



21st Century Community Learning Centers

PARENT HANDBOOK

2006-2007



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*** Forms in the Signature Section must be signed and returned to the Site Manager/Staff**

- ***Student Profile / Registration Form***
- ***Field Trip and Medical Treatment Consent Form***
- ***Non-School Foods Permission and Release***
- ***Parental Permission / Understanding of Agreement Form***
- ***Handbook Acknowledgement Form***

COMMUNITIES IN SCHOOLS MISSION STATEMENT

“To champion the connection of needed community resources with schools to help young people learn, stay in school, and prepare for life.”

21st Century Community Learning Centers

PROGRAM OVERVIEW

Welcome to the Brunswick County Schools/Communities In Schools 21st Century Community Learning Centers (21CCLC) After-School Program. This program is one of many services offered to children and families in Brunswick County through partnerships with Communities In Schools. The mission of the federally funded 21st Century Community Learning Centers Program is to provide before and after school academic support and enrichment activities to students in grades 3, 4 and 5 who are at-risk to failure and who are performing below grade level in reading and math. The program operates Mondays through Thursdays from 3–6:00 p.m. and, when announced, on some teacher workdays, intercessions, holidays, Saturdays and summers. This program is a collaborative effort with Brunswick County Agencies and individuals; is funded through the U.S. Department of Education and the N.C. Department of Public Instruction, and is free of charge, complete with transportation, to students who qualify. Families of the targeted students may participate in scheduled “Family Academies.”

This handbook outlines our rules and procedures. Please take time to become familiar with this information. We are looking forward to serving your family in our 21CCLC After School Program.

Schedules and sites are subject to change based on enrollment and funding.

GRIEVANCE PROCEDURES

All procedures are adapted from the CIS After School Parent Handbook

In the event of a grievance/complaint, the following procedures are to be followed:

- 1) Contact the 21CCLC School Site Manager/Staff at the site with the problem or concern and schedule an appropriate time for a conference.
- 2) If this effort is unsuccessful in resolving the problem, the parent may contact the Project Director.
- 3) If a resolution has not been reached through the previous channels, you may contact the CIS Program Operations Director.

PERSONAL BELONGINGS

Personal toys are discouraged, as these items may be difficult for your child to share and sharing is the normal routine for the children. Parents are advised not to allow their children to bring valuables to the program. If they do, it is at their own risk. The After School Program is not responsible for lost or stolen items. Please check for child's belongings each day before leaving the program. All items and belongings should be labeled with the child's name.

CHILD PICK -UP PROCEDURE

The person picking up the child must sign the child out before the child will be released. Students will not be released to any person other than the individual(s) listed on the child's registration form.

Remember that all children who are not bus riders must be picked up at 4:45 or 5:45 PM.

Daily room clean up is part of our programming. Consistency, cooperation and your support are needed in the clean up. When picking up your child, please urge them to clean up, put things away and return learning games, supplies and educational equipment to their proper place before leaving.

During the program, we provide a variety of activities. When picking up your child, if the program is away from the regular activity area, a notice will be posted.

If a child is not picked up by the closing time of the program, the site manager will call the parent/ guardian's home and/or work numbers. If a parent cannot be reached, the emergency contacts listed on the registration form will be called. If neither the parents/guardians nor emergency contacts can be reached within 45 minutes after closing time, law enforcement and/or social services will be notified. The site manager will notify the Project Director and the Program Assistant of the situation and remain with the child until the authorities arrive. Parents will be responsible for all costs incurred in emergencies.

PERSONNEL

The Project Director will provide supervision for the overall program and staff through the guidance of Communities In Schools and Brunswick County Schools. The Site Managers, Lead Teachers, Teacher Assistants and Enrichment Leaders are responsible for the day-to-day operation of the program. The staff is composed of qualified individuals selected to provide the best educational remediation, care and guidance for your child. The staff has been carefully chosen for their character and experience with children, special talents and creativity. All staff has been thoroughly screened with a complete background check.

EMERGENCY / ACCIDENT PROCEDURES

Parents are responsible for any medical care charges in case of an accident involving a student, as Communities In Schools does not carry medical insurance on students in the After School program. Please contact school administration for more information on student accident insurance.

