



***Jane Boyd Achievement Academy***

# ***Family and Client Handbook***

*Our mission is to enhance the academic, emotional and social well-being of children and families in our diverse community with programs focused on developing successful and productive adults*

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## **Section 1: Welcome to Jane Boyd Community House: Our Foundations and Services**

Jane Boyd Community House is an affiliate of Four Oaks Family and Children's Services.

### ***Four Oaks Mission***

Four Oaks assures children become successful adults.

### ***Four Oaks Vision***

Expect Success.

### ***Four Oaks Philosophy***

Four Oaks services are focused on and rooted in the family. We empower children and families to achieve stability, self-sufficiency and permanency.

The agency and its staff have been recognized in Iowa and nationally for innovative and effective treatment of youth who come to the agency with a variety of behavioral and emotional problems. Four Oaks has received national recognition for its welfare reform programs that prevent child abuse and promote family self-sufficiency. The agency is a leader in developing partnerships with public and private entities that are designed to improve the quality and cost-effectiveness of community based services.

We believe that change is inevitable and that we must make it as productive and positive as possible. We understand that funding sources change, department expectations differ, and local, regional and state wide decisions can create stumbling blocks for programs. Ultimately, our ability and willingness to be flexible see each change as an opportunity for growth and work hard toward educating ourselves continuously will benefit each and every client we serve.

Four Oaks is one of the largest child welfare/juvenile justice organizations in the state of Iowa, serving over 14,000 individuals a year and an employee base of over 1,000. While Four Oaks has grown into a large, multi-layered service agency, we maintain our roots in a simple commitment to **helping children become caring, competent and responsible adults.**

Four Oaks is nationally accredited by the **Council on Accreditation ensuring the highest standard of quality in services to children and families.**

Please visit Four Oaks on the web at [www.fouroaks.org](http://www.fouroaks.org) for more information regarding programs, facilities, or employment opportunities.

## ***Jane Boyd Community House***

Jane Boyd Community House opened its doors in 1921, providing services in the Cedar Rapids, Iowa community. An affiliate of Four Oaks Family and Children's Services, Jane Boyd is committed to providing holistic opportunities for positive change within our youth, families, and neighborhoods in Cedar Rapids.

### ***Jane Boyd Mission***

To enhance the academic, emotional and social well-being of children and families in our diverse community with programs focused on developing successful and productive adults.

### ***Service Philosophy***

The foundation of services at Jane Boyd is designed to develop positive self-concepts, social and problem solving skills while integrating child and family treatment components. Components include milieu treatment, family counseling, individual therapy, nursing, educational services, recreation and peer group treatment, psychiatric and psychological services. Jane Boyd makes every effort to ensure that this service is appropriate for the client. The benefits of this holistic service have to be assessed as the most appropriate based on the needs of the client.

### ***Confidentiality***

Your family's right to confidentiality is extremely important to Jane Boyd. In fact, each employee must sign a document pledging to respect this right and can be dismissed from employment if your rights are violated. We believe that trust and honesty are critical to effective treatment. It would be unreasonable for us to expect you to share personal and sometimes painful information with us, unless we can guarantee that we will treat this information with respect.

All Jane Boyd reports and documents are kept in secured files that may only be accessed by the treatment staff working with your child. Jane Boyd will routinely share case information with the Department of Human Services and Juvenile Court. Jane Boyd will share information with the program's consulting physicians, psychologists, and educational staff from the local school district as authorized by your written consent at admission.

Jane Boyd may disclose confidential information under certain guidelines. Disclosure of confidential client information is allowed to Jane Boyd staff, Foster Care parents, contract staff, students, volunteers, and/or client representatives who require this information for the completion of their assigned responsibilities. Disclosure of confidential client information to all other related professionals requires a written release of information. Disclosure of necessary information to appropriate authorities may occur if the client is assessed to be a danger to him/her or others or in cases of medical emergency. The process for questions regarding unusual disclosure requests should be directed to one's supervisor, and then to the Four Oaks HIPAA Privacy Officer if further direction is needed.

