



# **21st Century Community Learning Centers Extended Day & Summer Program**

## **Family Handbook 2019-2020**



**Broward County Public School is committed to educating today's students to succeed in tomorrow's world.**

# **21<sup>st</sup> CENTURY OVERVIEW**

## **Academic Achievement ~ Enrichment Opportunities ~ Parent and Community Involvement**

An exciting, extended day program is happening in the Broward County Public Schools District. It is called the **21<sup>st</sup> Century Community Learning Centers**. 21<sup>st</sup> CCLC will offer many opportunities for students to improve their academic skills while participating in fun, positive and enriching after school activities!

The 21st CCLC is a state funded program, under what was called the No Child Left Behind Act (NCLB) is now the Every Student Succeeds Act (ESSA) is designed to provide extended learning and enrichment opportunities to student and parents. Each 21<sup>st</sup> CCLC will be open 3 hours after school for planned activities, including academic tutoring, Monday through Friday and in some cases before school, and Saturday. CCLC activities will be held throughout the school year and in the summer. Student activities are designed to complement the daily school curriculum while also providing educational and personal development opportunities to parents and/or adult family members. Some of the services provided to the students will be (but are not limited to): tutoring and mentoring, academic enrichment (reading, writing, math and science), personal enrichment (ex: homework assistance and technology programs), service learning, character education, physical education and recreational activities, and dropout prevention.

## **Vision**

The 21<sup>st</sup> CCLC program offers academic enrichment and student support services to meet and exceed state Common Core academic standards and Social Emotional Learning (SEL) standards of students and their families.

There are currently nineteen Broward County School 21st CCLC programs for the 2019-2020 school year (see chart below).

<b>Elementary Schools</b>	<b>Middle Schools</b>	<b>High School</b>
Plantation Elementary	Attucks Middle	Coconut Creek High
Pinewood Elementary	Lauderdale Lakes Middle	South Broward High
North Side Elementary	New River Middle	
Dillard Elementary	Olsen Middle	
Lauderhill Paul Turner Elementary	Apollo Middle	
Markham Elementary		
Castle Hill Elementary		
Larkdale Elementary		
Morrow Elementary		
North Fork Elementary		
Oakridge Elementary		
Oriole Elementary		

## **Program Goals**

The 21<sup>st</sup> CCLC Program will provide a comprehensive before and after-school program with high quality and engaging activities that support students' learning and development. The program will offer a variety of activities – enrichment, physical education/recreation and creative expression through the arts, academic tutoring in reading, writing, math, and science, homework assistance by certified teachers and “Extra Curricula Activities” for children to pursue their own interests in a safe friendly environment.

## **Broward County Schools 21<sup>st</sup> CCLC Expectation**

- Daily schedule provides activities that are engaging, varied and flexible 2
- Program activities enhance the positive development of youth
- The program provides a mix well-structured activity that supports and promote creativity.
- Program staff works to influence learning, increasing knowledge for participants
- The program builds upon community resources
- The program offers opportunities for age appropriate learning, physical activity, skill building, and development.

## **Program's Expectation of Parents/Guardians**

Parents/guardians will:

- make every attempt to attend four parent training sessions and special functions
- keep the child's records up to date
- pick up their child on time
- contact the Center Coordinator if the child will not be attending the program for three or more consecutive days
- be attentive of correspondence that comes from the 21st CCLC program

## **Program's Expectation of Students**

Students will:

- adhere to school rules, as defined by the Broward County Student Code of Conduct found on the district website: <http://bcps.browardschools.com/codeofconduct.asp>
- attend the program daily
- display positive behavior
- comply with district, school and classroom policies
- report directly to the 21<sup>st</sup> CCLC Program after school is dismissed

- remain in their assigned location(s) for 21<sup>st</sup> CCLC program activities except when permission is granted by a staff member
- respect all staff, other participants and property

### **General Rules for Participants**

- Follow all directions from staff.
- No inappropriate language, fighting, or stealing will be tolerated.
- All school sign out procedures will be enforced for 21<sup>st</sup> CCLC.
- Dangerous, unsafe, or frequent misbehaviors will not be tolerated and will result in immediate dismissal from the program.
- Do not miss more than ten unexcused days away from the program

### **Attendance Policy**

In order for students to benefit from the 21st CCLC After School Program, regular and consistent attendance is required. Regular and consistent attendance is defined as attending scheduled days every week unless ill or other unavoidable conflicts. Once a child is enrolled, attendance will be monitored and inconsistent or sporadic attendance will be documented and placed in the student's file. The program sites serve a limited number of students. There may be a waiting list for students who qualify for the program. If a student is not going to attend regularly, that "spot" needs to be made available to the students on the waiting list. Research done on 21st CCLC programs indicate that students who attend regularly experience much more academic and behavioral benefits than those whose attendance is irregular.