Parents of all children in the program are required to sign a medical release giving the Site Manager/Staff permission to seek medical attention for the child in case of an emergency. In case of an accident, the following procedures will be used:

1. A staff member will carry out immediate first aid for minor accidents and will notify parents when child is picked up that day.
2. In case of serious accidents, a staff member will notify the parents immediately. Parents must provide current phone numbers.
3. If the parent or designated person cannot be reached, the Site Manager/Staff will call the local emergency unit for treatment and/or to transport the child to the hospital for treatment. A staff member will remain at the hospital with the child until the parent or guardian arrives. Parents will be responsible for all costs incurred in emergencies.
4. In case of family emergencies or change in scheduling (such as inclement weather, etc.), please notify the school if your child cannot attend the program on a given day. It is the responsibility of parents to make the appropriate arrangements with the school since the Program staff members do not have the authority to do so.

CODE OF CONDUCT

The After School Program prohibits the following activities and violation may result in immediate dismissal from the program and/or penalty imposed by Brunswick County Schools.

- Possession and/or use of alcoholic beverages and/or illegal drugs or being present where drug activity is occurring
- Possession and/or use of tobacco products or being present where individuals are using tobacco products
- Possession of weapons or firearms
- Vulgar language, fighting or any violent actions toward fellow students, program staff members, guest speakers, or volunteers and tutors, running away from the program.
- Public display of affection
- Vandalism or destruction of Brunswick County School/Communities In Schools property or the property of others.

PARENT / VOLUNTEER INVOLVEMENT

Communities In Schools encourages and supports parent involvement in the program. Volunteers are needed in many capacities, such as helping children with homework, providing programs, providing snacks and other donations, chaperoning field trips, and recruiting other volunteers.

DISCIPLINE PLAN

The program's philosophy of discipline is based on respect for the child's self-esteem, setting reasonable limits and consequences, and encouraging increased self-discipline. Only constructive methods of discipline shall be used to promote good behavior. The staff will work with the child and strive to cooperate with parents to resolve any problems that may arise.

However, if a child's behavior consistently disrupts the flow of the program, physically or emotionally harms others, or otherwise conflicts with the program rules and guidelines, parents will be notified. After reports to the parents, one oral and one written, the child may be **SUSPENDED** from the program for a designated length of time.

In cases of severe discipline problems, parents may be called to pick up their child immediately and the child may be suspended at that time.

Staff will not be responsible for enforcing punishments placed on a child by parents for misbehavior at home.

OPEN DOOR POLICY

Any custodial parent or guardian of a child enrolled in the program shall be permitted access to the program during regular hours of operation for the purpose of contacting their child, evaluating the care provided by the program, or evaluating the premises. Our first priority is the welfare of the children and the appropriate supervision needed in order to deliver a quality program. While we encourage your involvement, we ask that you schedule and coordinate your visits in order that we give you quality time while visiting our program. This coordination will also allow us time to provide additional staff to assure that students are properly supervised at all times while staff is meeting with the parent(s). Upon entering the site, the visitor shall notify the Site Manager/Staff of their presence and the purpose of their visit. Parents are asked to be reasonable with their visits and to be considerate of the activity of the program.

Parents are always welcome to participate. Please contact the Site Manager/Staff for further information.

HOURS OF OPERATION

The 21CCLC Program is available Monday through Thursday for approximately 250 days per year. A complete list of closings will be posted in advance. If a program must relocate during holidays or school closings, parents will receive notice as soon as possible.

On regular school days, the program will operate Monday - Thursday, 3:00 p.m. - 6:00 p.m. On school holidays, summer sessions and/or intercessions, the program may operate special programs and or Family Academies. Notice will be given in advance of these special programs.

INCLEMENT WEATHER

If school should close due to inclement weather or any other emergency situation, the After School program will not operate that day. The program will resume on the same day school resumes. If the weather becomes hazardous or an emergency situation occurs after the program has begun, parents are asked to pick up their children as soon as possible. Parents must notify school personnel of any alternate arrangements for their children when program is closed due to inclement weather.

SNACKS AND LUNCHES

Each child will be provided with a daily snack.

On special event days when the program operates as a full day program, each child may be asked to bring their own morning snack and bag lunch. Please send lunches in a bag or lunch box, clearly marked with the child's name.

No refrigeration or microwave is available.