Four Oaks will also allow inspection of case files by such regulatory agencies as: The Department of Inspection and Appeals, Medicaid Officials, and other duly appointed regulatory agencies.

Any photographs that are taken of your child for publication in newspapers or television will require your consent prior to use.

### ***Respecting Family Values and Practices***

Jane Boyd values, accepts and respects differences amongst the children and families we serve. We are continuously striving to adapt our services to meet the needs of a diverse population and in doing so, provide the most effective treatment/services possible. We offer equal opportunities to all of our families and children regardless of their race, color, creed, religion, sex, sexual orientation, age, disability, national origin or any other characteristic protected by law. We encourage children and families to help educate us about your customs, beliefs and attitudes.

It is extremely important to us that the children, youth, and families receiving services from Jane Boyd experience us as sensitive and respectful to their individual uniqueness and identities. Children, youth, and families will recognize that we strive to have a staff make up that is representative of their community - as the result of recruitment and equal opportunity employment hiring practices that seek to have our professional staff reflect the diversity of the communities we serve.

Jane Boyd has no denominational religious orientation. Staff may not seek to convert students to their religious beliefs. Some Jane Boyd Programs may offer voluntary, non-secretarian, and non-denominational spirituality programs.

### **Client Rights**

Jane Boyd supports the following treatment rights for families and for children in care:

1. The right to an individualized care plan.
2. The right to care and treatment provided by trained, qualified staff members.
3. The right to treatment in the least restrictive environment necessary to achieve positive results.
4. The right to prompt, proper, skilled health care.
6. The right not to suffer corporal punishment or the withdrawal of food, sleep, or clothing as punishment.
7. The right to file a grievance.
8. The right to confidentiality.
9. The right to reasonable privacy, consistent with safe supervision.
10. The right to be treated with respect and dignity.

## ***Jane Boyd Complaint and Grievance Procedure***

Jane Boyd is committed to trying to be a family friendly organization. We encourage families to comment on the services they or their children receive from Jane Boyd. If you have good things to say, we want to hear them. But if you have a concern, we want to hear that too. If you have concerns about services being received, please use the following steps to voice your complaints:

### **1. Talk To Staff.**

Talk to the staff person you know best. If they can't help you with your complaint, they will refer you to someone who can help. If your complaint is about the person you know best, go on to step 2.

### **2. Talk To a Supervisor.**

Ask any staff member, "Who is the supervisor?" of the person or program about which you have the complaint. If the staff member doesn't know who the supervisor is, they will find out, and direct you to the right person. The supervisor will investigate your complaint and try to resolve it. At this point, you may be asked to write out your complaint. ***\*See Client Grievance below.*** If the supervisor cannot resolve it, it will be referred to the Program Director.

Name: Megan Isenberg, LMSW Number: 319-366-0431 ext 2608

### **3. Request an Administrative Review.**

If a complaint cannot be adequately addressed by the Program Director, the Four Oaks' Human Resources department will be contacted. The Human Resources department will review written reports regarding the complaint, and may ask to speak to you and to the staff person involved. The Human Resource department may also consult with other experts.

Name: Karen Bruess Number: 319-784-2015

What happens when you file a complaint?

An investigation is conducted, and a staff representative will get back to you within 10 days, to try to resolve your complaint. You can receive a written explanation of the decision, by requesting one from the staff person.

### ***\*Client Grievances***

All clients who receive services at Jane Boyd have the ability to file a grievance. Grievances are written on a specific form available to clients. Any client who feels their rights have been violated will be given a grievance form. That form, once completed will be reviewed by the Program Manager to determine if rights were violated. That review will take place within 72 hours at which time the client will be informed of the outcome and steps will be taken if necessary to address the issue with the appropriate staff.

- Statement regarding the situation including time, place and nature of the complaint
- Statement of the procedures followed
- Explanation of action taken
- Acceptance or rejection of corrective action requested
- Signature and date

A copy of each documented grievance will be placed in the client file and a copy forwarded to the appropriate department. The analysis of grievances will be included in ongoing enterprise CQI processes. All timelines noted can be extended when agreed upon by all parties involved.

