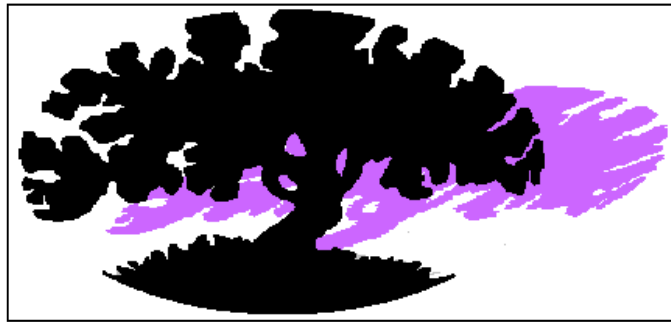


# PARENT HANDBOOK

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**2022-2023 SCHOOL YEAR**

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## **SHADES of Development**

**Middle School Enrichment Program**

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**S**afe

**H**ealthy

**A**dventures

**D**eveloping

**E**ssential

**S**kills

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*Dear Parents,*

*SHADES of Development invites students in 6th through 8th grade to participate in the SHADES Enrichment Club Program. SHADES of Development is a DOE Approved program operating as an independent contractor with the Knox County School system. The SHADES Afterschool Enrichment offers a tutoring program. "This project is funded under an agreement with the State of Tennessee."*

*SHADES of Development was founded in 1995. Sindy Dawkins-Schade is the founding officer of SHADES of Development, Inc., a non-profit corporation.*

*The purpose of this handbook is to inform parents of program content, policies, and procedures related to the SHADES of Development program.*

*The goal of SHADES of Development is to provide quality afterschool experiences in a safe, healthy, educationally enriching, and fun atmosphere. Students will be given the opportunity to engage in activities that will benefit them socially, emotionally, physically, and intellectually.*

*SHADES of Development is open to all children regardless of race, color, sex, handicap, religion, or national origin.*

*You may contact the SHADES of Development central office at 938-9164. Each site location has a site phone number. There is space provided in the back of this book to record the phone number of your site location. Please feel free to contact us at any time with your questions, ideas and concerns.*

*Thank you for selecting SHADES of Development as your child care provider.*

*Sincerely,*

*Sindy Dawkins-Schade*

<b>CONTENTS</b>	
<b>Location</b>	<b>4</b>
<b>Dates and Times</b>	<b>4</b>
<b>Inclement Weather</b>	<b>4</b>
<b>DOE</b>	<b>4</b>
<b>Program Content</b>	<b>5</b>
<b>SHADES of Development Staff</b>	<b>6</b>
<b>Release</b>	<b>6</b>
<b>Parent Involvement</b>	<b>6</b>
<b>Communication</b>	<b>7</b>
<b>Pick-up Procedure</b>	<b>7</b>
<b>Illness and Sick Child Policy</b>	<b>8</b>
<b>Medication Policy</b>	<b>9</b>
<b>Emergency Procedures</b>	<b>9</b>
<b>Discipline Procedures and Policy</b>	<b>9</b>
<b>Dress Code</b>	<b>10</b>
<b>Fee –This is a Free program</b>	<b>10</b>
<b>Forms of Payment</b>	<b>11</b>
<b>Participation Changes</b>	<b>11</b>
<b>Rights and Responsibilities</b>	<b>12</b>
<b>Grievance Policy</b>	<b>13</b>
<b>Site Contact Information</b>	<b>14</b>

## 4

### **LOCATION**

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The SHADES of Development programs are housed in Knox County Schools. Typically the program's *home-base* is in the cafeteria; however, the program utilizes many other areas of the school such as the gym, library, classrooms, and playground.