GENERAL PROGRAM INFORMATION

1. No child shall ever be left alone or unsupervised.
2. Attendance will be taken each day.
3. All children enrolled in the program are to report directly to the designated area upon school dismissal. On days of special fieldtrips and/or camps, students are to be escorted by the parent to the program site and checked in with a staff member. Please do not drop a child off to enter the program alone.
4. We encourage parents/guardians to schedule a brief conference with the Lead Teacher the first 2-weeks of your child attending the program.
5. Staff will not be responsible for escorting a child to or from an extracurricular activity such as gymnastics or special tutoring that is not part of the Program, whether it is held on or off the school campus.
6. Suspected cases of abuse or neglect will be reported to the appropriate authorities by staff. Reported cases include a parent who is suspected of being intoxicated when picking up a child.
7. The site manager will establish a designated pick-up place, with location posted.
8. If the program is away from the regular activity area, a notice will be posted.
9. If a child has an allergy, eating disorder, or any other special need, the parents should notify the staff in writing with any necessary instructions.
10. If a child becomes ill, parents will be notified. Parents are responsible for picking up sick children as soon as possible. Students will be isolated from the other participants until a parent arrives. The child will be under the supervision of a staff member.
11. If a child is absent from the regular school day, he/she should not attend the Program that day.
12. Students are expected to follow the school's rules and regulations. The school officials have the authority to handle any situation that occurs during the 21CCLC Program.
13. Parents are responsible for completing an evaluation form, survey and success update form at least twice a year.
14. Parents must complete a copy of the school's Internet access agreement.
15. Activity fees (if charged) will not be refunded.
16. In case of emergencies, it is the parent/guardian's responsibility to notify the emergency contacts and the 21CCLC staff to make any necessary arrangements.
17. If a bus rider, the bus will drop your child off as close to their address on record as possible. In some cases the bus cannot drive down a narrow road or turn around in a narrow driveway. It is the responsibility of the parent or guardian to meet the child at the drop off location.
18. If a car rider, your child must be picked up at the designated time.

FREQUENTLY ASKED QUESTIONS

1. How is my child's social security number used?

The social security number may be needed to obtain information from the SIMS operators within each school site. Information requested may or may not include course grades, student eligibility for free/reduced lunch, End of Grade Scores & percentiles, test grades and classroom behavior.

2. How are my child's EOG Scores, grades and classroom behavior information used?

The 21CCLC Program is funded through grants. The NC Department of Public Instruction and US Department of Education require the reporting of this information for statistical reasons such as determining if the program promotes student academic and social growth.

3. Why are parents asked to volunteer?

Parent volunteers are always useful in assisting students with homework or presenting a craft or skill to the students. Studies show that students whose parents are involved in their education are more likely to be successful in life.

Signature Section

*Forms in this section must be signed and returned to the
21st Century Community Learning Center's Site Manager*

- Student Profile / Registration Form
- Field Trip and Medical Treatment Consent Form
- Non-School Foods Permission and Release
- Parental Permission / Understanding of Agreement Form
- Handbook Acknowledgement Form

21CCLC AFTERSCHOOL STUDENT PROFILE/REGISTRATION FORM

Student's Last Name _____ First Name _____

School _____ Grade _____ Teacher _____

Address _____
(street, city, zip)

Phone 910- _____ Cell Phone 910- _____ Student birth-date _____

Social Security Number: _____ Email: _____

Language spoken at home _____ Gender: (circle) Male Female

Ethnicity/Race (circle) White African American Asian Hispanic Native American Other

Parent/Guardian Name(s) _____

Daytime Phone 910- _____ Cell 910- _____ Pager _____

Please list emergency contacts

Name: _____ Phone 910- _____

Name: _____ Phone 910- _____

Health Information

Allergies _____

Doctor _____ Phone _____

Dentist _____ Phone _____

Insurance _____

Please check one below

My child will ride the bus home and will be dropped off at the address listed above. I will have an adult greet the bus.

My child will be picked up at: 4:45 PM _____ / 5:45 PM _____. (check one)

Parent/Guardian Signature: _____ Date: _____

Print name: _____

Brunswick County Schools / CIS
Field Trip and Medical Treatment Consent Form

I, _____, the parent / guardian of _____,
(please print) (circle one) (child's name)

hereby give permission for my child to attend the field trip of **All Communities In Schools trips.**
(teacher, grade or subject, and school)

_____ , on _____
(destination) (date of trip)

The field trip is planned to include the following itinerary: ALL

The trip's educational purposes include: ALL

PERMISSION TO GIVE MEDICAL ASSISTANCE:

Should any medical emergency arise during the above field trip, I give my permission to the supervising teacher(s) to seek medical assistance for my child.

PERMISSION TO GIVE MEDICATION:

I affirm and give permission to the supervising teacher(s) to give the following medication, _____
_____, to my child. This (these) are to be given to my child
_____.

WAIVER OF LIABILITY FOR FIELD TRIP:

In addition, I affirm that the aforementioned student is covered by a student accident or other appropriate insurance policy, or if the aforementioned student is not so covered, I understand that he/she may not be covered by any applicable insurance policy during the trip.