### ***Our Goal***

The goal of Jane Boyd programming is to improve the lives of those we serve. Our main objectives are:

Help youth and families become more responsibly independent, emotionally self-sufficient and more firmly rooted in their own basic needs and identity, as opposed to being externally-focused and other-directed.

Help youth and families develop the capacity to form meaningful, balanced interpersonal relationships that are defined by maturity and healthy reciprocity, rather than developmentally immature and egocentric dependency.

Teach youth and families life skills in order to be successful in the community, such as, a support plan, resources and any needed information.

To work with families, to ensure we can be successful together for the child.

#### *Additional Jane Boyd Services*

#### ***Jane Boyd Harambee House 404 17<sup>th</sup> St. SE Cedar Rapids, IA 319-366-1408***

Jane Boyd believes in positively developing kids by providing support services to the whole family. The Jane Boyd Harambee House is a neighborhood based satellite office that provides family-centered and emergency services to high risk families. The goal of Harambee House is to provide the resources and support families in becoming more self-sustaining and stay together. Services provided at Harambee House include:

- Free access to computers/internet and phone Monday-Friday
- Free bread and pastries items delivered every Tuesday for clients to take home
- Free clothing closet with items for all ages and genders
- A safe place from harsh weather in the hot summer and cold winter
- Community resource and referral information from informed staff
- Housing assistance (financial when available)

#### ***Jane Boyd Family Support Program (offered through the Harambee House)***

Jane Boyd Family Support helps families become self-sufficient by overcoming barriers such as housing and other crucial family needs. For a family to be successful, other areas of family life need to be addressed, such as housing, safety, and other basic needs. A worker will look at your family's strengths and find ways to use those strengths to set realistic goals for success. There is no cost for Jane Boyd Family Support. We do, however, need you to invest your time. Participation in Jane Boyd Family Support is completely voluntary. It will not affect the quality of services your family or children receive in their other Jane Boyd and Four Oaks programs.

## **Section 2: Achievement Academy Program Information**

### *Program Overview*

The Achievement Academy is an after school enrichment program that provides constructive activities for students when school is dismissed for the day. In addition to tutoring and homework help, our youth participate in a number of activities, including health and nutrition classes, character building curriculum that encourages positive youth development and programs that explore performing and visual arts.

The Achievement Academy has four locations; Jane Boyd Community House, Johnson Elementary School of the Arts, Cedar Valley Town Homes, and Hawthorne Hills Apartments. Although the ages of youth served at each site is slightly different, the types of programs and activities are the same. In addition to staff lead activities, youth benefit from a number of community partnerships including Boy Scouts, Girl Scouts, Indian Creek Nature Center, Eastern Iowa Arts Academy, and many more.

The Achievement Academy has shared beliefs that staff practice to help ensure that kids grow into successful adults. Those beliefs are:

1. We believe everyone has the responsibility to help and no one has the right to hurt, physically or verbally.
2. We believe people can change and problems are solvable opportunities that facilitate development.
3. We believe in recognizing and developing strengths of all children and families.
4. We believe in the oneness of mankind, and will embrace all people as social equals, and value their diversity.
5. We believe that all people have a purpose and must be given the opportunity for growth.

### *Admissions Policy*

The Achievement Academy enrolls youth at all four program sites based on the individual needs of that community. Generally, youth ages K-8<sup>th</sup> grade are served at most locations. Although at our community based sites, Hawthorne Hills and Cedar Valley, the program is open to all *school-aged* youth who live within the housing complex, and Johnson Elementary School of the Arts serves children K-5<sup>th</sup> grade. An application must be completed and submitted to the site program coordinator for each new school year and each summer. Each site has varying capacity, and youth will be enrolled until capacity is met. Once capacity is met, all remaining children will be placed on a waitlist and will be enrolled as other children exit the program.

### *Program Hours of Operation*

Hours of operation vary among the Achievement Academy sites. The times for individual sites are as follows: Jane Boyd Community House Monday-Friday 3pm-7pm; Johnson Elementary School of the Arts Monday-Friday 730am-9am and 330-7pm; Cedar Valley Town Homes Monday-Friday 3pm-7pm, and Hawthorne Hills Apartments Monday-Friday 3-7pm.