### **DATES AND TIMES**

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The SHADES of Development program begins the first full day of school for students in 6th through 8th grade. SHADES will operate from 3:30 PM to 6:30 PM Monday through Friday on regular school days. Students should sign up for 2 or more afterschool clubs each semester. Students are expected to stay until 6:00pm each club day. Attendance is expected for each club day the student is signed up to attend. SHADES will be closed on Labor Day, Inclement Weather Days, Wednesday, Thursday and Friday of Thanksgiving, Mid Winter Break, Martin Luther King Day, and Good Friday. SHADES Afterschool Enrichment Club participants have the option to attend one of our other locations on in-service and school break days. Students must be signed up through our Google Survey to attend on full days. The SHADES schedule is subject to change pending Knox County school calendar and/or contract changes.

### **INCLEMENT WEATHER**

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SHADES of Development will not be open on days that the Knox County Central Office is closed, because building security and maintenance are not available on those days. We apologize for the inconvenience; however, the safety of the children and the security of the school facility guide this decision.

### **DOE**

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#### **Department of Education DOE**

The SHADES LEAP Enrichment Programs are governed by guidelines issued by DOE. These guidelines are driven by bills and laws passed by congress to ensure safe and healthy environments for children. Many of the SHADES of Development program policies were developed to meet DOE requirements. Please review the DOE guidelines included in your parent packet for more information about DOE program approval requirements.

## PROGRAM CONTENT

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SHADES of Development believes in adventure learning which challenges and encourages students in each of the four developmental domains. The SHADES curriculum is based on daily club offerings each semester that promote social, emotional, physical, and cognitive competency in students.

### **Tutoring Program**

The SHADES tutoring program funded in part by the LEAPS Grant offers tutoring, homework assistance, a peer reading program, a peer mentoring program and enrichment classes. These LEAPS funded services are only available at qualifying schools.

### **Clubs**

Each semester, clubs related to Creative Arts, STEM and Healthy Lifestyles are available. Students may sign up for two or more clubs based on availability. Clubs are intended to bring college and career skills and knowledge to life. Students have the opportunity to get a glimpse of what careers and vocations are available as they find their interests and set their goals for the future. Club options change each semester.

### **Homework**

Students are given the opportunity to work on homework each afternoon. A SHADES of Development staff member will be available to assist children with homework. Please see your site director if you are interested in developing an individualized homework plan for your child.

### **Service Learning**

SHADES students participate in service learning projects each year. Service learning helps students identify issues and/or needs within their community, make a plan to address those needs, and implement that plan. Service learning allows students to experience the joy of helping others, evaluate their efforts and celebrate their work.

### **Leadership**

Leadership and student voice are valued at SHADES of Development. Students in the program will be encouraged to take on leadership roles allowing them to learn and practice the skills of leadership. Using their voice paired with leadership readies students to be contributing members of their community.

### **Social Emotional Learning**

SHADES weaves social/emotional learning, character education and anti-bullying lessons and skills into all areas of the SHADES program, by taking advantage of teachable moments during activities and social interactions. SHADES uses the Sanford Harmony curriculum.

## 6

### **SHADES OF DEVELOPMENT STAFF**

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Each SHADES staff member is involved in intense orientation training. The orientation training offers CPR, first aid, child development training, developmentally appropriate practices, human relationships, activity planning and behavior management. Staff members are also required to participate in ongoing training throughout the year. Each SHADES staff member has been selected for his/her educational and practical experience, as well as, his/her special skills and abilities to relate to children in a positive manner. Staff/child ratios will be as low as possible.

### **RELEASES**

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SHADES of Development tracks academic records and assessments for grant reporting purposes. SHADES of Development also documents activities and events through pictures, videos, surveys and interviews. This tracking and documentation is essential to receiving continued grant funding. Please be aware that an academic records and assessment release and a photo release statement are included on the child information sheet and is a requirement of program participation. Photos may also be used in program promotional materials and afterschool advocacy.

### **PARENT INVOLVEMENT**

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The exchange of information about a student between the staff and a parent can be very helpful to the family and the SHADES program. The staff will be better able to meet the needs of each student if they are aware of special circumstances in a student's life such as: an illness in the family, birth of a new sibling, change in living arrangements, divorce, special fears, etc.. Students often exhibit signs of stress during such transitions and circumstances. The SHADES staff will be able to empathize with and encourage students more appropriately with such information.

