should be given to a REACH staff member or mailed to 100 Felicie Drive, Lafayette, Louisiana 70506 by the first of each month. Checks should be made out to REACH. A bi-monthly schedule is optional, making \$75 payments due by the first and fifteenth of each month. If you would like to take advantage of the bi-monthly schedule, please signify at the bottom of this form.

A late fee of \$5 per day will be charged to your REACH account for tuition not paid by the due date shown above.

For maximum efficiency and safety, REACH will only accept 50 students per academic session. When this number is met, interested students will be placed on a waiting list.

\$50 Registration fee is nonrefundable.

I have received and accepted the REACH Policy.

Signature of Parent/Guardian

Date

If you would like to take advantage of the bi-monthly payment schedule, please check the line below.

_____ Yes, I would like to make payments to REACH on a bi-monthly schedule. I understand that my \$75 payments are due by the first and fifteenth of each month.*