



RAINEY INSTITUTE
Where the arts change lives

After School Program - Pivot
Program Handbook
Effective September 1, 2023

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Cleveland, OH 44113
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Table of Contents

Table of Contents	2
Parent Feedback, Questions, or Concerns	5
Office Hours	5
Program Schedule	6
Program Fees & Attendance	6
Program Tuition	6
Voluntary Withdrawal	6
Late Pick Up Fee	6
Attendance	6
Make Up Classes	7
Payment Methods	7
Year End Statement	7
Non-Sufficient Fund Fee	7
Tuition Assistance	7
Definition of Household	7
Supervision	7
Drop Off Process	7
Pick - Up Process	8
Parental/Caregiver Responsibilities and Conduct	8
Release of a Child	8
Custody Agreements	8
Protection Order	8
Student Under 18 Years of Age Not Picked Up	8
Transporting Students In Staff Vehicles	9
Transportation to Rainey on School Bus - After School Program Only	9
Use of Technology & Personal Devices	9
Food Program	9
Health & Safety	9
Communicable Disease	9
Students Sent Home Due to Illness	10
First Aid & CPR Administration	10
Incident Reporting for students Under the Age of 18 years old	10
Abuse Reporting Requirement	10
Medication Administration for students Under 18 Years of Age	10
Students with Health Conditions	10
Evacuation	11
Student Conduct	11

The Rainey Norms	11
Progressive Discipline	11
Zero Tolerance	12
School Bus Transportation Safety Rules	12
Lost and Found	13
Rainey Dance Academy	13
Dancer Expectations	15
Communication - BAND	15
Class Attire	16
Music Programs at Rainey	17
El Sistema	17
Student Groupings	19
Intergalactic ART Weekly Class Schedule Monday-Friday 4-6PM	20
Teaching Faculty	20
Important Dates	21
Parent & Student Expectations	21
Art Adventures	22
Weekly Schedule	22
AA Performances & Events	22
STAGES Performing Arts Program	23
Weekly Schedule	23
Performance Dates	23



Dear Parents and Guardians,

Welcome to Rainey Institute's After-School Program at our new Clark Fulton location. We are delighted to have your child attend and hope they will find our program a rewarding experience. This handbook is designed to give you a helpful insight into our program. It includes detailed information about the activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

The Rainey Institute After-School Program strives to provide an atmosphere where children can enjoy, grow, and learn through the arts. The staff always welcomes suggestions and ideas that will help us to make your child's time with us beneficial and rewarding. We encourage you to share your thoughts and ideas with us at any time.

Many thanks go to the program leadership staff for their ongoing commitment to the After-School Program and to the teaching artists for their energy and the outstanding job they do with your children each and every day, and to your continued support and encouragement.

If you have any questions about the content of this handbook, please feel free to call me at 216-881-1766 or email me at jharris@raineyinstitute.org.

Sincerely,

Dr. Jennifer Harris

Dr. Jennifer Harris
Executive Director

Introduction of Rainey Institute

Our History

Rainey Institute is where the arts change lives by providing arts education programs for children in Cleveland. In 1904, the organization was created by Eleanor B. Rainey as part of the early Settlement House movement to help immigrants who settled in eastern Cleveland neighborhoods. Rainey reviewed and changed its mission in 1966 to become an arts education center for children in Cleveland. In January 2011, Rainey moved into the new 25,000 square foot community arts facility, just four blocks away. As a result, Rainey has expanded its traditional programs to serve more children and youth. Rainey Institute has experienced significant growth since moving into the new facility at the Pivot Center for Art, Dance, and Expression located in the Clark Fulton neighborhood. We now serve over 1000 children annually, from age 2 years of age 18.

Our staff and faculty recognize potential in all of its forms. Regardless of artistic ability, we enable children and youth to become positive, contributing citizens. Rainey Institute has been serving Cleveland families for over a century. Its longevity sets us apart and is a testament to the dedication and passion we have for the families in Cleveland.

Our Mission

Rainey Institute develops positive growth for Greater Cleveland's youth through education and engagement in the visual and performing arts.

Our Vision

Rainey Institute develops self-esteem, humanitarian values, work ethic, life skills, and hope in a new future for all program students.

