

Springfield Urban League School Age and Community Youth Programs



**2019-2020
Family Handbook**



***Springfield Urban League, Inc.
School age and Community
Youth Programs***

***Where ALL children are capable of success...
NO EXCEPTIONS!***

Dear Parents and Family Members,

We are excited about working with your family! This Family Handbook has been designed to equip you with information about our program services, policies and procedures and to prepare your family for a wonderful partnership. Please take a moment to familiarize yourself with our program and refer to this booklet for quick reference throughout the year.

SUL School Age and Community Youth Programs help all children succeed by providing a comprehensive program that provides children with activities that help them grow academically, socially, emotionally, and physically. Our belief is that *"All children are capable of success... NO EXCEPTIONS!"* We include this belief system in all that we say and do to ensure that children receive the foundation of skills and knowledge they need to be successful in school and life.

It is our vision to be a source of support to children and families through programming which exemplifies best practices of youth and family development. Our programs will provide a range of programming options to meet the assessed needs of children and families.

The Springfield Urban League recognizes that, as parents, you are the first and most important teachers of your children. We encourage you to participate in our program. We offer opportunities for you to become involved in activities and center programs. We are hopeful that your experiences with the League will be positive and we look forward to working you!

Sincerely,

Ashley K. Moore, Director
School Age and Community Youth Programs



The Springfield Urban League, Inc.



**Springfield
Urban League, Inc.**

The mission of the Springfield Urban League, Inc. (the League) is to enable African-Americans, other minority groups, and the underprivileged to cultivate their potential and exercise their full human rights as American citizens. The League was founded over 87 years ago to help African-Americans, migrating from rural communities to industrial cities, transition into the

economic and social mainstream. It is the sixth largest Urban League in the country and continues to assist in employment, housing, education, and social welfare to encourage economic self-sufficiency and racial inclusion.

School Age and Community Youth Division

Mission Statement

It is the mission of the Springfield Urban League's School Age and Community Youth Programs to strategically assist children and families toward reaching their full potential academically, socially, physically, emotionally, and economically. We aim to ensure that all children and families have access to high quality programs, activities, and opportunities during non-school hours. We believe that these experiences are essential to the healthy development of youth, who then can become productive, responsible, effective, caring, and capable members of society.

As a Team...

We are dedicated to providing comprehensive quality services with a daily commitment to professionalism, integrity, and accountability.

We aim to ensure that every Springfield youth, 6 to 18 years of age, has access to academic supports and safe places staffed by caring, involved adults who deliver developmentally appropriate activities

We will develop programs that emphasize leadership development, education and career exploration, financial literacy, health and life skills, the arts, sports, fitness and recreation, and family outreach.

We recognize our responsibility to be a positive influence in the community and to enrich our services through collaborative efforts with other resource providers.

We nurture and develop our staff so they may be equipped to provide quality services to youth program participants and their families.

Our Programs

The School Age and Community Youth Division focuses on the social and academic empowerment of youth in grades K-12 through a variety of academic, recreational, and cultural enrichment programs and activities.

Academic enrichment activities expand on students' learning in ways that differ from the methods used during the school day. They often are interactive and project-focused. They enhance a student's education by bringing new concepts to light or by using old concepts in new ways. These activities are fun for the student, but they also impart knowledge. They allow the participants to apply knowledge and skills stressed in school to real-life experiences (<http://www.afterschool.org/aea/>).

Recreational enrichment activities are not academic in nature but rather allow students time to relax or "play". Sports, games, and clubs fall into this category. Occasional academic aspects of recreation activities can be pointed out, but the primary lessons learned in recreational activities are in the areas of social skills, teamwork, leadership, competition, and discipline (<http://www.afterschool.org/aea/>).

Cultural enrichment activities are activities that expand worldviews through participation in activities dealing with the arts and other cultures. All programs are free of religious ideology.

21st Century Community Learning Program



The 21st Century Community Learning Program is a federal program funded through the Illinois State Board of Education and seeks to provide academic and recreational enrichment activities to at-risk youth. In addition to homework help the program will provide cultural, recreational, and service-learning activities that will further aid students in connecting with the world around them.

The League's 21st Century Programs are operated at Laketown Elementary, Edwin Lee Elementary, Graham Elementary, Southern View Elementary, Feitshans Elementary, Washington Middle School, Jefferson Middle School, Douglas Alternative School, NAACP Alternative School, Southeast High School, Springfield High School and Lanphier High School. Programs operate 4 days per week immediately following school.

