



**K-5 YOUTH DEVELOPMENT PROGRAM
FAMILY INFORMATION HANDBOOK
2021-2022**

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Creating connections for youth to thrive in our community through meaningful, fun, real-world experiences.

REACH is a private, non-profit 501 (C)(3) Organization

REACH depends on donations from local businesses, individuals, professionals, grants, service clubs, granting agencies, special events/fundraisers and paid fees for service.

Please note...The fees paid for service(s) cover less than half of our daily operating cost. Our goal is to continue to provide excellent activities at an affordable rate for all Redmond families. But we need the community to participate!

There are several ways that you can help to keep costs low:

- 1) **DONATE!** Our own staff donate from their paychecks! Together, we raise nearly \$200/month by pooling our resources. Donations range from \$1-\$25/month...every dollar helps! Yours can too!
- 2) Encourage friends and family to donate!
- 3) Invite your employer to become a business sponsor!
- 4) Volunteer for events, fundraisers or donate your professional service or materials!
- 5) Advocate! Share information about REACH with the community!

There are also many ways that you can be involved in the ongoing success of REACH. Here are a few ideas:

- 1) Raise money for REACH through your regular shopping!
 - **Amazon Smile** - Access this web address <https://smile.amazon.com/ch/47-1465358> and select REACH Redmond as your organization of choice. Simply use this link when shopping and you'll be supporting REACH!
 - **FM Rewards** - Access this web address <http://www.fredmeyer.com/communityrewards> and select REACH #GR879 to be linked with your Fred Meyer Rewards Card. You can search for REACH using our non-profit number GR879. Simply present your Rewards Card each shopping trip at Fred Meyer and you'll be supporting REACH as you shop!
- 2) Invite your employer to MATCH your donation or even become a sponsor!



Please like our Facebook page to stay up to date on all events, no school days, activities and other info.

www.facebook.com/reachredmond

Please visit our website at:

www.reachredmond.org

Email us at:

info@reachredmond.org

WELCOME TO REACH'S K-5 YOUTH DEVELOPMENT PROGRAM!

WHAT WE DO

REACH is a dedicated, out of school time, non-profit learning environment focusing on daily social experiences and developing strong relationships as a team with working families to prepare youth for their future.

REACH MISSION

Creating connections for youth to thrive in our community through meaningful, fun, real-world experiences.

REACH VALUES

- RESPECT: Team work; having a positive influence on others; having fun together; conflict resolution
- ENGAGEMENT: Being a part of a community; striving for improvement; trying new things
- ACCOUNTABILITY: Problem solving; helping community; preparedness
- PROGRESS: Life-long learning; making an impact; strengthening community; preparing youth to work and learn.

REACH ACTIVITIES

REACH focuses on 3 areas for daily activities.

- THE ARTS
 - Arts & Crafts
 - Dramatic Arts
 - Music
- EDUCATION
 - Homework Help
 - Civics
 - STEM
- HEALTHY LIFESTYLE
 - Physical Exercise
 - Eating Habits
 - Recreation

Our goal is to use these above fun activities to develop and fine tune relationship and social skills. This is accomplished in the following ways:

- Low adult to youth ratio
- Social experiences that go beyond the classroom or academic experience
- Freedom of choice in activities, and youth-driven activities
- Ongoing assessment, evaluation, and program improvement
- Encouragement of youth decision-making skill development
- Youth-autonomy in problem solving
- Community involvement through field trips, guest speakers, and partnerships

REACH EXPECTATIONS

REACH expects every youth, Parents/Legal Guardians and staff to follow and model appropriate behavior.