### **Operational Hours**

The after school program begins at school dismissal and ends at various times depending on site Monday thru Thursday or Friday. Students will be expected to report directly to the 21<sup>st</sup> CCLC School program in the designated area as soon as possible after school is dismissed. Children must remain at their assigned locations for 21<sup>st</sup> CCLC program activities until escorted to the bus, a parent signs them out, and/or written permission by the parent (s) has been recorded on the child's registration form identifying another adult to sign them out or walks home. The 21st CCLC program will NOT be available on scheduled holidays, early release days, and teacher planning days unless noted in programming schedule.

## **Registration**

Students may NOT attend the program until all registration materials are received. Please communicate the registration plan to parents and students who express an interest to submit signed completed forms immediately to the 21<sup>st</sup> CCLC Center Coordinator.

## **Registration Process**

Registration is as follows:

- Students and parents/guardians fill out a 21<sup>st</sup> CCLC Registration Form.
  - This form captures all basic information like name, grade, address, etc.
  - This form needs to be completed for a child every year in the program
  - This form requires a parent/guardian signature
- Students are not allowed to stay for programming until their registration form/materials are completed and received by the Center Coordinator.
- Registration forms are available from the School's Center Coordinator

## **Dismissal**

Parents/Guardians will provide a list of people who have permission to pick up their son or daughter on the registration form. They also can give written permission on the registration form for their son or daughter to walk home. Staff members will request photo identification at all times. The program dismisses students during the last 10 minutes of programming. Early sign-out is not permitted unless there is an extreme emergency. Each enrolled student will travel home according to the method indicated on the Registration Form. Once a student signs out from the program, they are no longer the responsibility of the program

## **Transportation**

Bus transportation is available for students who participate in the 21<sup>st</sup> CCLC after school program. In order to receive a bus route, the parent/guardian must select bus as the mode of transportation on the registration form. If a parent/guardian needs to change their student's transportation home at any time, they should call the appropriate center coordinator at the start of the program on the day the change takes place.

Bus safety – Students will remain seated while the school bus is in motion. Eating and drinking **will not be allowed** on the school buses. A student shall not exhibit any behavior that will distract a bus driver’s attention or disrupt or interfere with the safe operation of a school bus. The students must abide by the Broward County Student Code of Conduct found on the district website: <http://bcps.browardschools.com/codeofconduct.asp> as described in the student handbook as long as they are on school property and a bus is considered school property.

## **Supper**

An after school dinner is provided to all registered participants free of charge. The dinner is in accordance with USDA guidelines. Please identify food allergies on the child’s registration form. Please note that we do **NOT** endorse or allow any other snacks such as flavored chips, candy or sweets during the program.

## **Field Trip Permission**

The 21<sup>st</sup> CCLC Program will take field trips as time and resources allow. All parents will be required to sign field trip permission slips giving permission for their child to participate. Sometimes the field trip may last until the end of the Program. When this is the case, information on the time frame students can be picked up will be included on the permission slip and sent home with students before the field trip. Field trips are fun, educational ways to broaden horizons of students who attend the program. However, the discipline expected during traditional program activities are expected while on field trips. The Center Coordinator needs to be notified in the case of students who are not behaving on field trips. Depending on the offense, the student may **NOT** be allowed to take other field trips with the program.

## **Standard Photography Release**

Parents must indicate this by completing the section photograph release found on the Broward County Student Code of Conduct page on the district website: <http://bcps.browardschools.com/codeofconduct.asp>. All staff members will be aware of students that cannot have their picture taken.

## Accidents/Emergencies

Each 21<sup>st</sup> CCLC Program site has devised several procedures to follow in the event that an emergency should occur while a child is in the care of 21<sup>st</sup> CCLC staff.

In the event of a fire or tornado, staff will follow the written instruction located in the school's safety plan. The instruction describes emergency evacuation routes and procedures to follow to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the 21<sup>st</sup> CCLC Program conducts periodic fire drills.

In the case of a minor accident/injury, staff will administer basic first aid. If the injury/illness is more serious, first aid will be administered and the parents will be contacted to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a 21<sup>st</sup> CCLC staff member will accompany the child to the hospital with all available center records. Staff **WILL NOT** transport children in staff owned vehicles. **ONLY** parents or EMS will transport students. All District policies and procedures regarding injury shall be followed with appropriate reporting.

## Students' Personal Property

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 and Summer Enrichment 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. Students should not bring money, electronics, toys, food, or other items not necessary for activities in the program without checking with the Center Coordinator. **Toys guns and other weapons are strictly prohibited and can result in discharge from the program and or school.**

Children's personal property such as coats, clothing, school bags, etc. must be taken home daily. Any personal property left at the program sites will be placed in a "Lost and Found" box. Although staff attempts to help children stay organized, the program cannot be responsible for lost personal property.



Cell phones should NOT be used during instructional, recreational or enrichment programming unless the Center Coordinator gives permission or it is needed at dismissal time for the purpose of contacting a parent/guardian for pick up. No personal phone call during class time will be allowed unless it is an emergency.