Teen REACH



The purpose of Teen REACH is to help youth achieve positive growth and development, improve expectations and capabilities for future success, and avoid and/or reduce risk-taking behavior through academic enrichment, life skills education, parental involvement, recreational/cultural opportunities, positive adult mentors and community service.

The League acts as fiscal agent for four Teen REACH sites including its own at the Brandon Outreach Center. Programs operate during the school year and throughout the summer months.

Children's Defense Fund Freedom School After-School & Summer Programs



The Children's Defense Fund (CDF) works with community sponsors, parents, young adults and caring community leaders to forge a new vision for working with and educating children through the CDF Freedom Schools program.

CDF Freedom Schools program provides critical summer and after-school enrichment through a model curriculum that supports children and families around five essential components: high quality academic enrichment, parent and family involvement, civic engagement and social action, intergenerational leadership development, and nutrition, health and mental health.

Growing out of the Children's Defense Fund's Black Community Crusade for Children® Initiative, the CDF Freedom Schools sites offer a unique vision of education, rooted in the cultural traditions of literacy, service, and advocacy.

CBvip (Community Based Violence Intervention & Prevention)



Community-Based Violence Intervention and Prevention (CBVIP) services programs support the following activities:

Convene or expand an existing community coalition to engage service providers, governmental agencies (local and/or statewide agencies), law enforcement, faith-based, and general community members to ensure that

service providers and all potential participants are aware of violence prevention resources available in community; develop collaborative partnerships to ensure that clients' immediate needs are met; and provide pro-social activities for the community.

Educate the public about program services through wide distribution and various types of program materials, public presentations and awareness events.

Provide at least one of the four following direct services:

- Street Intervention/Interruption-Active Outreach and Engagement – These programs provide crisis intervention and de-escalation of high stress situations to at-risk youth and young adults.
- Counseling and Therapy – These developmentally and culturally appropriate therapeutic services are provided by a mental health professional.
- Case Management – Case management approaches that are more effective at long-term client retention and developing trust between agency and youth/families require actively engaging participants (i.e., active reaching out, meeting youth/families in the home, community engagement).
- Youth Development – Engaging young people to develop their emotional, physical, social, and intellectual selves provides opportunities for youth to practice conflict resolution and prosocial life skills.

Historically Black College & University Tour

For the last five years, the School Age and Community Youth Division has worked diligently to plan and promote an annual Historical Black College and University (HBCU) tour. The HBCU tour exemplifies the League's motto of 'empowering communities and changing lives' by providing students and parents with the tools they need to discover the path that will take them to the fulfillment of a brighter future, because as Malcolm X said, "Education is the passport to the future, tomorrow belongs to those who prepare for it today."

The HBCU Tour occurs annually during spring break.

School Age Youth Program Sites

Brandon Outreach Center
#6 Brandon Court
Springfield, IL 62703
Site Coordinator: Darryl Triggs
217/544-1380; Fax 217/789-9838
Hours of Operation:
Monday-Friday 2:30-6:30pm
Wednesday 1:30-6:30pm

Douglas Alternative School
Site Coordinator: Nicholas Haley
Principal: Kari Borders
444 W. Reynolds
Springfield, IL 62703
217/525-4400; Fax 217/525-4401
Hours of Operation:
Monday–Thursday 1:30pm-4:30pm

NAACP Alternative School
Site Coordinator: Nicholas Haley
Principal: Timothy Allen
2525 Taylor Ave.
Springfield, IL
217/585-4000
Hours of Operation:
Monday-Thursday 11:00am-2:00pm

Springfield Southeast High School
Site Coordinator: Andre Rye
Principal: Cody Trigg
2350 E. Ash St.
Springfield, IL 62701
217/525-3150; Fax 217/525-3153
Hours of Operation:
Monday-Thursday 3:30-6:30pm
Wednesday 2:30-6:00pm

Springfield High School
Site Coordinator: Tia Mahr
Principal: Lisa Leardi
101 South Lewis St.
Springfield, IL 62704
217/525-3100; Fax 217/525-3122
Hours of Operation:
Monday-Thursday 3:30-6:30pm
Wednesday 2:30-6:30pm

Southern View Elementary School
Site Coordinator: Carlos Guyton
Site Assistant: George Thompson
Principal: Alicia Miller
338 South Fifth Street
Springfield, IL 62703
217/525-3267
Hours of Operation:
Monday-Thursday 3:30-6:30 p.m.
Wednesday 2:30-6:30pm