- RESPECT Each other
- RESPECT Equipment
- HAVE FUN

PARTNERSHIP EXPECTATIONS

- Our staff are well-educated and very capable professionals. We receive training in a wide variety of youth development focus areas.
- We aim to respond to the unique needs of each youth and will utilize all of our available resources to ensure a positive experience. These resources include:
 - Communication with school district staff
 - REACH requests that all youth who have an IEP (Individual Education Plan) provide a copy of their current IEP to REACH. These will be kept confidential, using only relevant information to best support youth. REACH would like to participate in IEP reviews in order to best serve youth student. Although we are not specialists, we can use the IEP as a tool to guide our interactions.
 - Information from Parent/Legal Guardians
 - All About Me Form
 - Ongoing throughout the year: any relevant information regarding the school/home environment that may impact behavior. Please communicate with REACH staff when youth may require additional support. We want to be a part of your team!
 - Input from youth
- Due to the structure, environment, and social focus of REACH there are youth whose needs may exceed REACH's resources. *Every* youth at REACH is held to the same standard of expectations.
 - If it is determined that REACH is not the best fit for any given youth, or youth whose behaviors do not align with REACH expectations, REACH reserves the right to terminate enrollment. (See Discipline Policy on pages 9-10 for reference)
- REACH holds our families as valuable partners in youth success. Families whose behaviors do not align with REACH's expectations in interacting with our Staff and our Program may impact their youth's enrollment at REACH (i.e. your youth could be suspended or terminated).

IMPORTANT REACH DATES

2021-2022 After School Activities begin and end on the following dates:

- REACH Start Dates:
 - Monday, September 13th 1st-5th Grade
 - Thursday, September 16th Kindergarten
- REACH End Date:
 - Friday, June 10th
- Summer Session begins on Monday, June 27th

NOTE: All dates are subject to change pending any Redmond School District calendar changes (ex: snow makeup days) or other unforeseeable circumstances.

REACH serves youth currently enrolled in Kindergarten through 5th Grade.

REACH DAILY SCHEDULE AND PICK-UP TIMES

After School

Early Release

Time	Monday/Tuesday/Thursday/Friday	Time	Wednesday
		2:40-2:50	Transition from School to REACH
		2:50-3:00p	Snack
3:40-3:50p	Transition from School to REACH	3:00-3:15p	Recess
3:50-4:00p	Snack	3:15-3:30p	Transition Time
4:00-4:15p	Recess	3:30-4:30p	Session 1
4:15-4:30p	Transition Time	4:30-4:45p	Assembly
4:30-5:30p	Session 1	4:45-5:30p	Session 2
5:30-6:15p	<ul style="list-style-type: none"> • Connections Time • Pick-Up Time 	5:30p-6:15p	<ul style="list-style-type: none"> • Connections Time • Pick-Up Time

Please Note: Here at REACH we want youth to be able to participate in our activities and not miss out on the fun! To ensure smooth transitions and for the safety and security of youth, we have highlighted in blue the best pick-up times. However, we understand that families are busy and youth have other activities to attend. If you do need your youth at a different time we will accommodate your family.

Best Pick-Up Times:

- Monday/Tuesday/Thursday/Friday
 - 3:50-4:15p and 5:30-6:15p
- Wednesday
 - 2:50-3:15p, and 5:30-6:15p

MONTHLY FEES & REACH HOURS

- REACH enrollment fee (one time, annual fee) **\$50.00 for one participant, \$75.00 for a family per year and runs from September 1st through August 31st.**
 - Fees are a monthly flat rate
 - Fee must be paid in full before any participant can attend
 - Space is limited and will be issued on a first come/first serve basis

Activity	Days/Hours	Cost	Information
After School	Monday-Friday After school-6:00pm	\$200.00/ month Due: 1 st of each Month	<ul style="list-style-type: none"> • Free transportation to REACH from Lynch • Parent/guardian/authorized support person will need to transport from all other elementary schools to REACH. • After school snack is provided
No School Days (NSD)	To Be Determined	\$25.00 /day Due:at Registration	<ul style="list-style-type: none"> • Pre-Registration and Current Enrollment required • Lunch is not provided. Afternoon snack is provided. <p><u>NOTE; NO REFUNDS OR CREDITS WILL BE PROVIDED REGARDLESS OF THE REASON FOR NON-ATTENDANCE</u></p>

FEE POLICIES

▪ ACTIVITY FEES

- All regular Activity fees are due by the 1st of each month*.
- All fees must be paid in advance. REACH reserves the right to refuse any participant(s) carrying an outstanding balance from attending until all charges have been paid.
- There are no grace periods. If payment is not received on the designated date, the participant's eligibility to attend REACH may be suspended until the account is paid in full.
- Fees are non-refundable and are non-transferrable except as provided for in Extenuating Circumstances. Extenuating circumstances will be considered for an account credit (only) and provided for on a case-by-case basis**.
- A limited number of reduced rates are available for low income families and provided on a first come/first serve basis. Please inquire at the front desk.
- Opportunity Foundation employee's fees are paid for by the Opportunity Foundation due to their generous partnership with REACH, please submit a copy of your employee ID upon enrollment of your youth.