### ***Payments for Achievement Academy***

The Achievement Academy at Jane Boyd Community House does carry a monetary fee. Achievement Academy locations at Johnson School, Cedar Valley Townhomes, and Hawthorne Hills apartments do not carry a monetary fee during the school year as they are services provided to youth attending the school and/or living at the designated housing complexes.

**Jane Boyd Community House after School Program Cost:** The Jane Boyd Achievement Academy is provided at an affordable rate to our families. The program cost for the entire school year is \$100 per child attending program. Payment plans will be established individually with the Youth Development Coordinator.

**Summer Day Camp Cost:** The Jane Boyd Summer Day Camp is provided at an affordable rate for our families. The program cost for Summer Day Camp is \$150 per child attending program. Payment plans will be established individually with the Young Development Coordinator.

Payments for programs are expected. If you cannot make your payment, the coordinator will work with you individually to problem solve the situation. The Achievement Academy offers volunteer hours in the program for parents/guardians who cannot afford payments. Payments for services or volunteer hours are expected from parents/guardians in order for youth to continue to attend the Achievement Academy.

### ***Attendance/Absence***

Due to high demand for after school programming, the Achievement Academy asks that all enrolled youth attend the program at least three days per week. This supports consistency in programming, and prevents the program from maintaining a waiting list if there are spots available. If your child(ren) are unable to attend the program, please call the site coordinator prior to after school programming to inform them of your child(ren)'s absence.

### ***Transportation***

**After School Program:** Jane Boyd staff will provide transportation fro the following schools: McKinley, Franklin, Wilson, Erskine, Grantwood, Garfield, Arthur, and Grant, to the Jane Boyd Community House after school.

**Summer Program:** Youth will be picked up daily at 7:45am from Johnson Elementary, then they will be dropped off daily at 5:15pm at Johnson Elementary as well. It is the responsibility of the parent/guardian to get youth to and from the school for pick up and drop off.

### ***Release of Children***

Children will not be released to anyone besides the Parent/Guardian unless prior written permission has been received by the Program Coordinator from the Parent/Guardian. In addition, children will not be allowed to leave the program site to walk home without prior written permission from a Parent/Guardian. It is also expected that Parent(s)/Guardian(s) come into the program site and sign their

child(ren) out of programming when they arrive to pick them up. Staff will not send children out to vehicles when being picked up.

#### *Nutrition*

The Achievement Academies has a planned menu for meals and snacks and strives to meet guidelines to ensure your children are getting the most nutritious meals and snacks.

### **Section 3: Program Components in the Classroom**

#### *Classroom assignments*

Achievement Academy youth will be assigned a home classroom according to their grade. Parents/Guardian's will be informed of their child(ren)'s home classroom prior to the first day of programming. Typically, each classroom is staffed with two teachers. Youth are expected to check in with their homeroom teachers daily when arriving to program to verify attendance. Parents/Guardians will their child(ren) in and out of programming through their homeroom teacher(s).

#### *Positive Behavior Intervention System*

Jane Boyd uses a positive system of alternatives to support an individual's ability to manage their behaviors. Staff adheres to a graded and gradual system of alternatives to ensure the most supportive and least restrictive intervention is applied. Jane Boyd employees are trained in the non-physical components of Mandt System, Inc. This comprehensive system provides the skills to develop healthy relationships, communicate respectfully, and solve conflict in a supportive manner. These skills are applied with dignity and respect in order to support and deescalate youth when their behaviors pose a challenge or threat to themselves or others.

The Positive Behavior Intervention System (PBIS) utilized by the Cedar Rapids Community School District and the Achievement Academy is designed to instruct youth on appropriate behavior expectations by using positive reinforcement techniques. At all Achievement Academy program sites, the same PBIS infrastructure is used which includes, the B4 guidelines and classroom color charts.