Feitshans Elementary School
Site Coordinator: Deidrenel Masseke
Site Assistant:
Principal: Keniesha Boozer
1101 S. 15th St.
Springfield, IL 62703
217/535-2752; Fax 217/525-3333
Hours of Operation: Monday-Thursday 3:30-6:30 p.m.
Wednesday 2:30-6:30pm

Lanphier High School
Site Coordinator: Calvin Allen
Program Assistant:
Principal: Artie Doss
1300 North 11th Street
Springfield, IL 62702
217/525-3080; Fax 217/525-3084
Hours of Operation: Monday -Thursday 3:30-6:30pm
Wednesday 2:30-6:30pm

Lee Elementary School
Site Coordinator: Tiisha Dickerson
Program Assistant: Yvonne Doolin
Principal: Nathan Kochanowski
1201 Bunn Avenue
Springfield, IL 62703
217/525-3154; Fax 217/585-5830
Hours of Operation:
Monday-Thursday 3:30-6:30 p.m.

Laketown Elementary School
Site Coordinator: Dylan Flowers
Site Assistant: Ashia Bacon
Principal: Renee Colwell-Roy
1825 Lee Street
Springfield, IL 62703
217/525/3230; Fax 217/585-5820
Hours of Operation:
Monday-Thursday 3:30-6:30 p.m.

Jefferson Middle School
Site Coordinator: David Squires
Site Assistant: Doreen Dobson
3001 Allis St.
Springfield, IL 62703
217-585-5810
Principal: Karen Crump
Hours of Operation: Monday-Thursday 2:30-5:30pm
Wednesday 1:30-5:30pm

Washington Middle School
Site Coordinator: Myteka Malone
Site Assistant:
2300 East Jackson St.
Springfield, IL 62703
217-525-3182
Principal: Chris Barham
Hours of Operation: Monday-Thursday 2:30-5:30pm
Wednesday 1:30-5:30pm

Graham Elementary School
Site Coordinator: Sharon Ward
Site Assistant:
900 West Edwards St
Springfield, IL 62704
217-525-3220
Principal: Steve Miller
Hours of Operation: Monday-Thursday 3:00-6:00pm,
Wednesday 2:00-6:00pm

CBvip
Lead Outreach Worker – Supervisor: Jay Smith
100 North 11th Street / 700 So. Livingston
Springfield, IL 62703
217-789-0830 ext. 1603

Director of Education & School Age Youth Programs

Ashley K. Moore

217-789-0830 ext. 1129

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www.springfieldul.org
www.facebook.com/springfieldurbanleague
<https://twitter.com/springfieldul>

Our Program Calendar

Programs will operate Monday-Thursday or Monday – Friday (Times may vary depending upon site).

Program Start Date: Monday September 30, 2019

Program End Date: Thursday May 21, 2019

The program will not operate on the following days (holiday/breaks, teacher in-service/institutes, early dismissals, or half days – exception: Brandon Outreach Center which will operate on amended schedule during early dismissals):

School Improvement Days
Staff Improvement Days
Columbus Day
Parent Teacher Conference
Veterans Day
Thanksgiving Break
Winter Break
MLK Holiday
Pulaski Day
Spring Break
Lincoln's Birthday
Presidents Day

Our Policies & Procedures

The League upholds and enforces School District 186's code of conduct and its policies in relation to student and parent responsibilities and rights. As with the District, youth in our care are prohibited from engaging in behavior that will endanger - or threaten to endanger - the safety of others, that will damage property and that will impede the orderly conduct of the program.

Enrollment Procedure

Enrollment procedures vary based on program location. All students must complete a registration form to attend any of the League's after school programs

1. Brandon Outreach Center, Elementary School, Middle School and High School 21st Century Programs
Youth are referred by youth, families, community members, community partners, school faculty and staff.
2. NAACP and Douglas Alternative Schools: Youth are referred by school faculty and staff.
3. All 21CCLC sites target students based on recommendation by school principal of students not making AYP (Adequate Yearly Progress)

Program Fees

Programming during the academic school year is available to students for a nominal annual fee. The fee offsets expenses that are not covered by 21stCCLC funds. 21stCCLC programming will be equally accessible to all youth regardless of their ability to pay the fee.

Academic Reporting

Springfield School District #186 has provided access to the district intranet for Springfield Urban League staff working with youth. Parents are required to sign consent to release form giving program staff permission to access the student Cumulative folders, academic and other related information and to report information received to program partners.