***Note: If the 1st of the month falls on a weekend or Holiday, payment by the following regular business day will be accepted.**

****Note: Suspension and termination (for any reason) does not qualify for "Extenuating Circumstances" and as such, does not qualify for credit or refund for the duration of the suspension.**

NOTE: Due to high demand for service(s), REACH will be enforcing our Payment Policy. Payments must be paid by the 1st of each month in order to guarantee your youth's spot.

▪ REACH CARDS

- Youth at REACH receive a REACH card after their enrollment fee is paid.
- All youth are **required** to have their REACH cards with them at all times.
- REACH cards are used to "scan" in and out, check out equipment and games, and to participate in activities, **including field trips**.
- LOST CARDS MUST BE REPLACED. Replacements cost \$1.00.

▪ STATEMENTS & INVOICES

- REACH is a non-profit organization and chooses to invest in quality youth development professionals, but which maintains a small administrative staff. As such, REACH will not provide, and is not obligated to provide, statements or invoicing either in the mail or electronically.
- Fees and due dates remain consistent throughout the course of the school year. Therefore, it is up to the Parent/Legal Guardian to ensure payments are kept up to date and paid on time each month as provided for in the above paragraph(s).

▪ PRORATES/CREDITS

- Prorates are provided upon initial enrollment only. Exceptions to this policy are provided for on a case-by-case basis.
- Prorates apply only after the 15th of the month during the initial enrollment. ***Prorates are provided based on the date of registration, not the first day of attendance.***
- All additional prorated fees must be approved by the Chief Operations Director, or in the case of absence, may be approved by the Site Director.
- Prorates are not provided for any participants that are currently enrolled, regardless of number of days attending.
- Prorates will not be provided for those discontinuing services and wishing to return in the same enrollment period, without prior approval and as outlined below.
- If a Parent/Legal Guardian "receives a prorate for discontinuation of services" and is approved to return and re-enroll during the same enrollment period, that prorate is then no longer valid and must be repaid before starting services again in the same period.

- If any prorated amount is offered for discontinuation of services, the prorated amount must be paid within 30 calendar days or the amount originally posted (and due) will remain on the account.
- In order to be eligible for prorated, a participant(s) account must be in good standing and up to date with their account charges.
- The deadline to utilize any credit(s) shall be no later than end of the current enrollment period (enrollment period is from September 1st – August 31st). NOTE: CREDITS OF ANY KIND DO NOT CARRY OVER TO FUTURE ENROLLMENT PERIODS.

▪ **PAYMENTS**

To ensure social distancing it is best if fees can be paid by the following method:

- Phone - Credit Card (credit only, no debit transactions are allowed); or
- PayPal online- visit www.reachredmond.org to make payment
- All payments made will be applied to the oldest fees due on the account first, if necessary, and in order to bring that account up to date.

***NOTE: If online or phone payments are not an option for your family please call and set up a time with the Site director to pay with check or cash. Payments made by cash must be for the exact amount only. REACH cannot provide change.**

• **NO SCHOOL DAY (NSD)**

***NOTE: Due to staffing restraints, REACH’s no school day availability is To Be Determined. IF REACH decides to be open for a No School Day the following policies would apply:**

- Cost to attend any NSD is \$20/Youth/NSD
- No refunds or credits are provided regardless of whether a participant attends any given NSD
- No School Day Enrollment Minimums:
 - WINTER BREAK: In order for REACH to remain open during the Winter Break, a minimum of 20 youth enrolled is required. If 20 youth are not enrolled, REACH will not remain open during the Winter Break.

