



**REACH Summer Learning
at Chattanooga Christian School
3354 Charger Drive
Chattanooga, TN 37409**

**Summer 2020
Enrollment Packet**

*Please complete all enclosed forms and return to the Chattanooga Autism Center at 1400
McCallie Avenue, Suite 100, Chattanooga, TN 37404*

Parent Information about the REACH Summer Learning Program

What is REACH Summer Learning?

The REACH Summer Learning program provides children with a safe and structured summer learning environment where individual goals are strengthened and maintained through a highly qualified teaching staff with low student to teacher ratios. We utilize the principles of Applied Behavior Analysis to maximize learning across social, emotional, academic, adaptive, and daily living skills with a focus on communication and independence. The program is in session for six weeks during the summer and operates 3 days/week (Tuesdays-Thursdays) from 9:00 AM - 2:30 PM. The program accepts children age 5 – 15 that have an IEP or 504 Plan as well as typical developing children who would benefit from a structured and intensive learning environment. Research has consistently shown that children of all abilities benefit from inclusion

Who can apply to be a part of REACH Summer Learning?

- Children age 5-15 years with a primary medical or educational diagnosis of autism as well as children with other developmental and/or intellectual disabilities.
- Children who are currently enrolled (school year 2019-2020) in a special education classroom (ie. DCC, CDC) in Hamilton County or a neighboring school district.
- Typical developing children who would benefit from a structured learning environment over the summer.

What needs to be done to complete the application process?

___ Complete the Enrollment packet; which includes an intake assessment and waiver

___ Read and sign the Parent Handbook

___ Read and sign Financial Contract

___ Read and sign the Parent Commitment form

___ Submit a copy of your child's current IEP or 504 Plan (if your child is not selected for the program, we will return the copy to you)

How will the selection process work?

Children who attended the 2020 REACH summer program and meet the new eligibility criteria listed above will be given early enrollment to secure their spot for the 2020 program. Children will be selected to participate in the program based on eligibility requirements and making sure classroom resources are appropriately distributed. A committee made up of at least one staff member, social worker/psychologist, and REACH coordinator will select the students who will participate in the 2020 REACH summer program. We will notify parents of our decisions by March 31st, 2020. A non-refundable deposit of \$100 will be due at the time your child is selected for the program to secure your spot for the summer. The remaining tuition will be due before the first day of the program. A waitlist will be maintained if we have more applicants than available spots. Only fully completed registration packets (all signed documents and a copy of your child's IEP) will be considered for enrollment.

REACH Summer Learning
APPLICATION FOR 2020 SUMMER ENROLLMENT

Please mail or hand-deliver your completed enrollment packet to the **Chattanooga Autism Center:**

*Chattanooga Autism Center
1400 McCallie Avenue, Suite 100
Chattanooga, TN 37404*

Student Information:

Full Name: _____ Home Phone _____

Date of Birth: _____ Sex: _____

Child's Address:

Child's School during 2019-2020 year:

Child's School **Placement** during 2019-2020 year (ie. DCC, CDC, Regular Ed etc.):

Child's Diagnosis and evaluation conducted by whom:

Mother's Name:

Address:

Home Phone:

Employer:

Work/Cell Phone:

Email:

Father's Name:

Address:

Home Phone:

Employer:

Work/Cell Phone:

Email:

Please list any allergies, special medical or dietary needs, or other areas of concern:

Child's Physician & Phone:

Hospital Preference

The child will be released to the custodial parent and the persons listed below. The following people will also be allowed to pick up the child from the program and can also be contacted and are authorized to remove the child from the facility in case of illness, accident, or emergency, if for some reason the custodial parent cannot be reached.

Name _____ Work# _____ Home# _____

Name _____ Work# _____ Home# _____

Name _____ Work# _____ Home# _____

There is a 10% non-refundable deposit due by March 31st, 2020 once your child has been selected for the program. Checks should be made payable to the Chattanooga Autism Center.