Attendance

Participants are expected to attend the program each day after school, but must attend a minimum of two days per week. Attendance will be assessed according to daily attendance records. Attendance is taken daily and varies depending on the site:

1. Brandon Enrichment Center, Washington Middle School, Jefferson Middle School, Springfield Southeast High School, Lanphier High School, and Springfield High School: Students are expected to sign in at the beginning of program.
2. Douglas Alternative School: Attendance is taken at the start of the program by the site manager.
3. NAACP Alternative School: Attendance is taken during the AM program portion by the site manager
4. At all elementary sites: Attendance is taken at the start of the program and a parent or other adult listed on parental consent form is expected to sign student out

Incentive

Each site offers various incentives for their students based on their attendance, referrals, behavior, and academic progress. Incentives are educational in nature and may include stickers, certificates, educational trips including free and reduced placement on the yearly Historical Black College and University Tour.

Transportation

No transportation is provided *to* the program sites*

Elementary Students: Children will be released only to adults listed as "authorized to pick up" on the registration form. This includes parents. Authorized persons will sign the child out each day with the Site Manager or designee. Please wait at the office for your child to be dismissed. We appreciate your patience while waiting for your child. If other arrangements for pick up are necessary, we require written notification. PLEASE KEEP YOUR REGISTRATION FORM UPDATED AT ALL TIMES!

Please remember that your child must be signed out of after school by a person authorized for pick up even if your child is attending an evening function at school. No child will be allowed to leave after school without being signed out by a designated adult. A child may not be released to a non-custodial parent unless there is a specific notice on file authorizing Urban League staff to release your child.

Middle/High School Students: NAACP, Students attending programs at Boys & Girls Club, Southeast, and Springfield may receive transportation in the form of bus tokens or activity buses that transport youth to their home address. Middle and high school students may also walk, ride their bikes, and drive their own vehicles.

**Transportation is provided at Lee Elementary & Douglas Alternative School only*

Snack/Meal Procedure

During after-school programs, the program site or the League will provide a nutritious snack to all program participants. Brandon Outreach offers a full family style evening meal.

Child Abuse/Neglect Policy

All School Age and Community Youth staff and volunteers members are mandated reporters and are to follow the guidelines of the Child Abuse and Neglect Reporting Act of 1975. League staffs receive annual training to recognize the signs of abuse and neglect. Staff is trained providing intervention, support and assistance to families that are in need of help.

Background Check Policy

The League requires that all staff and volunteers working with children are required to undergo fingerprinting and Illinois State Police Check and a DCFS background check.

Illness

If a participant has a temperature of 100 degrees and/or a condition such as ringworm, rash, pink-eye, etc, he or she should not be brought to the program. If a child arrives at the program with any of the above conditions, he or she will not be allowed to stay the program out of concern for the other individuals who could potentially be affected by the child's condition. In the event that a child becomes ill while in our care, a member of the staff will notify a parent/guardian immediately.

If a participant is sent home for sickness or illness, the child will not be permitted to return to the program for at least

24 hours in order to ensure adequate recovery and/or response to any prescribed medication. The child needs to remain at home until the non-medicated temperature has returned to normal and/or the child has seen a physician and has been cleared to return to the program. Dependent upon the illness, the child may be required to have a physician's notice in order to return to the program.

If head lice is suspected, a parent/guardian of the participant will be immediately notified to pick-up his/her child. The student suspected of head lice will not be allowed to return to the program until he/she can provide a written doctor's order that states that the infestation is clear.

In an emergency during field trips and site activities when the parents are present, the child's parents or guardian makes all decisions on what action is taken with their child. The education staff, health services staff, Parent Involvement Coordinator, Education Coordinator, or Site Manager will provide assistance and support as needed.

In any emergency, when the child's parent is not present, staff will provide first-aid and seek appropriate treatment, notifying the parents/guardian immediately or as soon as possible. Any accident involving personal injury or property damage occurring while participating in program activities (no matter how minor) is to be reported to the Director of School Age and Community Youth Programs and Human Resources Personnel within 24 hours after occurrence using the appropriate accident report form.

The Site Manager will follow guidelines provided in the OSHA Compliance Kit, located at each site for cleanup of any blood or body fluid spill. Any blood or body fluid exposure will be reported immediately to the Site Manager, utilizing the Post Exposure Report. The Blood Borne Pathogen Post Exposure Report will be completed with the staff member by the supervisor and submitted to Human Resource Personnel.

Parents will always be notified of any accident involving their child with a copy of the Accident Report provided.