▪ **LATE PICK-UP FEES**

- **Please be sure to pick-up your youth by the posted closing times. A late pick-up fee of \$20.00/Youth/Occurrence will be charged if youth are not picked up by closing times.**
- If needed, REACH will utilize emergency contact alternatives. In the case that no contact is made within 30 minutes, REACH reserves the right to contact appropriate authorities.
- Late pick-up fees must be paid by the 1st day of the following month, except during the month of May which are due at pickup or by no later than end of the following business day. Youth carrying late charges after that time cannot attend until the applicable month’s charges are paid in full.

REACH POLICIES

ENROLLMENT POLICY

▪ **YOUTH INFORMATION**

- REACH does not provide youth information without express written permission from the signing Parent(s)/Legal Guardian(s). REACH will provide a signing Parent(s)/Legal Guardian(s) notice in the event of anyone requesting information on the youth.
- Authorized pick-ups and/or emergency contacts are NOT provided information without express permission from the signing Parent(s)/Legal Guardian(s).
- **Signing Parent(s)/Legal Guardian(s) must provide REACH with written permission to provide a youth’s information to anyone.** The permission must include 1) who can receive this information, 2) who the information is on (i.e., which youth), and 3) must be signed and dated by the signing parent(s)/guardian(s).

▪ CONTACT INFORMATION

- It is imperative that Parents/Legal Guardians are able to be reached for (but not limited to) any of the following reasons:
 - Illnesses
 - Various permissions
 - To pick-up a youth
 - Information regarding their account
 - Issues that may affect that youth from attending one or more REACH activities
 - REACH closures, etc.
- Every effort will be made to reach a Parent/Legal Guardian should any of the above occur. As a result, it is necessary for all Parents/Legal Guardians to provide REACH with a working (day) phone number (that is available during the course of that youth's normal attendance), and a working E-mail to provide that Parent/Legal Guardian with pertinent information and documents throughout the year. Parents/ Legal Guardians must provide REACH with both a day phone and E-mail address when enrolling your youth. Provide any changes that may occur throughout the year to that youth's file regarding existing household information and/or emergency/authorized pick-up contacts.

ATTENDANCE POLICY

REACH works closely with the Redmond School District on promoting education and attendance at school. **If your youth does not attend school due to suspension, expulsion, sickness, or just does not go; then your youth will not be able to attend REACH as well.**

REACH CHECK IN/CHECK OUT POLICY

- REACH's K-5 Youth Development Program is NOT a daycare. Youth are required to check-in and check-out with the Staff present at the front desk who monitors this process. **This does not replace Parent/Legal Guardian responsibility of clear instructions to your youth as to your desires for their safety.** Checking in and checking out from REACH is between the parent/guardian and youth. REACH discourages youth from being allowed to leave REACH premises without an adult, but legally we cannot require a youth to stay.
- In order for the front desk staff to decline pickup of a youth, legal documentation must be presented to REACH.
- We encourage parents/guardians to join REACH Staff in helping your youth grow during the time spent at REACH. You can do this by setting the ground rules concerning check-in and check-out from REACH, **including maintaining possession of their REACH Card.**
- **Please remember, REACH is NOT a daycare. REACH is classified as a School-Aged Recorded Program, which allows REACH to provide activities when school is not in session.**

PICK-UP POLICY

- When picking up your youth, please use designated parking spaces in our lot or curbside parking on the East side of 15th Street (The Obsidian School side of the street).
- We understand the parking for pick-up can be challenging. We do our best to keep the parking lot safe and accessible. In order to make parking more convenient, staff is required to park off-site.
- All pick-ups must physically come into the main site and check out youth at the front desk.
- Please social distance and give space in the front lobby. If front lobby is full, please wait outside until you can be helped.

DISCIPLINE POLICY

We understand that youth learn from mistakes and REACH staff is well-trained to redirect common issues. Efforts are made to utilize preventative measures, within reason and possibility, before consequences occur.