Parent's Signature: _____ Date: _____

REACH Intake Assessment

Child's Name: _____ Person Completing Form & Relationship _____

Please circle your answers and provide any necessary or beneficial additional information:

- 1) Is your child potty trained?
 - a. **Yes**, he/she is completely independent with a toileting routine
 - b. **Partially**, he/she is mostly potty trained, but still needs some assistance
 - c. **No**, he/she is not potty trained

Comments: _____

- 2) How does your child communicate?
 - a. High verbal communication
 - b. Limited verbal communication
 - c. Non-verbal communication – PECs, assistive technology, sign language, or other (please specify)

Comments: _____

- 3) Does your child have the following behaviors (please explain all “yes” and “sometimes” answers)?
 - a. Aggression: **Yes/often**, **Sometimes**, or **No/rarely**
 - b. Anxiety: **Yes/often**, **Sometimes**, or **No/rarely**
 - c. Bolts, runs: **Yes/often**, **Sometimes**, or **No/rarely**
 - d. Hyperactivity: **Yes/often**, **Sometimes**, or **No/rarely**

Comments: _____

4) What is your child's independence level for the following activities?

a. Eating:

Fully independent Needs some assistance Needs full physical assistance

b. Completing small tasks/table work:

Fully independent Needs some assistance Needs full physical assistance

c. Washing hands:

Fully independent Needs some assistance Needs full physical assistance

d. Dressing self:

Fully independent Needs some assistance Needs full physical assistance

Comments: _____

5) Does your child have any medical conditions (please explain a "Yes" answer)?

a. Yes, _____

b. No

Is there anything else you would like to tell about your child, their behavior, or their academic abilities?

REACH Summer Learning
Financial Contract
Total Tuition for the summer of 2020: **\$1,000**

_____ (initial) I understand initial fee to hold my child's spot in the summer program is 10% of tuition (**\$100**), which is non-refundable and due by March 31st, 2020.

_____ (initial) I understand I must supply all ***non-standard*** materials specific to my child's IEP and summer goals to the classroom teacher. All parents must schedule a time to meet with the classroom teacher in early May, prior to the start of the summer program, to discuss your child's needs and goals.

_____ (initial) I understand remaining tuition for the 6-week summer program is **\$900**, which is due in its entirety by the first day of the program. The tuition is ***non-refundable and will not be prorated;*** even if your child must miss school due to illness, vacation, appointments, etc. We will also not be able to refund tuition if you decide to terminate your child's placement in the program for any reason.

Parent/Guardian (Print Name)

Date

Parent/Guardian (Signature)

Parent Commitment Form

REACH relies on the commitment of our parents to run smoothly each summer. This requires each family to turn in paperwork and fees by set deadlines and attend parent/teacher conferences during their designated time. It is equally important that parents follow all pick-up/drop-off procedures and sick policies throughout the summer and make sure their child has all the supplies needed for each day.

Thank you for your commitment to making REACH a success for our children!

_____(initial) Each family must attend one **parent/teacher conference** in May before the beginning of the program, where you will get to meet your child’s teacher for the summer and discuss specific goals and objectives. Dates TBD.

_____(initial) Parents must abide by the handbook sick policy and not send their child to school until they are fever/vomit/diarrhea-free for at least 24 hours. Parents must make sure they can be reached at any point during the school day in case of sickness or an emergency.

_____(initial) Parents must arrive **NO LATER than 9:15 AM for morning drop-off**. Doors will be locked and classes will be in session at this time. Your child will not be able to attend that day if arriving after 9:15 AM. Doors will open daily at 8:55 AM.

_____(initial) Parents must arrive **NO LATER than 2:40 PM for afternoon pick-up**. **If you are late more than 3 times for pick-up, your child will be dismissed from the program without tuition refund.**

Parent/Guardian (Print Name)

Date

Parent/Guardian (Signature)



PARENT HANDBOOK

FOR

REACH Summer Learning

at

Chattanooga Christian School

3354 Charger Dr

Chattanooga, TN 37409

June - July 2020

The purpose of the REACH summer learning program is to provide each child with a safe, structured, diverse, and inclusive summer learning environment where individualized goals are maintained and strengthened through a highly qualified teaching staff with low ratios.