In an emergency, when the enrolled child is in foster care, the Site Manager will be notified. He or she will notify the Department of Children and Family Services (DCFS) at 1-800-252-2873 and he/she will ask to speak to the caseworker of the child.

ACCIDENT/INJURY

All Urban League Site Coordinators are certified in CPR and First Aid. Minor injuries such as scrapes, bumps, and bruises will be reported to parents by the Child Accident Report Form. If your child is involved in a medical/dental emergency, our staff is trained to follow the steps in our emergency plan of action. Parents will be notified immediately.

Medication

No medication will be administered during the after-school program.

Medical Release

All program participants are required to have a signed medical release on file. This releases League staff and volunteers from liability in the event of any emergency requiring immediate medical care.

Emergency Closing

In the event of an emergency, the Director School Age and Community Youth is responsible for making the decision to cancel or postpone programs. Examples of situations that might call for canceling or postponing classes would be inclement weather, natural disaster, damage to one of the centers or utility issues. When bad weather causes early dismissal or cancellation of classes, parents are responsible for picking up their child in the allotted time frame or

making proper arrangements for someone to pick-up or be at home when the child is dropped off by the bus. When possible, closure announcements will be made on local television and radio stations or by phone notifications, depending on the time of day the announcement needs to be made.

Confidentiality

In accordance with the Family Educational Rights and Privacy Act (FERPA), all family information and children's files are kept strictly confidential. Only authorized League personnel have access to files. The League is obligated to receive written consent from parents, prior to sharing personal information with any other agency or individual.

For more information on your legal rights under the FERPA Act please see www2.ed.gov

Parental Involvement

Parents, you are your child's first teacher! Our programs are family-centered and designed to support parents as the most important influence in their child's life. The League encourages parents to become actively involved in their child's education, including volunteering at their child's after-school enrichment program.

Here's a few of the many ways in which parents may participate in School age Youth program:

- . Read a story to the children
- . Volunteer to help in the classroom
- . Go on field trips with your child
- . Help to plan, develop, and attend parent activities
- . Attend trainings on child development, health, and family services
- . Participate in the Family Night Events

If you are interested in volunteering in one of these activities, please contact your Site Manager. League staff support and supervise all parent volunteers, working closely with parents to make sure that DCFS standards are followed and that parents succeed with volunteer experiences.

Additionally, the League's School Age and Community Youth Programs work with the family as a whole and provide many opportunities for the parents to learn and grow. Workshops and training sessions for parents are held on a regular basis throughout the year. Staff will work with families on achieving goals in various areas of their lives, such as employment, education, health care, parent information, counseling, and basic needs.

Planned Means of Communication Between the Center and The Parents

The School Age and Community Youth Division's provides communication between the families and the center using the following methods: telephone calls, email, text messaging, home visits, parent/teacher conferences, letters, monthly parent meetings, and program activities.

Kids at Hope

Embracing the belief, commitment, and expression that All Children are Capable of Success, NO EXCEPTIONS! — This is the Kids at Hope Belief System. We do not stereotype children by using negative statements. Kids at Hope Belief is about seeing children "at hope" rather than "at risk."

Think like a child!

Ask simple questions!

"No significant learning occurs without a significant relationship." Dr. James Comer

"To teach a child you must first reach a child." - Kids at Hope

Curriculum

The Springfield Urban League provides creative curriculum along with a series of well-planned units that promote language, literacy, math, creative arts, social-emotional development, approaches to learning, physical health and development. Development of good health and nutritional habits, personal safety habits and self-help skills are also individualized. The League's School Age and Community Youth programs use curriculum designed to meet the student's individual needs. Participants receive a variety of learning experiences to foster their intellectual, social, emotional and physical growth. They participate in indoor and outdoor activities, field trips around the community, and music, art, and language activities. The youth are free to choose activities from a variety of activities offered at each site.

Some of the enrichment activities included at various sites is listed below:

Drama

Dance

Art

Games

Recreation/Sports

Ballet

Technology

Additional Notice & Information

1. Please allow for some flexibility and changes in our program.
2. If there are any changes i.e. phone numbers, address, etc., please inform the Site Manager as soon as possible.
3. The After School Program is not responsible during the time your child is in the care of other parties.
4. All paperwork needs to be completed correctly and in a timely manner. Only children with the proper paperwork with signatures on file will be permitted to attend our program. Any questions, please contact the Site Manager.
5. If your child has special dietary needs please be sure to provide the necessary information and items for him/her.