

Parent Handbook

Table of Contents

Introduction	1
Program History	2
Referrals and Qualification	3
Grade Levels of SHINE	4
A Typical SHINE Day	6
Attendance Policy	7
Discipline	8
Parent Involvement	9
Emergency Policy	11
Safety	11
Dismissal	>BDC 0 0 0 scn 0 Tc 0

Welcome to the

SHINE Afterschool Program

hosted by Wilkes University

We are excited to welcome you and your child to our program. SHINE (Schools and Homes in Education) is a STEAM (Science, Technology, Engineering Arts and Math) project -based program designed to engage and excite children about learning, and to interest and encourage them to pursue a future in STEAM fields. Our child h

SHINE is based on a successful nationally-recognized program originally developed through Lehigh Carbon Community College and located throughout Carbon and Schuylkill Counties. Research demonstrates that students who participate in afterschool programming have stronger academic ability and increased participation in school throughout the K-12 years. SHINE has shown positive outcomes in these areas over its 10 years of existence.

Program History

Operation Gang Up (OGU) is a regional initiative that was created to address the ongoing problem of gang activity in Northeastern PA. The initiative, founded in 2011 by Congressman Lou Barletta and Senator John Yudichak, combined the expertise of key legislative, education, law enforcement and community leaders. The Institute for Public Policy and Economic Development served as the project's coordinator. Early research conducted by the Institute identified that the most successful efforts at deterring gang involvement included after-school programming and increased parental involvement. The Institute investigated case studies from all over the United States in an effort to identify a model that would meet the needs of Luzerne County. The SHINE program was determined to not only be one of the most successful efforts, but also a program that could be replicated in Luzerne County with minimum modifications. SHINE was developed to address issues plaguing Luzerne County.

Who is a good referral for the SHINE Program?

Students who fit the following description are generally referred to the program by their counselor or teacher:

Grade Levels of SHINE

1. **Home Visiting** - Children in pre -K and Kindergarten participate in a Home Visiting Program. Students at this level are referred by their teachers and are found to need skill- building in basic academic foundations such as letter and number recognition, basic arithmetic, reading and language, and writing and communication skills. This skill

3. Middle School –Students at this level will also follow the SHINE schedule, but will engage in more complex projects and learn about some of the latest technology. Students at

6 A Typical Day at SHINE

The SHINE Program runs 36 weeks out of the year, from mid September to May, and does so in conjunction with your school district's schedule. The program operates Monday through Thursday for 3 hours after school each day. A typical day at SHINE includes:

25 minutes of homework help - Students are advised to prioritize what homework they need assistance with and the teachers and teacher assistants will provide help on those subjects. Always check to be sure your child has completed their homework each night. A child with complete homework is more likely to feel confident and engage during the school day. However, teachers cannot spend more than the allowed 25 minutes on homework, as SHINE is not a tutoring program.



35 minutes dinner and movement activities - All SHINE students will have a meal each day and then participate in some activities to get them moving. Students have been sitting all day. Activities are planned to give them some exercise!

2 hours of project based STEAM activities - Each center may work on different projects based on the age of the students and the project plan for that center. Units are developed to engage students in critical thinking and communication skills, real world issues, an understanding of careers of tomorrow, and an understanding of the importance that education beyond high school plays in their future.

In addition to concentrating on math, science, reading, and writing in a fun, hands-on, creative setting, SHINE students learn character and relationship building and resiliency, and have numerous opportunities for cultural, recreational, and service-based activities.

Attendance

Students who attend school regularly are much more successful in their future endeavors. Attendance is a major emphasis of the SHINE program and regular attendance is extremely important! Your child will be more engaged and show more improvement if they are consistently present. If for some reason your child is in school on a particular day, but NOT going to SHINE, you must let the SHINE teacher know in advance. Otherwise, your child will be expected to be in attendance. Your child's safety is of utmost importance to us, so we need to be sure of their whereabouts at all times.

- If there is no school, there is no SHINE.
- Parents will be asked to sign a parent-teacher agreement to promote regular attendance in school and in after-school programs.
- Teachers will emphasize regular attendance. We strive for 90% attendance rates.
- There are class size limits at all levels of the program, and often a waiting list. If your child does not demonstrate regular attendance they may be removed from the program.

Discipline

SHINE has developed a behavior modification approach that emphasizes positive reinforcement for good behavior. All students are made aware of the behavior policy appropriate to their level of SHINE when admitted to the program. Children that are disruptive, or are a danger to themselves or others, may be removed from the program. Parents and guardians will always be notified when an issue arises. It is important that administration, teachers, and parents partner in ensuring all students have the opportunity to enjoy SHINE as it is designed. Students who continuously make the decision to demonstrate negative or dangerous behavior may be removed from the program. Students may be given a time out from SHINE to evaluate if the program is truly beneficial to the student. The decision

Family Identified Student Goals

When your child enters the SHINE program and at the beginning of each subsequent school year, you will be asked to choose some goals that you would like to see your child achieve. We will work with their teacher to develop an Individualized Instruction Plan while keeping your thoughts in mind.