#### *B4 guidelines*

The B4 guidelines are as follows: Be Safe, Be Respectful, Be Responsible, and Be Ready. All Achievement Academy youth are expected to follow the B4 guidelines while in program. To help teach youth about the B4 guidelines, classroom staff will provide group instruction and lessons teaching the expectations throughout the year. Additionally, Achievement Academy staff will "catch" youth following the guidelines and offer verbal positive feedback describing to the youth which B4 guideline they were following. (Ex: "I noticed you pushed your chair in before lining up. Thank you for following the B4 guideline of being responsible by pushing your chair in.")

#### *Classroom Color Charts*

Achievement Academy staff also utilizes classroom color charts to help youth monitor their own behaviors. There is a color chart hung in each classroom in the Achievement Academy. Each youth is

assigned a color hook. The color hook consists of four color tags; green, yellow, orange, red. Each color indicates the type of behavior that youth is displaying. Green means the youth is meeting all expectations of the classroom. Yellow means the youth may be struggling a bit have needed some warnings from adults. Orange means that youth required some warnings from staff, but continued to struggle or participate in negative behavior. Red means that youth have disregarded one or multiple program rules, and/or have become a safety concern in the classroom. When arriving to program each day, all youth begin their day on green. Staff will direct youth to change their color tag as their behavior indicates. When a child gets on orange, a staff may contact a parent. When a child gets on red, the program coordinator will intervene with the youth and determine how to manage the situation.

### *Responding to Inappropriate Behaviors*

Many of our youth are able to be in program daily with no behavior management difficulties, however there are times when situations arise in which youth misbehave and staff need to intervene appropriately. All Achievement Academy sites follow the same response to behavior strategies, which include utilizing the majors and minors system and adhering to a tier system for responding to varying levels of inappropriate behaviors.

Although the Achievement Academy will follow the below specified systems to manage and respond to youth behaviors, there will be unique situations that arise. The Achievement Academy administration reserves the right to make decisions regarding youth behaviors on a case by case basis as well in order to address specific needs of the youth and program.

### *Majors and Minors System*

The majors and minors system is a tool designed to categorize types of misbehavior that youth could display. The system indicates types of behaviors which are considered to be minor. Minor behaviors are addressed by the classroom staff. Often responses to minor behaviors include things like having youth write an apology, take a time out, "re-do" the behavior in the correct way, or completing the B4 reflection sheet. The system also indicates types of behaviors which are considered to be major. Major behaviors can be addressed by the classroom staff, but will often require the support of the coordinator. Responses to major behaviors may include parent contact/intervention, suspension, being placed in another classroom, or having to miss out on activities while in program.

### *Tier System*

The tier system is designed in conjunction with the classroom color chart and the majors and minors system. The tier system indicates the severity of certain types of misbehavior, indicates what level of staff is appropriate to respond at each level of severity, and includes suggested responses to each level of behavior infractions.

### *Expectations and Consequences*

Basic Achievement Academy rules and expectations of the child during programming:

1. Basic hygiene guidelines
2. School rules/School bus rules

3. Staff directions/Follow daily routines
4. Staying in your assigned classroom/area
5. Treating others with respect
6. Treating yourself with respect
7. Treating equipment/materials and others' belongings with respect
8. Clothing rules: No gang, alcohol slogans, age-appropriate attire, no mid-drift or spaghetti strap tank tops
9. No cell phones in class (Parents are encouraged to call the front desk to reach their child)

Consequences are individualized based on each situation and child. This means that consequences may be different for each child. Typical consequences may include:

- "Re-doing" a situation
- Writing a Problem Worksheet or Distorted Worksheet
- Time out or sitting out of another activity
- Work Project
- Activity Restrictions
- Criminal charges can be pressed for assaultive behavior. (To be discussed with parent and other related parties beforehand)
- Monetary restitution for destroyed property.

At the Achievement Academy, staff will never use consequences that cause youth physical pain (corporal punishment). Staff will never try to humiliate youth by such things as calling youth names or making fun of youth.

Staff will use consequences in order to keep you, staff, and other youth safe. Staff will use consequences to help you make positive changes. Staff will use consequences that are serious in proportion to the seriousness of your problem behavior.

