



Sunrise of Philadelphia, Inc.

Parent/Student Handbook

Revised September 2017

Sunrise of Philadelphia, Inc. follows an equal opportunity policy regarding clients enrolled in our programs. We do not discriminate with regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, or disability status.

Administrative Staff

Alfonso Sorichetti
Chief Executive Officer

Vincent Litrenta
Executive Director

Loretta V. Crea
Chief Financial Officer

Laura Johnson
Director of Programs and Evaluation

Anthony LaMorgia
Director of Operations

Keyonis Johnson
Site Director- South Philadelphia High School

Julie Laquer
Site Director- Southwark Elementary School

Will Tsang
Site Director- Key Elementary School

Katherine Kushin
Site Director- Stanton and Chester A. Arthur Elementary Schools

Angela Jubinville
Program Quality Director

Van D. Tsang
Translator

Important Information

Administrative Office

907 Cantrell Street
 Philadelphia, PA 19148
 Phone – 215-952-2730

<p><u>Southwark Elementary and Middle School Programs</u> Located in Southwark Elementary School - Room 108 1835 South 9th Street (9th and Mifflin Streets) Philadelphia, PA 19148 Site Director- Julie Laquer Phone – 215-910-2528</p>	<p><u>Francis Scott Key Elementary and Middle School Programs</u> Located in Key Elementary School - Room 6 2230 South 8th Street (8th and Wolf Streets) Philadelphia, PA 19148 Site Director- Will Tsang Phone – 267-294-3119</p>
<p><u>Stanton Elementary and Middle School Programs</u> Located in Stanton Elementary School - 1700 Christian Street (17th and Christian Streets) Philadelphia, PA 19146 Site Director- Katherine Kushin Phone – 215-952-2730</p>	<p><u>Chester A. Arthur Elementary and Middle School Programs</u> Located in Chester A. Arthur Elementary School - 2000 Catherine Street (20th and Catherine Streets) Philadelphia, PA 19146 Site Director- Katherine Kushin Phone – 215-952-2730</p>
<p><u>High School Program</u> Located in South Philadelphia High School - Room 312A 2101 South Broad Street Philadelphia, PA 19148 Site Director: Keyonis Johnson Phone – 215-952-2725</p>	

Program Hours

School Year- 3:00 PM- 6:00 PM
 Summer: Please see individual site schedules for details

Rules and Regulations

- 1) Students are not to bring money or valuables into the building. Sunrise of Philadelphia, Inc. will not be held responsible for any missing or stolen items.
- 2) Students are **NOT PERMITTED** to attend programming with fevers, pink eye, poison oak/ivy, impetigo, open lesions, body or head lice, ring worm or a contagious disease such as measles, mumps, chicken pox, scarlet fever, etc. If we suspect that your student is sick, we will call you immediately to pick up the student. A doctor's note is required to return.
- 3) We do not permit students to run in the halls or stairwells.
- 4) Students must refrain from using foul language.
- 5) All students should show respect for their group leaders and fellow students. They must adhere to the rules and regulations of the group.
- 6) Any student caught vandalizing the school building by writing on walls, or displaying graffiti on furniture, equipment or any school property will be dismissed from the Sunrise program.
- 7) Each student will be responsible for all equipment they use during programming hours.

Enrollment Information

- Parents must complete, sign and submit the following forms:
 - I. Agency application form.
 - II. DPW Emergency Contact form.
 - III. DPW Youth Health Assessment form.
 - IV. Parent sign-off verifying receipt of the Parent Handbook.

***** All Information Will Be Kept Confidential! *****

Confidentiality

All employees must maintain strict confidentiality regarding files, records and other information regarding clients and their families. No information can be shared with any person and/or organizations outside of the agency without signed consent of the client, and/or client's parent or legal guardian. Disclosure of confidential information among agency staff is for professional purposes only and done in a setting that assures privacy. All paperwork and forms with sensitive personal information will be maintained in a locked secured place.

Policies and Procedures

Youth Attendance:

- Consistent attendance is mandatory to maintain your student's spot in the program. In order to keep our programs free/low cost for our families we must maintain consistent attendance levels.
- Elementary and Middle school students are expected to attend a minimum of four days per week. High School students are expected to attend a minimum of two days per week.
- Students are expected to attend the entire program block. Please let the site director know one day ahead of time if you need to pick your child up early.
- When/if you choose to withdraw your student from the program, please notify the program director or office immediately.