## **Parent Pick-Up Policy**

Parents can pick up their child at the identified single point of entry and time at the school site during the regular school year. For the child's safety, we request that parents come in and sign out their child at the single point of entry for the afterschool program. We will not release any child to anyone who is **NOT** on the registration form (including at bus stops). Anyone signing out a child will also need to show proof of identification including a photo (i.e., driver's license, etc.). Once the child has signed out and leaves the school grounds, the child is no longer the responsibility of the 21<sup>st</sup> CCLC afterschool program.

## **Evening Programs**

### **Parent Meetings**

From time to time, there may be special events as part of the 21<sup>st</sup> CCLC Program grant requirement. This may include evening family programming. The 21<sup>st</sup> CCLC grant requires each site to conduct six family nights that emphasizes reading, math, writing, science and social emotional learning which are all fundamental to academic success. Parent participation is expected during periodic evening activities at each center location. Parents must attend at least 4 district parent workshops as a requirement of the 21<sup>st</sup> CCLC grant. Information about special events will be included in the school's newsletter, on the school's marquee, etc.

### **Advisory Board Meetings**

All 21<sup>st</sup> Century Programs are required to establish a local 21<sup>st</sup> CCLC Advisory Board comprised of at least:

- two (2) parents,
- one administrator

- two (2) students (if middle and/or high school students are served),
- one (1) regular school day teacher from each target school, and a diverse group of members of community agencies and the private sector.

The advisory board must hold a minimum of two (3) meetings per year, with minutes taken and attendance recorded.

## **Homework**

Students need to have time every day to work on their homework during the after-school program. We strongly encourage communication regarding student's educational needs between after-school program staff, school teachers, and parents. The program certified teachers will be available if students need help with their homework, but parents will maintain full responsibility for ensuring accuracy and completeness of all assignments. A student who does not have homework will have the opportunity to read novels, engage in quiet activities, or mentor other students during homework time. In order for homework time to be used effectively, it must consistently be a part of the after-school program schedule. Students are responsible for bringing their homework with them. Center Coordinators and staff members will check with day teachers, who have students attending the program, to see what homework was given out and to check student progress.

## **Academics: Enrichment**

One of the main purposes of the 21<sup>st</sup> CCLC Program is to enhance and extend the learning that goes on during the school day. Teachers will work with the Center Coordinator to create Project Base Learning Lesson plans that meet students' needs while making learning fun.

## **Special Needs / Accommodation**

We will make reasonable accommodation for the inclusion of any student who is able to benefit from the program, so long as their presence and accommodation made for them do not significantly hinder or lessen the benefits other students experience in the program. We all have different abilities and different strengths.

## **Removal from Class/Program**

Participation in 21<sup>st</sup> CCLC programming is a PRIVILEGE. Consequently, if a student disrupts the learning process, disciplinary actions will be taken. If multiple disruptions occur, the student will be referred to the Center Coordinator and may lose the privilege of attending. Always call the Center Coordinator to assist you in dealing with severe discipline issues. Staff should report all disciplinary issues to the Center Coordinator so that detailed disciplinary records can be kept and so that the Center Coordinator can subsequently relay that information to the parents.

## **Discipline and Discharge**

It is our desire to serve all children who are in need of the program's services; however, certain situations may require that a child is removed from the program either on a temporary or permanent basis. Generally, these reasons include, but are not limited to the following:

- Incomplete enrollment forms and required authorizations
- Specific incidences, or repeated behavior problems that endanger the child, others or property.
- Conditions that cause health and safety concerns for the child or threaten the program's grant license, such as children who are not signed in and out daily by their parents/guardians or an authorized pickup person.

Children are entitled to a pleasant and harmonious environment at the program. The 21<sup>st</sup> CCLC Schools program cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as a verbal or physical activity, which may include, but is not limited to behavior that:

- Requires constant attention from staff
- Inflicts physical or emotional harm on self, other children or staff
- Threatens the safety of others through actions prohibited under School guidelines
- Ignores or repeatedly disobeys the rules which guide behavior during the school day and program time, thereby endangering self and others or disrupting learning.

If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged from the 21<sup>st</sup> CCLC Program.

Our rules and regulations are based on those in the Broward County Student Code of Conduct. The standards of behavior are expected by the school system and will not stop at dismissal time. We expect the same behavior and respect during the 21<sup>st</sup> CCLC before and after-school programs. Students are expected to comply with all regular school rules and regulations.

# FAMILY ACKNOWLEDGEMENT FORM

2019 – 2020



**I hereby acknowledge and confirm that I have read the 21<sup>st</sup> Century Community Learning Centers Family Handbook. I understand and agree to comply with the policies stated in the Handbook.**

**Student (please print):**

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**Signature (if applicable):**

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**Date:** \_\_\_\_\_

**Parent/ Guardian (please print):**

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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**\* COMPLETE AND RETURN TO THE CENTER COORDINATOR\***