Preventative measures include, but are not limited to:

- Creating a safe and welcoming environment
- Reviewing REACH expectations
- Offering refocusing, redirection, and reminders to the youth
- Reviewing Kelso's Choices for conflict resolution
- Providing warnings
- Providing empathetic and active listening
- Providing options and choices
- Offering time-ins and breaks

The safety of our youth is of utmost importance. Our expectations, exist to ensure that your youth and every other youth at REACH can safely enjoy the REACH activities. Any youth who creates an unsafe situation, disrupts activities, or contributes to a negative environment will receive timely and appropriate consequences.

Consequences include, but are not limited to:

- Loss of privileges
- Natural and logical consequences
- Phone calls to the Parent/Legal Guardian
- Suspensions
 - If a youth resorts to physical aggression (hits, kicks, pushes, etc...) or does something out of the ordinary to put themselves or others in danger, they will be subject to appropriate disciplinary action, up to and including suspension, or termination.
 - Suspension lengths vary based on the nature of the incident and any prior incident, and are determined at the discretion of REACH.
 - After a 3 day or more suspension, a re-entry meeting is required with the Parent/Legal Guardian in order for the youth to be eligible to re-enter the program. Re-entry meetings must occur prior to the youth returning to REACH as a participant.
 - REACH reserves the right to suspend, or terminate participation without prior warnings.

ZERO TOLERANCE POLICY

REACH has a zero tolerance policy. At no time are weapons, dangerous objects, drugs, alcohol, tobacco or any other type of illegal substances permitted on the premises. This policy includes zero tolerance for inappropriate or vulgar behavior and/or violent vocabulary, and applies to youth, parents, staff, visitors, and associates of REACH. If this policy is abused, your youth's enrollment may be revoked immediately.

FIELD TRIPS

REACH provides a variety of opportunities for our youth to participate in activities off REACH property in support of our core beliefs and experiences. REACH will do all they can to continue to provide field trips at no cost to the youth: however, depending on funding, Parents/Legal Guardians may be asked to pay full or partial fee for field trips. Each excursion requires a signed permission slip and any necessary fees upon sign-up. Most sign-ups are taken on a first come/first served basis.

Youth MUST have their REACH Card on a lanyard at every trip. If a youth does not bring their card on their designated trip day, they will not be eligible to attend that trip.

Youth and Parents/Legal Guardians are reminded that all of our REACH rules extend to field trips. Youth who fail to follow our rules and general expectations for appropriate behavior will prompt an immediate call to a Parent/Legal Guardian to remove that youth from the field trip at their own cost.

A Parent or Legal Guardian MUST be available by telephone at all times during a REACH sponsored field trip, in the event that REACH Staff needs to contact you. Please note - you will not be able to pick-up your youth during field trip or off site activities. Please plan pick-ups accordingly.

MEDICATIONS and ILLNESS POLICY

▪ **MEDICATION**

Due to insurance restrictions, REACH Staff cannot administer prescription drugs or other medications, to youth. REACH can store medications at the front desk for youth.

REACH requires that for every medication* (both prescription and non-prescription) needing to be stored at our front desk, a consent form must be completed and returned to REACH.

All Medications must be kept at the front desk and must be in the ORIGINAL packaging/container, as appropriately labeled by the pharmacy (original store packaging for non-prescription medications). Any medications being brought in zip lock bags, or any vessel other than the original packaging/container will NOT be accepted at REACH.

Youth are responsible for remembering to take any medications at designated times of day, due to insurance policies REACH Staff cannot remind youth. To remind youth about taking medication(s), Parents/Legal Guardians must call at the time a medication needs to be dispensed.

If we become aware that your youth is storing their own medication in any other place within REACH, their enrollment may be revoked immediately.

*NOTE: Medications include, but are not limited to: cough drops, eye drops, anti-itch cream, Tylenol, and any prescription medications, etc.

Please make sure that REACH Staff is aware of any mental health, medical or other health issues that your youth may have. It is extremely important that we be made aware of any conditions and/or any medication that goes along with the condition so we can serve your youth to the best of our ability.