#### *Parent/Guardian & Teacher Communication*

Parent and Teacher communication is valued and encouraged at the Achievement Academy. Parents/Guardians are welcome to ask for daily updates on their youth's time spent in the program. Staff will ask for parent/guardian input on situations with youth as needed. In addition, parents/guardians are encouraged to communicate specific needs of youth with their classroom teachers. Parent/Guardians should communicate concerns to their child(ren)'s classroom teacher(s). Staff will make every effort possible to address and resolve concerns in partnership with parents/guardians.

## **Section 4: Health Protocols**

### *Weather-related Cancellations*

The Achievement Academy sites at Jane Boyd, Johnson Elementary, and Hawthorne Hills will follow the Cedar Rapids Community School District cancellation policy. The Cedar Valley Achievement Academy site will follow the College Community School District cancellation policy. Any time school is dismissed early or cancelled due to severe weather, Achievement Academy programming will also be cancelled.

- When the district has a delayed start due to weather, there will be no before school Achievement Academy **(Applies only to Johnson School location)**
- When the district has an early dismissal due to weather, there will be no after school Achievement Academy.
- When the district cancels school due to weather, the Achievement Academy will be cancelled as well.

During times of inclement weather, please check local TV/radio stations and the CRCSD website regularly for updated cancellation information. Parents/Guardians are encouraged to call the program site if a question ever arises.

### *Hand Washing*

Hands should be washed with a disinfectant soap.

1. After going to the bathroom.
2. Before meals and snacks.
3. Before cooking projects.
4. Before giving medication.
5. Upon staff's arrival to the center.

### *Lice Protocol*

1. All children and staff will be checked thoroughly for signs of lice (when a concern arises). If lice are found the children and staff will be sent home and must be treated with lice products before returning to their Achievement Academy site.
2. All parents/guardians of youth at the affected Achievement Academy site will be notified of a lice outbreak.

### *Illness Policy*

- A child with a fever of 100° or more will be sent home and must be fever free for at least 24 hours prior to returning to the program.
- A child who has vomited will be sent home and must have not vomited for 24 hours prior to returning to the program.
- Children and staff may not be at the program if they have a contagious illness.
- All rashes must be seen by a doctor to assess whether the rash is contagious. Child may return to the program when a doctor's release has been signed.

Any child or staff with pink eye must be sent home. The child may return to the program when a medication has been started. Staff will need to enforce the above listed issues.

In the cases where a child is returned prior to a medication being prescribed or the 24 hour return time not followed through, staff will ask that the child be taken home. In the cases where this becomes a chronic problem by the illness protocol being chronically ignored, the Program Coordinator/Director will ask to meet with the parents to discuss concerns.

All attempts at supporting the parents and child will be observed, however, it is the Program's obligation to protect all children from illness by adhering to the illness protocol.

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure the Program Coordinator knows what to do if a problem should occur during the program. Please make sure that any medication is available and that the appropriate forms for its use have been completed.

#### *Medication Protocol*

Parent/Guardians' responsibilities for all prescribed medications will include: giving the prescription bottle with the physicians name, dosage, name of drug, and time of dispersion clearly identified on the bottle's label. Parents will be responsible for alerting program staff to any potential side effects and the reason the medication was prescribed. Parents are also responsible for keeping the medication supply adequately stocked and signing the permission forms. Parents may ask pharmacists for 2 bottles by stating their child is in an afterschool program.

#### *First Aid*

First Aid can be provided by any First Aid and CPR trained and qualified Achievement Academy staff person. Any injury to a child resulting in the need for the administering of First Aid will be documented on an injury form. This form requires parent notification and signature.

#### *Emergency Medical/Dental Services*

Emergency Medical and Dental Services will be available as needed through the physicians listed on the Authorization for Emergency Medical Treatment and Dental forms. Program staff will contact emergency services for your child for treatment of emergency needs only. Any treatment other than emergencies will be the responsibility of the parent/guardian. You will be notified of any emergency at the earliest possible time following the identified need for treatment. In serious cases, the child will be taken to the local hospital by emergency vehicle for treatment and the parents will be notified as soon as possible.