ABOUT OUR PROGRAM

We accept children age 5 – 15 years old that have an IEP or 504 Plan as well as typical developing children who would benefit from a structured and intensive summer learning environment. The summer program will have a particular focus on communication and independence skills.

The summer curriculum your child will follow will be based on his/her current IEP/504 Plan and/or your prioritized goals. Each family will meet with the classroom teacher in the spring, prior to the start of the summer program, and discuss what goals and objectives will be maintained and taught for each child during the summer. It will be helpful if you brainstorm ahead of time and make some decisions about which goals and objectives are most important for your child to maintain during the summer and how we can help him/her achieve this. You will be responsible for providing any **non-standard** classroom items required to help your child with his/her goals.

We require \$100 of tuition be paid by March 31st to secure your spot for the summer. This is non-refundable. The remaining tuition will be due the week of May 11th during parent/teacher conferences. The tuition covers the entire 6-week summer program and will not be modified even if your child misses due to illness, vacations, etc. It is likely we will have a waitlist for the program, so please let us know as soon as you can if your child will not be attending the program for any reason.

2020 SUMMER CALENDAR

The REACH summer program will be in session the following days in 2020:

June 9, 10, 11	June 16, 17, 18	June 23, 24, 25
July 7, 8, 9	July 14, 15, 16	July 21, 22, 23

POLICIES AND PROCEDURES

Prior to admission, ALL forms must be completed and signed.

Our three day a week program is from **9:00 am until 2:30 pm** on Tuesdays, Wednesdays, and Thursdays. You must **sign your child into and out of** their room each day. Your child will only be released to persons whose names appear on their enrollment form. Identification will be required.

If your child is picked up after 2:40 pm there will be a \$10 late fee per every 5 minutes late. If you are late more than 3 times, your child will be dismissed from the program without tuition refund.

Children will not be allowed to enter the classroom after 9:15 am, so it is essential that you arrive to the classroom on time each morning. You will be turned away if you arrive after 9:15 am. We are instating this policy due to the level of disruption late arrivals cause to the classroom environment and essential learning time for our children. Teachers start class promptly and cannot be interrupted to receive your child once lessons have begun. Please plan your commute and morning routines accordingly.

Your child must bring his/her lunch each day. All bags, containers, cups, and food must be labeled with your child's first and last name. Also, each child will need to bring pull-ups (if applicable) and change of clothes.

Please see that your child is appropriately dressed. Children will play outside daily unless it is raining. Please do not dress your children in sandals, crocs, or flip flops. Closed toe tennis shoes are a must!

IMPORTANT MEETINGS

There is one important meeting we ask parents to attend for the REACH summer learning program:

- 1) A parent/teacher conference will be scheduled in May with your child’s teacher to go over prioritized IEP goals for the summer program.

STAFF

Our staff is First Aid and CPR certified. Our staff is comprised of BCBA’s, BCBA candidates, and certified teachers with experience teaching children with autism, Down syndrome, and typical developing children.

GRIEVANCE POLICY

If a parent or family member has a complaint or concern regarding the program it needs to be put in writing and given to the REACH Coordinator (Alex Mahoney). The Coordinators have one week to schedule a meeting between themselves and the concerned party. You can also contact Dave Buck at the Chattanooga Autism Center to file a complaint or ask for a meeting of concerned parties.

SICK POLICY AND MEDICATION

We will not administer medication of any kind. If your child is running a fever of 100 degrees or higher, vomiting, or has diarrhea he/she will not be allowed to attend our program. If this occurs while they are with us, we will call you to pick your child up. Your child must be without fever for at least 24 hours before attending our program.

PARENT HANDBOOK

I have read and understand the policies of this facility and agree to abide by them.

Parent’s Name _____

Date _____

Parent’s Signature _____

Child’s Name _____

PHOTO/VIDEO RELEASE

I give permission to REACH Summer Learning Program to take pictures or videos of my child for educational

purposes or to show progress on goals. These pictures or videos will only be used as the parent chooses (i.e. you may wish to share them with your child's teacher in the fall). We will not post any pictures of children on any website, Facebook or the internet.

Child's Name _____

Date _____

Parent's Name _____

Parent's Signature _____