Parents are encouraged to observe and/or participate in the SHADES program and in program activities whenever possible. If you have a special talent or occupation that you would like to share with the students in the program, please let the director know and she/he will be delighted to arrange a time for you to do so.

#### **Parent Involvement Survey**

Upon pre-registration you completed a parent involvement survey. SHADES of Development realizes that not all parents want to participate in the program in the same way. The parent involvement survey helps SHADES know the best way to ask you for your involvement.

**SHADES Program Steering Committee**

The SHADES Program Steering Committee helps evaluate and guide the program policies and content of the program. We need you! Please consider serving on the SHADES Program Steering Committee.

**Silent Fundraising**

Please support SHADES by taking advantage of the silent fundraising opportunities available. They are quick and easy.

1. Connect your Ingles card to SHADES
2. Connect your Food City card to the SHADES
3. Connect your Kroger card to SHADES
4. Make Amazon purchases through AmazonSmile selecting SHADES as your charitable organization.

**COMMUNICATION**

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Communication between SHADES of Development and program participants is extremely important. In an effort to increase positive communication, SHADES of Development has several systems in place. These systems include a program greeter, newsletters, Site Facebook Page, MyProcure account accessibility, Procure Engage, e-mail messages, text messages, google sign-ups for alternative days, parent surveys, child surveys, parent conferences, and a program steering committee. Several contact numbers are also listed for each site. Please use these systems to facilitate constant two-way communication with the SHADES of Development program.

**PICK-UP PROCEDURE**

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**Regular School Days**

During regular school days, students will report to a designated area and check in with SHADES of Development staff members. SHADES staff will take role at that time.

**Children not attending SHADES for the day**

Please call the SHADES program by 12:00 PM if your child will be absent from the SHADES program on a scheduled day of attendance. This helps the SHADES day run smoothly by eliminating a search for your student when he/she does not report to the SHADES area in the afternoon. Thank you for your help.

**Pick-up**

Children enrolled in SHADES of Development must be signed out by an authorized pick-up person each day. Each authorized pick-up person will be registered in our Procure System to sign out your child. Children will not be released to a person that you have not designated

as an authorized pick-up person unless SHADES receives a written parental request. **All SHADES participants must be signed out by an adult, 18 years old or older.** This policy is based on legal counsel and is not negotiable. SHADES will be happy to document as many adults as you need to authorize as pick-up persons. Please be prepared to show a photo ID until the SHADES staff registers you in Procure. Pick up starts at 6:00pm and ends at 6:30pm each day.

**Late Pick-up and Late Pick-up Fees**

SHADES of Development closes promptly at 6:30 PM each day. Children left in the care of SHADES after 6:30 PM will be charged a \$1.00 per minute/per child late pick-up fee. If your child has not been picked up by 6:30 PM and SHADES can not reach you or your emergency numbers, your child will be turned over to Child Protective Services.

**Impaired Pick-Up Persons**

Should an authorized adult that is impaired due to drugs or alcohol attempt to pick up your child, SHADES of Development will not release your child. You or another authorized adult will be called to transport your child. Authorized pick-up persons that arrive impaired to the program will lose pick up rights upon a second attempt to pick up a child while impaired. The police will be called should an impaired authorized pick-up person become aggressive or violent.

**Pick-up Rights of Natural Parents**

By law SHADES of Development can not deny access to natural parents without a court order. If you have custody restriction outlined by the court please submit the court order to the SHADES Site Director; otherwise, SHADES of Development is obligated to release children to natural parents.

## **ILLNESS AND SICK CHILD POLICY**

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SHADES does not provide service for sick students. If your student has a temperature of 100.4 degrees or above, diarrhea, head lice, or any other contagious illness, do not send him/her to school or to SHADES of Development. SHADES is concerned with the health and welfare of each student in the program. Please help us keep our students healthy by keeping sick students at home. If your student becomes sick while at SHADES, a SHADES staff member will call you to pick up your student. Contagious students must be picked up within an hour of parental contact. Failure to promptly pick up your student may result in dismissal from the program.