▪ **ILLNESS**

The following list includes, but is not limited to, illnesses that can affect our youth as a whole and will be treated as serious and/or may require the youth to be picked-up:

- Any person with a fever (temperature greater than 100) will be sent home until free of fever for 24 hours.
- Any person who is ill prior to coming to REACH should stay home until reasonably well.
- REACH should be advised if a person has been exposed to a communicable disease such as: Measles, Rubella, Chickenpox or Meningitis.
- Any person with open sores or lesions will be sent home and can only return with proof of current treatment for the infectious process.
- Any person with vomiting and/or diarrhea should remain at home until symptoms subside (absence of fever, vomiting and loose stools for a 24 hour period). This also includes persons diagnosed with Hepatitis A.

- REACH should be notified when any household person(s) exhibit(s) signs of tuberculosis and/or has a positive PPD (tuberculin skin test) so that all persons having contact may have a PPD test. REACH should also be notified if any household person(s) have recently been diagnosed as having tuberculosis.
- Anyone having live head and/or body lice or nits (eggs) may be sent home by REACH Staff.

▪ **COVID-19**

- Youth, mentors, volunteers, families should not attend REACH if they feel ill or have any symptoms of illness.
- Any youth having fever of 100.4 or higher will be sent home immediately.
- Any youth having known exposure to COVID, fever (100.4 or higher), new loss of taste or smell, unusual cough, and/or shortness of breath may not attend and will be sent home.
- If any youth is sent home due to illness, they will be cared for in designated area and must be picked up within 30 minutes.
- REACH will follow the Oregon Department of Education’s Exclusion Summary regarding illness or COVID-19 exposure.

INCLEMENT WEATHER

Should a change in operations occur, REACH will attempt to notify Parents/Legal Guardians by making announcements over local TV stations, email announcements, and on our social media. **Please make sure that REACH has your current and updated email address for such purposes.** (PLEASE LIKE US ON FACEBOOK FOR UPDATES)

School Closure:

If the Redmond School District closes school, REACH will close.

No School Days:

If inclement weather occurs during No School Days, the safety of our youth and our staff as well as the availability of staffing will be key in REACH’s decision to open for snow hours or close. REACH will attempt to notify Parents/Legal Guardians by making announcements over local TV stations, emails blasts, and on our social media. The REACH Directors will attempt make phone calls to those youth signed up for the No School Day. A CREDIT-ONLY WILL BE PROVIDED FOR NSD’S THAT ARE CANCELLED DUE TO INCLEMENT WEATHER.

Emergency Closure:

If inclement weather occurs when REACH is already open, REACH will attempt to notify Parents/Legal Guardians by making phone calls and sending out email notifications of any changes in our hours.

TRANSPORTATION

We will be able to provide a supervised walk with youth from Lynch Elementary to REACH.

At this time, REACH is does not have the available staff to provide after school transportation from the rest of our schools. Parents/Guardians or authorized support person can drop off youth after 3:30pm. (2:30 on Wednesdays) Pick up time is 6:15pm.

▪ **TRANSPORTATION EXPECTATIONS (walking)**

All of our youth are expected to adhere to all safety guidelines, rules, and expectations. For their safety youth need to; stay in line, use their walking feet, keep their volume low and youth must adhere to REACH expectations **at all times.**

Youth who violate these expectations will be subject to appropriate consequences (see Discipline Policy) and may lose their transportation privileges (Parents\Legal Guardians would need to find alternative transportation).

YOUTH DRESS CODE

REACH requires the following dress code be adhered to at all times and reserves the right to call the Parent/Legal Guardian and have suitable attire brought to the site location for the youth. If the Parent/Legal Guardian cannot be reached in a timely manner, the youth may be required to sit out of activities until the Parent/Legal Guardian can be reached.

▪ DRESS CODE & APPEARANCE

Please ensure the below-indicated dress codes are adhered to and communicated to your youth, and that these codes must be followed any time they are at REACH:

- No flip flops or sandals without heel strap
- Shirts, pants & shoes are required at all times
- Inappropriate language, logos, and pictures on clothing are not allowed
-

NOTE: To ensure REACH's dress code aligns with the expectations of the Redmond School District's dress code, REACH Staff will use discretion and judgment to determine if any youth's appearance creates an unsafe/unhealthy situation, is cause for concern, and/or is disruptive to a learning environment and will respond/take action accordingly.