(Date)

(Signature of parent/guardian)

Brunswick County Schools / CIS

Non-School Foods Permission and Release

From time to time throughout the school year, classes may plan parties and special events that involves food brought in from outside sources. These items are not being provided by, and are not regulated by, the strict safety guidelines exercised by the Brunswick County Schools Child Nutrition Program. Because of growing concern over children's food allergies and overall student safety, we want to make sure we have your permission for your child to participate in these and similar events.

Commercially prepared and sealed products may be served at special events, but parents and relatives often wish to bring items from home. Items prepared by parents and others working at home and in private kitchens not regulated by the Health Department, however may not always meet the same sanitation standards required by commercial food preparers. For that reason, we ask that you approve or deny permission for your child to be served food that is brought in from private and non-regulated kitchens.

Please fill in the information below and sign, indicating your permission. And thank you for your continued support of the Brunswick County Schools and CIS.

Student _____

School _____ Teacher _____

I, the undersigned parent (or legal guardian) of the student named above, give permission for him/her to be served non-commercial food prepared by parents or relatives of classmates in non-regulated kitchens as indicated below. I release the Brunswick County Schools / Communities In Schools and all BCS / CIS employees from liability as a result of illness or injury thereunto.

Permission Granted for the Following Events:	<u>Yes</u>	<u>No</u>
Seasonal parties and special events (Thanksgiving, Christmas, Easter, Halloween, etc.)	_____	_____
Class members' birthday parties	_____	_____
Class cultural events involving food	_____	_____
Other parties and special events of the class	_____	_____

Please list any food allergies or food this student cannot eat: _____

Parent/Guardian Signature

Date

**21st Community Learning Center Program
Parental Permission / Understanding of Agreement Form**

Please read and sign:

1. My child may attend fieldtrips with the After School Program. I understand that my child may be traveling or walking to various sites within the community which may require him/her to be transported by a Brunswick County School vehicle, county vehicle, or rental vehicle. I also understand that if my child is unable to attend a fieldtrip I will notify the After School staff in writing or by phone in advance.
2. My child may participate in physical activities without restrictions.
3. My child may participate in the enriching and challenging activities provided by CIS and other partnership agencies.
4. I give permission for the Program to take pictures, video or audio recordings of my child to be used as a reporting tool of the Program or to promote the Program.
5. Communities In Schools may receive information about my child's grades, assignments, student eligibility for free/reduced lunch status, social security number, medical condition, End of Grade (EOG) scores and percentile, test grades, school records, report cards, remediation and classroom behavior.
6. My child may use the computer and internet with adult supervision.
7. I understand that it is my responsibility to keep all emergency information and my child's health records and information current.
8. I acknowledge the possibility that my child may be injured as a result of his/her participation in the activities. I will not make Communities In Schools or Brunswick County Schools or any other member of the Program responsible for any injury that my child suffers as a result of these activities.
9. If my child becomes ill, I understand that I, or an emergency contact person, will be called to pick up my child.
10. In case of personal injury to my child, I waive any and all claims against any person who, on behalf of Communities In Schools and Brunswick County Schools or any member of the Program, is involved in transporting my child in connection with the planned activities.
11. I will work with the staff to ensure proper behavior of my child. I understand that my child will be dismissed from the program for any severe or persistent behavior problems.

I have fully read, understand and accept the above procedures and I recognize the Program is relying on such acceptance in permitting my child,

_____, *(print student's name)*
to participate in all activities including field trips.

Parent/Guardian Signature: _____ **Date** _____

Printed Name: _____

COMMUNITIES IN SCHOOLS OF BRUNSWICK COUNTY, INC.

21st Century Community Learning Centers Program

STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT FORM

I, _____, parent/guardian of
(Print Parent/Guardian's Name)

_____, who attends the Communities In
(Print Student's Name)

Schools 21CCLC Program at _____, acknowledge that
(Print Name of School)

I have received a copy of the CIS 21CCLC Program Student/Parent Handbook. I have read it and I am willing to abide by the policies set forth therein.

Handbook Includes: Contact/Site Information, Grievance Procedures, Personal Belongings, Child Pick-Up Procedure, Personnel, Emergency/Accident Procedures, Code of Conduct, Parent/Volunteer Involvement, Discipline Plan, Open Door Policy, Hours of Operation, Inclement Weather, Snacks, General Information, Frequently Asked Questions, Student Profile/Registration and permission forms.

Parent/Guardian Signature: _____ Date: _____