## **MEDICATION POLICY**

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If your child needs to take any type of medication while at SHADES of Development, you must complete a medication form. Medication must be given directly to a SHADES staff member and the medication must be in its original container with your child name on the container and a current expiration date. SHADES can not administer medication without a completed medication form. This includes over the counter medications such as cough drops, sun screen, and medicated ointments. Medication forms are available at the sign-out area.

## **EMERGENCY PROCEDURES**

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Each SHADES of Development site location has developed an Emergency Management Plan unique to its individual site. The Emergency Management Plan includes procedures for fire drills, tornado drills, gas leaks, intruders, hostage situations, and bomb threats. Each SHADES site also has staff members that are certified in CPR and 1st Aid. In the event of a facility evacuation, students will be evacuated to a pre-determined location. SHADES of Development will send updates and information through Procure Engage to inform you of an emergency. You will be told a brief description of the situation and you will be instructed as to where and when to pick up your child. For more information about the Emergency Management Plan for your site location contact your program director.

If your child is injured while at SHADES of Development, you will be contacted immediately. If your child requires immediate medical attention, he/she will be transported by ambulance.

## **DISCIPLINE POLICY**

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We feel that all of the children deserve the opportunity to participate in a safe, healthy, and friendly atmosphere. With this in mind, the school and the SHADES staff have established rules that all of the children are expected to follow. SHADES considers bad language, back-talking, arguing with staff, refusal to comply with program rules, and physical aggression toward children and staff to be unacceptable behavior.

**Discipline Policy**

1. Rules will be clearly outlined. If inappropriate behavior occurs, redirection will be used to discourage the behavior.
2. If behavior persists, a verbal warning will be given for inappropriate behavior.
3. If behavior persists, natural or logical consequences will ensue. *Natural consequences* - something that occurs naturally from a given action. If a child chooses not to eat snack during snack time, he/she may be hungry until dinner. *Logical consequence* - something that occurs due to the rules of social order. If a child runs in the hall, he/she may need to practice walking up and down the hall a few times. If a child crunches his/her snack crackers all over the floor he/she may have to sweep the floor.
4. Co-regulation strategies will be used to help students regain self-control and regulated behavior. Once the student is regulated, the issue will be discussed. Any restorative action will be completed and then the student may return to regular activity.
5. Behavior incidents will be viewed as teachable moments to help students gain skills needed to self-regulate. Students that do not respond to logical consequences may be assigned to write an essay. Essays typically consist of what happen, what choices were made, why the choices were hurtful or harmful, what choices could be changed and why.
6. Behavior incidents will be tracked on a student behavior log and close parental/guardian communication will be maintained.
7. If these techniques are not successful, a formal parent/director conference will be called.
8. Suspension or dismissal from the program may result if behavior problems can not be rectified. Please note the SHADES Expulsion Policy available on our website.

**DRESS CODE**

SHADES of Development follows the same dress code embraced by the school in which it operates. Please refer to the school handbook for dress code details. SHADES also requires tennis shoes in the gym and on the playground. Students wearing hard sole shoes, sandals, or boots are encouraged to pack tennis shoes in their backpack. Students will not be allowed to participate in the gym or in outdoor sports clubs without tennis shoes.

**FEES**

**Although there is no fee to attend SHADES Afterschool Clubs, students are required to attend their designated days until at least 6:00pm to allow SHADES to maintain funding.**

It is also important that students are picked by 6:30pm each day. There is a \$1.00 per minute fee per child for students picked up after 6:30pm each day. This fee covers the added cost of keeping the facility open past our hours of operation. Please help us keep our program available by picking your child up on time.

## **COMMUNICATION**

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SHADES uses Procure Engage to communicate with you. Please download the Procure Engage App on your smartphone or computer to ensure the most robust communication with the SHADES Program. The App gives you access to lesson plans, photos of activities, newsletters and daily communications. The app also allows you to send messages directly to SHADES staff.