Arrivals, Departures and Release of Youth:

- All youth must sign in when they arrive at the program. Elementary age students must have a parent/legal guardian sign out when they pick up that youth. Middle and High School age students must sign out with their group leader before leaving programming.
- Students are never released to any persons other than the parents, unless permission is given by the parent. Parents must specify adults who are authorized to pick-up youth on the Emergency Contact Form.
- Parents must notify the program if anyone not named in the Emergency Contact form will be picking up the youth. This information will be documented on a Verbal Release of Student form and the individual will be asked to produce identification before the youth may be released to them.

Parent Visitation and Communication:

- Parents may visit the program at any time, but must receive permission from the office prior to visiting the classroom.
- Parents are asked to be mindful of postings and newsletters as they contain information concerning programs.

First Aid

- A complete and well stocked first aid kit is kept on site at all times.
- At least one staff person with CPR and First Aid certification is present on site at all times.
- Parents will be promptly contacted if first aid is administered to their student.

Allergies: Please notify the program director of any food or medicine allergies and if your student has asthma and/or uses an inhaler.

Administrating Medications:

- Students are not permitted to bring any form of medication to the out-of-school time program (prescription or over the counter) or to self-administer any medications including inhalers without permission.
- Parents must complete medical forms and produce written instructions by the physician before any medications can be administered. If a form is not completed, the parents are responsible to come into school and administer the medication.

Sick Youth:

- Students that become ill during program hours will be separated from the group and monitored by a staff member while parents are contacted to collect their student.
- If a staff member observes a youth with symptoms of a communicable disease or infection that can be transmitted to others, parents will be notified. The youth will be unable to attend the program until notification from a physician is received stating that the youth is no longer ill or a risk to others.

Hand Washing Policy:

- Staff and youth must wash hands frequently, especially at meal times and after using the toilet.
- Hand sanitizing liquid will not be substituted for soap and water hand washing. It is used when soap and water are not available.

Food and Beverages:

- Your student will be provided with a nutritious dinner.
- Drinking water will be available at all times.
- Outside food and drink will not be permitted at anytime.
- Youth must wash hands before meals.

Safety

Transportation and Field Trips:

- Only youth who have returned a signed permission slip are allowed to go on trips. Verbal parental consent is not acceptable.
- On all trips or outings off-site, a first aid kit, emergency contact information for staff and youth, cell phone and signed permission slips will be carried by staff.

Emergency Policy and Procedures:

- The Site must explicitly document emergency policies and procedures including but not limited to exit maps/routes, notifications, program closures and disaster plans.
- All emergency procedures are available in the staff office and for download on the website.

Dealing with Inebriated Parents:

- Staff has been directed not to release youth to parents or guardians who appear to be inebriated. The facilities' security and/or the police may need to be notified in such an event.

Mandated Reporting of Child Abuse and Neglect:

- Staff are mandated (required by law) to report any suspected child abuse and/or neglect. Staff members will forward all suspected cases of child abuse and/or neglect to PA Child Line.

Supervision and Behavior

Ratios:

- Youth will never be left unattended.
- Staff will adhere to the following staff to youth ratios at all times, Elementary, 1-12, Middle, 1-15.
- When 2 or more children are present in the program at least 2 staff members will also be present.
- When the level of risk for an activity increases (ice skating, martial arts) the lowest staff/youth ratio, 1-12 will be applied. Extra adults will be present on field trips and other outings.

Behavior Policy:

The goal of redirecting youth behavior is to ensure the safety of the program participants and teach good social skills and behavior to participant. We will maintain a relaxed and comfortable environment where youth feel welcomed, encouraged and safe.

- No corporal punishment will be used at any time.
- Staff will ensure that redirection and guidance are consistent, are based on understanding of individual needs and development, and prompt self-discipline and acceptable behavior.
- Good behavior will be recognized and encouraged.
- Students will be taught by example through the use of fair and consistent rules.
- Students will be helped to understand why their conduct is unacceptable, what is acceptable in a given situation, and the consequences of the subsequent behavior.
- All behavioral concerns will be addressed with parents/guardians.
- Parents will be notified if a suspension or expulsion is necessary.

Prior to expecting good behavior from students, the students must first know exactly what is expected of them. Standards for good behavior are clearly communicated to the students at their level of understanding. In all discipline, we will use guidance methods in an atmosphere of love and acceptance. Typical procedures would include the following:

- Talking with the student.
- Withdrawal of privileges and/or rewards.
- Talking with parents.
- Suspension from program.
- Expulsion from program.

Any incident resulting in a withdrawal of privileges and/or rewards, suspension, or expulsion will be documented and a copy will be shared with parents within 24 hours of the incident.

Funding

City of Philadelphia, Out-Of-School-Time DHS-OST Program

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Lenfest Foundation

United Way of Greater Philadelphia and Southern New Jersey

Philadelphia Youth Network

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