Parent Feedback, Questions, or Concerns

It is our goal to ensure you and your child have the best experience. If, at any time you have a question or concern about our programs or services, please contact us at 216-881-1766 or by email so we may work with you to answer your question or resolve a concern:

Dr. Jennifer Harris, Executive Director	jharris@raineyinstitute.org
Brandon Lipford, Director of Arts Education	blipford@raineyinstitute.org
Devan Hayes, Dance Program Manager	dhayes@raineyinstitute.org
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Meng-Hsuan Wu, Visual Arts Program Manager	mwu@raineyinstitute.org
Andrea Soncina-Hubbard, Arts Education Coordinator	asoncina@raineyinstitute.org

Office Hours

The Clark Fulton site is open daily Monday through Friday from 2:00 a.m. through 6:00 p.m. and from 9:00 a.m. to 3:00 p.m. on Saturdays, when programming is in session. All calls are routed to the main campus at Hough, and staff are available to answer calls between 9:00 am and 6:00 pm.

Program Schedule

Scheduled Closings

Rainey Institute is closed for holidays and also on specific days that the schools are closed. A calendar will be provided to parents and will also be made available on our website as well as posted in the facility. Reminders will also be sent out to parents for every closing via email and on our website and social media.

Unscheduled Closings

Rainey Institute will close when the Cleveland Municipal School District is closed for the day in planned and unplanned instances. Rainey Institute may close due to building maintenance (lack of water, heat, etc.). The Executive Director has the responsibility of deeming the conditions unsafe for students and to close the building. Parents will be notified by phone and email. In the case of planned or unplanned closures programming is not rescheduled. Performances may be rescheduled depending on the event.

Program Fees & Attendance

Program Tuition

Tuition is billed automatically on the 1st of the month and due by the 5th of the month. The \$25 non refundable deposit is due at time of registration and taken out of the first month's tuition.

If tuition is not paid your child will not be able to return until tuition is paid in full. All holidays, school closings, and breaks have been incorporated into the cost. Refunds will not be given for absenteeism due to illness or emergencies. If a withdrawn form is completed and two weeks are provided, a refund will be prorated from the last week of enrollment through the billing cycle.

Voluntary Withdrawal

If you intend to withdraw the student from our program, a withdrawal form must be completed by the front office. A two (2) week notice must be given in order for any tuition to be refunded. Any tuition paid from the date of withdrawal will be refunded. Refunds, in the form of the payment, will take up to two (2) weeks to process.

Late Pick Up Fee

A late pick-up fee will be charged after 6:05 p.m. at the rate of \$5.00 for the first minute and then \$1.00 for every minute after per child. Late fees will be charged and must be paid by the end of the week for the child to continue to attend. Rainey reserves the right to withdraw your child for excessive late pick ups.

Attendance

Parents need to contact Rainey Institute if their child is unable to participate in a program on any given day. Rainey will contact a parent if a student has not been present for three (3) days. In the case a student has not been present for a consistent 10 program days, Rainey will automatically withdraw the child. In this case no refund will be given for time the child was not in attendance. Any advanced payment will be refunded from the last day of the month of the child's attendance.

Make Up Classes

Rainey Institute does not reschedule canceled classes whether the student misses or the class was canceled due to an emergency or event beyond our control (no electricity, covid closure, etc.). Rainey Institute does not issue refunds for any missed classes.

Payment Methods

Payment must be made via our Active registration system by credit card.

Year End Statement

Parents may request a year end statement from Rainey Institute for tax purposes. Rainey Institute tax identification number is 34-6555952.

Non-Sufficient Fund Fee

There is a \$36.00 charge for all returned payments from the bank for insufficient funds. Checks will not be permitted after one insufficient fund charge.

Tuition Assistance

Rainey Institute participates in the Ohio ACE Scholarship program. [Eligibility guidelines](#) can be found on our website under the parent tab located on the bottom of the front page. Children who reside in a household with an Adjusted Gross Income (AGI) at or below 400% of the federal poverty level based on the household's most recent federal income tax return qualify for an ACE Educational Savings Account of up to \$1,000 per year.

All families needing tuition support must apply for Ohio ACE. If denied and the family is still in need of tuition assistance, the family may apply for tuition assistance through Rainey Institute. Applications are located on our website under the parent tab on the bottom.

Aid is provided based on income and extraordinary circumstances. The federal poverty guidelines are used to determine eligibility. Applications are available in the front office and online. The application must be completed and must be renewed annually. Students will receive formal approval of the aid within ten (10) business days upon completion of an application.

Definition of Household

Rainey Institute used the Ohio Department of Job and Family Services definition of household "a private residence including the members of the family living therein and/or unrelated individuals living in the same residence and sharing common living areas."

Supervision

Drop Off Process

All students must be signed in at drop off. If they are traveling to Rainey on a School Bus, staff will sign the students in. When parents or another caregiver are dropping off a student under the age of 18 yrs. old, they must walk the

student into the facility and sign them in. Doors will open 15 minutes prior to any program starting. If a program is in process, the student must wait in Ted's Place until the doors open.

Pick - Up Process

If the student is under the age of 18 yrs, Rainey will only allow for a person listed on the pick up form to pick up. We ask that the person picking up arrive 5 minutes prior to the end of class. Students are engaged in programming until that time and may have a difficult time finishing a piece of work or learning the choreography to a dance, lines for a play, or music for an instrument if picked up early on an ongoing basis.

Parking can get congested during pick up. Persons picking up must park in designated parking spaces to ensure the safety of those coming and going from Rainey.

Parental/Caregiver Responsibilities and Conduct

At no time will Rainey Institute tolerate belligerent, disrespectful and/or aggressive behavior by a parent or caregiver. Rainey has a no tolerance policy and in this case the parent/family member/caregiver will no longer be allowed to be onsite.

Release of a Child

Staff will release students under eighteen (18) years of age only to a person eighteen (18) years or older listed on the Pick Up form. If an emergency arises and the parent needs to have another person pick the child up, they must call and speak with an administrator and provide the "code" word.

Safety is our number one priority. The first time someone other than the regularly scheduled person picks the student up they must provide the code identified on the Pick Up form and show a valid photo identification prior to signing the student out. If the person does not have photo identification they will NOT be allowed to pick the student up. Please let your designee(s) know to bring photo identification ahead of time so that they do not forget their ID or take offense.

Staff will NOT release the student to anyone who appears to be under the influence of drugs or alcohol. In this case an emergency contact will be contacted to pick the student up.

Custody Agreements

A parent or legal guardian of a student participating in Rainey programming who is not the child's residential parent shall be permitted unlimited access to the facility and be afforded the same rights as the residential parent. In the case that the program has not met the parent he/she will be asked to provide a State ID prior to visiting or picking up their students. At no time will Rainey Institute enforce a custodial, parenting or a visitation schedule.

Protection Order

If, at any time, a protection order is filed for a parent/guardian/family member of a student enrolled in programming, the parent must provide documentation of the protection order. If the individual the protection order against attempts to have contact with the named student, the Police Department will be contacted. The parent will be notified after the incident.

Student Under 18 Years of Age Not Picked Up

In the case that the student under 18 yrs of age is not picked up at their regularly scheduled time, the staff will check to see if the parent left a message. If not they will wait until the end of the program and contact the parent. If the

parent does not answer they will contact the emergency pick up person listed. If the effort to contact the emergency pick-up person fails, the staff will try to contact the parent (s) one last time prior to calling children services. If a child is not picked up more than 2 times, the child will be withdrawn from the program.

Transporting Students In Staff Vehicles

Rainey Institute will NOT transport any student in a personal vehicle. If the student misses the bus, the parent will be contacted by the student or school to arrange for transportation to Rainey Institute or home. In the case of any emergency 911 will be called and the cost assumed by the parent.

Use of Technology & Personal Devices

Technology (cell phones, tablets, etc.) is NOT permitted to be used for non-educational purposes while in programming at Rainey. There may be times when the students are asked to use a device for programming purposes. If the student's use of technology is disruptive to the class, the faculty has the right to confiscate it and return it at the end of the day. It is the student's responsibility to remember to pick it up when leaving. Rainey Institute is not responsible for lost or stolen items.

Food Program

Rainey Institute collaborates with the Greater Cleveland Food Bank to provide a "nut free" meal to students. A Food Bank dietician develops the menu to ensure it meets all USDA standards. Students will receive one serving of a fruit, one serving of a vegetable, a protein, a grain, and milk.

Meals are offered and served upon arrival for a two hour time frame. Students with health conditions that include food substitutions must have a Health Care plan on file prior to making any modifications. See Health Care Plan.

Health & Safety

Communicable Disease

Rainey Institute provides students with a clean and healthy environment in an effort to avoid contraction of a communicable disease. However, we realize that students become ill from time to time. Rainey Staff is trained to recognize the signs and symptoms of various communicable diseases. If a child presents with what appears to be a communicable disease, the parent will be contacted and the child sent home. The child will be unable to attend Rainey programming until free of the symptoms according to the Health Department Communicable Disease Chart or if a release from a physician stating the child may return to school is provided. Should a child have a communicable disease a notice will be posted to alert other parents of the symptoms.

Students Sent Home Due to Illness

A child exhibiting symptoms of an illness will be sent to the office away from other students so they can be monitored, then discharged to the parent. A child must be fever free for 24 hours without fever reducing medication, and able to participate in all activities before returning to Rainey.

First Aid & CPR Administration

There is always one staff member on site that has received training in First Aid, Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and tender loving care.

In the case the injury/illness is assessed as being more severe, first aid will be administered and the parents contacted immediately to assist in deciding an appropriate course of action.

In the case of an injury/illness that is determined to be life threatening or need emergency treatment, the EMS will be contacted, parents will be notified, and a staff member will accompany the student to the hospital with all available health records. Rainey Institute is not able to serve any child whose parents do not provide permission to transport to emergency treatment.

Incident Reporting for students Under the Age of 18 years old

In the event of any of the following occurring the parent will be contacted that same day:

- The student receives a bump or blow to the head;
- The student has to be transported by EMS; or
- An unusual or unexpected event occurs which jeopardizes the safety of the student.

The person picking up your child will receive a copy of the incident and be asked to sign the report. If a child requires emergency transportation, the report shall be available twenty-four hours after the incident occurs.

Abuse Reporting Requirement

All staff members are mandated reporters of child abuse. If staff have suspicions that a student is being abused or neglected, they must make a report to the local children's services agency.

Medication Administration for students Under 18 Years of Age

Rainey Institute will only administer medication when it has been prescribed by the student's physician and written documentation is provided. Medication must be in its original container and administered in accordance with instructions provided by the physician's orders/prescription label. Rainey will not give the first dose of any medication to the student. The medication must not be expired nor should the actual prescription. If the student should have an emergency medication prescribed and it is not onsite, the student may not attend. Emergency medications must be onsite at all times the student is onsite.

Students with Health Conditions

In the case that a parent indicates the student under the age of eighteen (18 yrs) has a health condition a Health Care Plan will be completed and updated annually. All staff who interact with the student will be trained on the Health Care plan.

Evacuation

In order to prepare students for the unlikely evacuation, the center conducts fire drills, bad weather drills, and lock down drills. Should there be a need to evacuate due to fire, weather conditions, or loss of power or water to the center, our emergency evacuation destination is CMSD Luis Muñoz Marin School Dual Language Academy, 1701 Castle Ave, Cleveland, OH 44113

In the event of an incident where we need to evacuate, Rainey Institute will:

- Disseminate information to inform parents about what is known to have happened.

- Implement a plan to manage phone calls and parents who arrive at Rainey Institute.
- Describe how the organization is handling the situation.
- Keep parents informed about when and where Rainey Institute will resume services.

The following practices will be utilized to disseminate information externally when appropriate:

- Mass Communication System: When mass communication of a standard message is necessary a message will be sent via email to all parents.
- Social Media: Social Media may be used to disseminate information of a hazard or threat situation to students, parents, and the surrounding community.
- Computers: May be used for communication both within the school and to other sites. An assigned staff member(s) will post information such as school evacuation, closure or relocation on Twitter and Facebook page.

Student Conduct

In order to create the best possible environment for our students, we expect all students, teachers, and families to follow the Rainey Norms when they are here. The Rainey Norms are as follows:

The Rainey Norms

1. We are respectful of ourselves and others
2. We put forth our best effort
3. We are kind and considerate in our words and actions
4. We keep our Rainey space safe and clean
5. We follow staff instructions

In most situations, the student discipline can be addressed in the classroom by the teacher. Should a student continue to disrupt the learning environment, that student will be removed from the class and a written behavior report will be filed. A copy of this report is made available to the parent. Students who continue to display poor behavior may be subject to suspension or expulsion from the program at the discretion of the Program Manager.

Progressive Discipline

Our goal is to transform the lives of your children by providing them the opportunity to experience the arts. We realize the student comes to our program after having to follow rules and focus all day at school. In an effort to support each child's learning, our staff use positive reinforcement strategies by acknowledging positive behavior, showing positive alternatives, modeling desired behavior, and encouraging the student to make the right choice and control their own behavior/solve problems through talking. In most situations, the student's discipline can be addressed in the classroom by the teacher. Should the student continue to disrupt the learning environment, that student will be removed from the class and a written behavior report will be filed.

If any of the behaviors consist of breaking any of the following rules, the student will be an automatic removal from the classroom and the parent contacted to determine the appropriate course of action: *(Please note that this list is not exhaustive and administration has the discretion to add items to this list based on situation*)*

- Use of profanity or derogatory slurs toward a group
- Intentionally touching another's private parts or showing private parts to others
- Stealing

- Elevated verbal attack with a staff person or student
- Intentional destruction of any property
- Threatening physical fight or injury with an object (gun, rock, etc.)
- Use of a play weapon
- Purposeful attacks made to harm, intimidate or coerce someone perceived as vulnerable
- Spitting
- Physical fighting
- Locking students/faculty/staff out of a room

Zero Tolerance

There are some behaviors that Rainey Institute will not tolerate by children or adults while on the school bus, at the center, or during events/field trips. This behavior will result in a child's immediate suspension or expulsion from the program (**Please note that this list is not exhaustive and administration has the discretion to add items to this list based on situation**).

- Use of or possession of drugs
- Use of or possession of a weapon
- Leaving the facility without permission - students only
- Intentional misuse of school emergency system
- Sexual acts (touching private parts, etc.) on self or another with/without permission
- Adult yelling and use of profanity toward staff

After any child has had multiple suspensions the Director of Arts Education and/or Program Manager will schedule a parent meeting to discuss the child's behavior and to develop an intervention plan. Rainey Institute will also provide resources/referrals for programs for support. If a parent refuses to meet, the child will be withdrawn from the program and/or organization.

School Bus Transportation Safety Rules

Children taking the school bus provided by Rainey Institute to/from programming must follow the rules in order to maintain safety on the bus at all times.

- Follow Rainey covid guidelines for mask wearing.
- When getting on the bus, go directly to a seat. Remain seated and facing forward for the entire ride.
- Talk quietly so the driver will not be distracted.
- No eating is allowed on the bus.
- If you need to talk to the bus driver: wait for the bus to stop, raise your hand, and call the driver's name.
- Never throw things on the bus or out the windows.
- Never play with the emergency exits.
- Keep the aisles clear at all times.
- When getting off the bus, make sure you walk (not run) NO PUSHING. Stay away from the bus wheels and watch out for moving cars!
- Once you get off the bus, go straight into the building so you can be logged in by an adult after school teacher.
- If you leave something on the bus, never return to the bus to get it. The driver may not see you come back and they may begin moving the bus to tell an adult what your situation is. The driver will also check for forgotten items and bring them to a staff member.

- If you drop something near the bus. Tell the bus driver before you attempt to pick it up, so they will know where you are.
- When the bus approaches the stop to pick up students, always remain 20 feet away from the bus to be out of the "Danger Zone" and where the driver can see you.

****IMPORTANT**** If a child misses the bus from their school, the school has care, custody, and control of that child, therefore, the school will contact the parents to arrange for transportation to Rainey Institute or home. At no time is Rainey Institute staff allowed to transport a child in their vehicle.

If a child does not follow the school bus rules, the progressive discipline strategy above will be applied. Please note that in the case of a child's behavior on the bus resulting in a suspension, the school will be made aware of the incident as well.

Lost and Found

Should a student leave an item at Rainey it will be placed in a box in the coat room. Students should not bring valuable toys/items to Rainey. Rainey is not responsible for lost or stolen items.