Once you have downloaded the app from your app store. You will receive an invitation to join from your program director.

## **PARTICIPATION CHANGES**

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Should your student be unable to participate in their clubs through the entire semester, please contact your site director right away to let him/her know your student's change in schedule and plans.

## **PARENTS RIGHTS AND RESPONSIBILITIES**

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### **Parents have the right to:**

1. Know that their child is in a safe environment where they are offered a variety of activities.
2. Know what types of activities are being planned and offer feedback on the types of activities that their child enjoys.
3. Share concerns with the staff and program director at any time about anything that they feel is not in the best interest of their child.
4. Know if their child is misbehaving and spend time talking with the staff concerning a solution.

### **Parents have the responsibility to:**

1. Let the staff know if their child will not attend for the day.
2. Pay fees on time each week.
3. Observe the rules of SHADES of Development as set forth in this handbook and any additional policy statements.
4. Share their concerns with staff members and the program director if the program is not meeting their child's needs.
5. Listen to the concerns that the staff members may have about their child's behavior, and to work through an agreeable solution to any problems that might occur.
6. Share concerns in private in a respectful manner.
7. Check their parent mailbox each day.
8. Read newsletters and statements sent out by SHADES.
9. Know about any change in policy or procedure.
10. Replace any equipment that their child is responsible for misusing.
11. Sign their child up for full-day care days.
12. Check their child in and sign their child out each day; notifying a staff member when taking a child from the center; and notifying a staff member in writing when another authorized person is picking up their child.

## **CHILDREN'S RIGHTS AND RESPONSIBILITIES**

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### **Children have the right to:**

1. Safe and reliable equipment.
2. Use of all age appropriate equipment and space on an equal basis and find equipment where it is intended in functioning condition.
3. Have their ideas and feelings respected.
4. Discipline that is fair, equal, and respectful of them.
5. Express their creative ability.
6. Continue developing their full potential.
7. Have an environment free of hazards.
8. Have an environment that offers a variety of choices: physical, quiet, indoor, outdoor, creative, and dramatic.

9. Have staff members that care about them, enjoy being with them, and help them grow.

**Children have the responsibility to:**

1. Take the consequences for their actions.
2. Use positive communication techniques to share concerns and complaints. Refrain from backtalking staff members.
3. Respect the rules that guide them through the SHADES day; and control their actions so that they do not harm others in the program.
4. Not willfully destroy or harm any equipment or property in the building and/or not willfully destroy the property of others.
5. Share the equipment and the facility with all children in the program.
6. Stay with a staff member at all times and notify a staff member if they wish to go to another area.
7. Dress appropriately for indoor and outdoor play; wearing or bringing tennis shoes each day.
8. Return materials and equipment to its proper place before engaging in a new activity.
9. Carry out an activity that they commit themselves to.
10. Stay with their buddy on field trip days.
11. Respect SHADES staff and peers.

## **GRIEVANCE POLICY**

Sometime during the school year you will probably encounter a situation at SHADES of Development that you may be concerned about. As stated in the parent's rights and responsibilities, we encourage you to share your concerns with us. We have, however outlined a procedure for doing this in order to address your concerns in the most effective manner possible. When you encounter a concern please:

1. Address the concern with the SAC Specialist supervising the area where the concern occurred.
2. If you feel you need further information, please schedule a meeting with the program site director.
3. If you feel you need further information, please schedule a meeting with the Executive Director.
4. If you feel you need further information, please submit the concern in writing to the Board of Directors.

If you have followed the previous steps, and you feel that SHADES of Development has not adequately handled your concern, please contact the Department of Human Services. SHADES of Development has your child's best interests in mind. We hope that concerns will not arise, but we are realistic about conflicts due to differences in communication styles and parenting styles. We believe that most concerns can be worked out through diligence in pursuing positive communication techniques. Thank you for your cooperation during these times.