PHONE CALLS

REACH does provide our youth with the use of our phones. While we prefer that the phone is used only for emergency calls, our youth are allowed to make phone calls to their Parents/Legal Guardians, during their time at REACH. However, phone calls to friends are not allowed and any extra-curricular arrangements need to be made outside of REACH.

CELL PHONE/PERSONAL ELECTRONIC DEVICES

All youth are required to store personal cell phones or electronics in their backpacks. If youth cannot abide by this rule, REACH Staff will confiscate and store these devices safely behind the front counter, and will deliver to Parents/Legal Guardian at pick-up.

VOLUNTEERS

Volunteers are an integral part of REACH. We welcome volunteers who wish to share their time and/or talents, including trip chaperone opportunities. If you or someone you know would like to volunteer at REACH, please stop by the main site to pick-up a Volunteer Application. A background check is required of all volunteers prior to being able to work with our youth.

For safety purposes, Parents/Legal Guardians/Visitors who are not approved volunteers with a current background check on file, are not allowed past the front desk/lobby without escort by the REACH Site Director. If the Site Director is not available you will be asked to wait in the Lobby.

BELONGINGS

- **Bring the following items DAILY:**
 - REACH Card
 - Back pack with youth's name written on it
 - Water Bottle with youth's name written on it
 - Appropriate clothing for the weather

- **The Following items are NOT allowed:**
 - Personal belongings
 - Please do not allow your youth to bring any toys, games, cards, fidget spinners etc....
 - REACH is **NOT** responsible for lost, damaged, or stolen items (including REACH cards) brought by any youth to REACH.
 - Necessary items, such as back packs and jackets should be clearly marked with the youth's name. Items that are not collected from our lost-and-found in a timely fashion will be donated to a local charity.
 - Electronics
 - If electronics are brought to any site location they must be turned off and stored in the youth backpack at ALL times while youth is participating in REACH activities.
 - We understand that many Parent/Legal Guardians use cell phones as a means of communication with their youth. We must ask that Parents/Legal Guardians utilize the REACH phone for contacting youth.
 - Soda/Energy Drinks/Coffee
 - Gum
 - Microwavable lunch items

NOTE: Please check the **Lost & Found** regularly for your youth's belongings. **Unclaimed items will be donated every two weeks.**

REQUIRED FORMS FOR ENROLLMENT

The following forms are required to be submitted to REACH annually to activate an Enrollment:

- Signed Handbook Statement of Understanding
- Completed Enrollment Form
- Completed Parent Release Form
- Social Media Parent Release Form
- All About Me Page
- Medication Storage Consent Form (If applicable)

OPTIONAL FORMS FOR ENROLLMENT

- IEP (if applicable)

Please Note: The Parent(s)/Legal Guardian(s) that completes and signs the above listed forms, will be the **only** Parent(s)/Legal Guardian(s) that may make edits, changes, or additions to those forms.

**PARENT/GUARDIAN HANDBOOK
STATEMENT OF UNDERSTANDING
2021-2022**

This confirms that I:

- have received and read the Information Handbook; and
- understand its contents; and
- understand that the policies, fees, activities, and other information contained in the Parent Information Packet may be changed by REACH from time to time as necessary; and
- understand REACH's Payment Policy. Payments must be paid by the 1st of each month in order to guarantee your youth's spot.
- understand that this Information Packet supersedes any prior Information Packet issued by REACH
- With the below provided signature, I understand that I am the only one that can make changes/request information on/add contacts to this form.

I give my permission/authorization to the non-signing Parent/Guardian listed on this enrollment packet to receive a youth's information
Name of non-signing Parent/Guardian: _____

I give my permission/authorization to the non-signing Parent/Guardian listed on this enrollment packet to make changes to all applicable enrollment forms.
Name of non-signing Parent/Guardian: _____

(Signature)

(Print Parent/ Guardian Name)

Attachments: Enrollment Form 2021-2022
Parent Release Form 2021-2022
Social Media Parent Release Form
All About Me Page
Medication Storage Consent Form

Please return this signed statement of understanding with the Enrollment paperwork