Family Goals

We will offer information and referrals to various community organizations that may be helpful to your family, such as:

- Food Banks and clothing rooms
- CEO (Commission on Economic Opportunity) services
- Links to library services
- Information on the WIC program
- Information on personal finance
- The opportunity to work on a GED or participate in ESL classes (paid for by the SHINE program). You just need to let us know how we can assist!

Emergency Policy

If there is a change in the emergency contact established during enrollment, it is your responsibility to provide the changes to your child's teacher and the SHINE office. It is important that we are able to reach either you or a designated secondary contact in the case of an emergency.

In the case of an emergency evacuation from the SHINE Center, you children will be moved to a safe predetermined location. This will be shared with you at the beginning of each school year.

You will be provided with the SHINE Cell Phone number of the Lead Teacher assigned to your child's SHINE center. If you need to reach your child at the program, have a question about your child, or need to pick them up early, this is who you must call. The School office is closed during SHINE and the building will be locked.



Safety

Your child's safety is of the utmost concern to us at SHINE! SHINE teachers are made aware of custody issues regarding parent pick-up of students, so please do not be offended if the teacher asks you for ID. We will only release students to the persons named on your paperwork. They must be over the age of 18.

Dismissal and Transportation

Most of the SHINE program sites provide you an option of picking up your child after the program or busing your child to a bus stop close to your residence. *There is no bus transportation home from the Kistler Elementary or Heights Murray Program as all attendees live in very close proximity to the building. NO child is allowed to walk home alone from the SHINE Program or their bus stop. You must provide the program with names of authorized individuals that have permission to pick up your child. Again, your child's safety is very important to us.

At the end of the program, it may be dark, cold, etc. If there is failure to meet the bus on time or pick up your child on time at the school, it may result in your child being dismissed from the program.

Snow Days and Early Dismissals

SHINE does not operate during school vacations, snow days, and cancelation of after-school activities or early dismissals. It does operate on days that have late starts. Because we work with 8 different centers, you will be provided a calendar specific to your child's site each month. It will highlight days off and special events, such as Family Night. If the school changes a day off or something happens that requires us to alter the calendar, you will be notified. If you have any questions, please call the SHINE office at (570) 408-3326.

Early dismissals will be posted on local TV channels (WNEP and WBRE). We also utilize an "All Call" system, called Remind, to notify parents when we have to close SHINE. It is important that you provide us with the most updated phone number to ensure you get these calls, which occur between the hours of 9:00 am and 4:00 pm. Please let the SHINE office know if you do not want to be messaged through Remind.

14 Health Related Concerns

If your child has any food allergies, please let the SHINE office and your teacher know. A monthly menu can be provided to you if your child has special dietary needs. There will only be one meal option served each day. If your child needs an inhaler, even occasionally, please see to it that they have one in their book bag and their SHINE teacher is notified of the necessity. The school nurse is NOT available during the after-school hours. All incidents involving health and safety are reported to the Director of SHINE, as well as logged on an incident report form. You will be called immediately. If you have a question about something that happened during the SHINE day, please free to call both the SHINE teacher and the Director.

Media Events and Field Trips

Parents are asked to sign a photo release form upon enrollment. If you do not want your child photographed during an event, kindly indicate so. Our after school program is highly newsworthy, and we often capture the attention of the media and enjoy sharing the great things our SHINE children do with our community. From time to time, there may be an opportunity to attend a learning experience outside the classroom. If this is planned, you will be asked to sign a special permission slip before the event.

Administration

(570) 408 - 3326

Office Address

Wilkes University
University Towers Building, Suite C
141 South Main Street
Wilkes -Barre, PA 18766

Mailing Address

Wilkes University
84 West South Street
Wilkes -Barre, PA 18766

Director: Carol Nicholas

Asst. Director: Marlon Pitts

Asst. Director: Deanna Drako

Administrative Assistant / Enrollment Specialist: Carrie Jackson

Social Media

Our SHINE Program also has a Facebook page (<https://m.facebook.com/SHINELuzerne/>). Please check it out to see what is going on at SHINE!

Parents'

Acknowledgement Form

***Please detach this page and send back to SHINE with your chi Id. Submission of this form allows SHINE to recognize that you understand the SHINE program and your participation in it as a parent or guardian of a SHINE student.

Student Name:

Parent or Guardian Name (print):

Parent or Guardian Signature:

Date:
