



## ALACHUA COUNTY SCHOOL DISTRICT 21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS AFTER-SCHOOL PROGRAM

### 2019-20 Parent/Student Handbook



Student STEM activities: Engineering with Leggo Kits, Cubelits robotics, Pre-Coding with Bee-Bots.

**Elementary Sites:** Alachua, Foster, Idylwild, Irby, Lake Forest, Metcalfe  
**Middle School Sites:** Lincoln, Westwood

#### **Contact:**

**[www.sbac.edu](http://www.sbac.edu). CLICK ON DEPARTMENTS. CLICK ON 21<sup>ST</sup> CENTURY. Select school for Program Coordinator contact, program schedules, and participating locations.**

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### **What is the 21<sup>st</sup> CCLC Program?**

Florida's 21st Century Community Learning Centers (21stCCLC) are federally grant-funded, **FREE** academic after-school programs for students and their families to continue learning new skills and discover new abilities after the school day has ended. The focus of these programs is to provide expanded academic and personal enrichment opportunities. Programs operate Mondays-Thursdays (**NO FRIDAYS**) directly after school for approximately 10 hours per week across the school year. Summer programs operate approximately 7 weeks. Because these programs are provided through federal grant funds, grant compliance requirements apply. These include participation in family engagement events, regular attendance, and progress chats with teachers.

Students are enrolled through an application process. Enrollment does not guarantee acceptance, and it is not a first come/first serve process. If your child is accepted, a program representative will contact you either by phone call or letter to review program expectations and policies, and advise you of your child's start date. Students are expected to attend regularly to gain the most academic benefit, and may forfeit their slot if attendance is not regular. Programs do maintain waiting lists.

### **Program Organization**

As the Alachua County School District Project Manager, Melissa Montgomery oversees school-based 21<sup>st</sup> CCLC programs in the Alachua County school district. Each program is staffed with a site coordinator who takes a lead role in the day-to-day operations. Florida certified teachers and support staff deliver the program curriculum, which is designed to be STEAM oriented project-based learning. The 2019-20 project is Sponge Cities. This team of professionals collaborates on a regular basis with regular day teachers and administration to determine the best way to help each child improve.

Below is a list of participating school programs and the grant names:

- **Project Discovery:** Idylwild Elementary, Lake Forest Elementary, Metcalfe Elementary
- **Project Inspire:** Irby Elementary, Alachua Elementary
- **Project Vitalize:** Foster Elementary, Lincoln Middle, Westwood Middle

### **Application**

An Application Packet must be completed for each student who enrolls in a 21<sup>st</sup> Century program. These packets are available at the program's school site and on the district website, [www.sbac.edu](http://www.sbac.edu), click *Departments* link, then click *21<sup>st</sup> Century*. Students may not begin in the program until parents have received written confirmation of acceptance or a phone contact of acceptance by the Site Coordinator or school administration. This notice of acceptance will include a start date for when to attend and other important information.

### **Parent Orientation and Family Engagement Events**

Based on 21<sup>st</sup> CCLC grant requirements, a parent or a Family Representative is expected to attend FIVE FAMILY ENGAGEMENT EVENTS PER YEAR. These events are designed to show-case program activities and to share community resource information with families. A different Parent or Family Representative may attend any event. Family Representatives include relatives and close family friends who support the student's education.

- ONE program orientation as scheduled by the Site Coordinator. Parent/Family Representative sign in is required. A one-question survey is included on the sign in sheet. This is a great time to learn information and ask questions!
- FOUR Show-Case Events, schedule TBA. Parents and/or family representatives are required to participate in FIVE family engagement events per year. Community resource information will be distributed at these events, with a short survey follow-up.

### **Attendance Policy**

Regular attendance is required to ensure optimal academic benefits. Students report to programming directly after school. Students are expected to stay for the duration of the program. Frequent absenteeism may result in removal from the program since another student may benefit from services. Extenuating circumstances may be excused absences such as illness or family emergencies.

### **Behavior Policy**

The afterschool and summer programs have a discipline policy aligned with the regular school day that gives positive guidance, allows for redirection and sets clear behavior limits. Repeat misbehaviors may result in suspension or expulsion from the program. All regular school day rules apply in 21CCLC programming.

### **Special Needs Student Policy**

It is the goal of the 21st CCLC program to accommodate children and parents with disabilities. 21<sup>st</sup> CCLC programs do not discriminate and follow all district protocols and procedures.

### **Field Trip Permission**

Participation in field trips require a signed permission slip. **Field trips are free of charge**, with school snacks and/or meal provided. Students are not allowed to leave campus without a permission slip.

### **Information and Technology Access Agreement**

Students are directly responsible for using this tool in an appropriate manner. District software blocks sites which are considered inappropriate. Students who access inappropriate sites, whether or not they were blocked, are subject to district behavior policies. If students inadvertently access an inappropriate site, it must be reported immediately to the teacher.

### **Personal Property**

The staff is not responsible for lost or stolen items. It is recommended that students leave valuable items such as jewelry and electronics at home. Label all items brought to the program with your child's name.

### **Standard Photography Release Policy**

Photographs of student activities may be taken for the purpose of documentation of program events and/or promotion of the 21<sup>st</sup> CCLC program. (Please Contact your Site Coordinator if you do not want your child to be photographed).

In addition, **video taping** of certain events may occur for the purpose of sharing lessons between sites, promotion of the program, and parent involvement activities. You must complete a **video release form**, indicating whether or not your child may be videoed.

## **Parent/Family Member & Student Agreements**

- ☆ Maintain updated contact information with the school at all times, especially in case there is a medical emergency requiring an immediate parent contact. This is the parent/guardian's responsibility. 21<sup>st</sup> CCLC cannot be held accountable if parents/guardians do not provide current contact information.
- ☆ Visit and volunteer! We allow pre-approved visitation to the program. Make prior arrangements with the Site Coordinator and check in as a visitor at the front desk.
- ☆ Parents/Guardians with grievances shall be referred to the Project Manager.
- ☆ Family representatives are expected to participate in scheduled family engagement events. Dates TBA.
- ☆ Parents are expected to attend 21cclc parent/teacher progress chats. Dates TBA.

## **Homework**

- ☆ Students are responsible for knowing what they have for homework and bringing all of their materials to the afterschool program.
- ☆ Parents should be aware that homework may not be completely finished during the afterschool program. Please check with your child and the teachers to assure that they have completed homework every night.

## **Medication**

- ☆ **The 21st CCLC staff is not responsible for administering medications.** Arrangements must be made to have medications administered to students prior to arrival at the program. Exceptions to this rule include EpiPens for allergic emergencies or inhalers for asthma treatment.

## **Student Safety and Supervision Notice**

- ☆ Attendance is taken daily to supervise, monitor and ensure student safety.
- ☆ All students must be signed out by parent/guardian. It is important that parents understand and reinforce this procedure, as student safety is program staff's number one concern. Be sure to list on the application names of persons you will allow to sign –out your child for pick up, as well as names of individuals not allowed to check out your child(ren).
- ☆ Each program follows the regular day emergency procedures for weather drills, fire drills, lock-down drills. Each program practices at a minimum two drills per year. Should a school emergency arise, parents will immediately be contacted at the numbers provided in the enrollment packet unless otherwise updated.

## **End of Day Dismissal**

- ☆ Participants are required to stay until the end of the program unless prior arrangements have been made with the Site Coordinator.
- ☆ Participants picked up early by a parent or guardian must sign their child out with an afterschool program staff member prior to leaving program.
- ☆ For safety reasons, students may not be picked up from the program by anyone that is not listed as emergency contacts on the registration form unless prior arrangements have been made with the Site Coordinator. Bring photo ID.
- ☆ **It is the responsibility of parents to pick up their children on time. If a child is left at the school site for later than 15 minutes without prior arrangements with the site coordinator, local law enforcement will be contacted to assist.**

**PARENT SIGNATURE PAGE --- REQUIRED**



2019-20 PARENT/STUDENT HANDBOOK SIGNATURE PAGE

*PARENT/GUARDIAN:*

*PLEASE READ AND SIGN BELOW. RETURN THIS SIGNATURE PAGE TO 21CCLC. THE HANDBOOK STAYS WITH YOU FOR YOUR REFERENCE.*

We have read the Parent/Student Handbook and the Application Packet. We understand the student and parent responsibilities. We understand that the 21st CCLC program adapts its policies and procedures from the Alachua County School District Student Code of Conduct. We agree to comply with the contract and to follow the Student Code of Conduct. 21<sup>st</sup> CCLC programs do not discriminate and follow state and federal non-discrimination laws. 21<sup>st</sup> CCLC programs require that families ensure program staff are notified of individuals who are/are NOT allowed to pick up children, and maintain updated contact information. All services provided by 21<sup>st</sup> CCLC programs are free of charge to families. 21<sup>st</sup> CCLC will not solicit for donations from families. Services are secular, neutral, and non-ideological. Students are expected to attend regularly to maximize academic benefits toward improving quarterly grades.

Parent/Guardian Signature & Date \_\_\_\_\_

PRINTED CHILD'S NAME \_\_\_\_\_