### **Section 5: Leaving the Program**

#### *Access Policy*

Parents/Guardians are invited to visit your child at any time while they are attending the program. Any visitors to the program or on the premises will be directly supervised by staff to maintain the safety and security of all children enrolled. If a parent/guardian or family member wants to spend time at the program (except one on one with their child), the program is mandated by agency policy to do a background check. If you have any questions, please talk to the Program Coordinator/Manager.

### *Child Pickup*

The Achievement Academy requires parents/guardians to physically come into the program site to pickup their child(ren). Each classroom has a sign-in and sign-out log that the parent/guardian will use to check their child(ren) in and out of programming. No child will be sent out to a vehicle without their parent/guardian coming in to sign them out. In addition, no child will be allowed to leave with anyone other than the parent/guardian, and those "safe adults" who have prior written permission on file with staff from the parent/guardian.

A parent/guardian can pick of their child(ren) at any time during programming. However, it is the expectation that all youth are picked up by the end of programming each night. If the parent/guardian will be late picking up their child(ren), it is expected that they call the Achievement Academy staff to inform them of this, and provide them with an estimated time of arrival. Late pickups will not be tolerated on a regular basis, and Achievement Academy staff will follow a "3 strikes" rule. After 3 strikes, the parent/guardian will be charged a fee for each late pickup.

### *Child Walking Home*

The Achievement Academy offers four programming sites for convenience and accessibility for families that may not have regular transportation. Because of this, we understand that many children will walk home from programming in the evening. Achievement Academy staff will only allow children to leave the program site walking, if their parent/guardian has signed the "walking home" release included on the application. For children walking home, their classroom teacher will sign them out of programming at the time they depart from the building. Parents/Guardians need to be aware that Achievement Academy staff is not responsible for supervising children walking home.

### *Field Trips/Program Outings*

The Achievement Academy strives to provide diverse experiences to youth, which sometimes include leaving the program site on field trips. While your child is at the Achievement Academy, transportation will be arranged for recreation activities by program staff. These staff are over 18 years of age and is approved licensed drivers. All children will be required to wear seat belts in the vans. First Aid kits, Emergency phone numbers, and a staff cell phone will also be taken along. Permission for such trips will be secured prior to the trips. The permission forms must be signed and returned to the Program Coordinator prior to the activity or your child will not be allowed to go on the field trip.

Some places that we may go on these trips are, but not limited to:

- Various parks throughout the city and surrounding communities
- Museums
- Science Station
- Library
- Swimming
- Indian Creek Nature Center
- Movies

If for some reason you do not want your child to attend the field trip you can keep your child at home for that day or, depending on staff availability, your child may come to the program and be supervised by

program staff. This will be determined on a trip by trip basis.

### *Suspension & Discharge Policy*

The Jane Boyd Achievement Academy is a voluntary program for all enrolled youth. Youth will be allowed to continue attending programming as long as they are in “good standing”. This means that youth are attending program for at least three days per week and are consistently following the program expectations.

Suspensions may be used as a consequence for unacceptable behavior while in programming. Your child(ren) will be suspended for any type of physical aggression and/or assaultive behavior towards other children and/staff. Suspensions may be used for additional offenses as well. The Program Coordinator will have discretion regarding how long the suspension will last. This decision will be made in proportion to the severity of the offense.

It is our goal to provide out of school programming to as many youth as we can serve. However, there are instances that include, but are not limited to; repeated suspensions, injury to self or others, and noncompliance with attendance policy, that may result in youth(s) being involuntarily discharged from the Achievement Academy. Prior to discharge, program staff will make all attempts to resolve behavioral, attendance, and/or other concerns that arise that jeopardize youth(s) enrollment. Situations will be handled on a case by case policy, and decisions will be made in accordance with the needs of the individual child(ren).

I have read and agree to the terms of conduct outlined in these policies and procedures for the Achievement Academy sites. I understand that myself and my child(ren) must adhere to stated policies.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_