

SOLVAY

UNION FREE SCHOOL DISTRICT

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21st Century Community Learning Center

2018-2019

PARENT HANDBOOK

We Develop Confident, Continuing Learners Who are Caring Community Members

Welcome to the **21st Century Community Learning Center B.E.S.T. (Building Educational Success Together) Program**. We are excited to have been awarded the 21st Century Community Learning Center grant looking forward providing programs throughout the school year for the children of the Solvay Union Free School District. We hope that you will become fully involved in your child's education and recognize how our programs will benefit your child, you, and your entire family. The following information will help you to understand the operations of our sites, the responsibilities of our site staff and your role in helping provide a quality experience for your child. Should you have any concerns regarding the program at any time, please feel free to contact us.

Contact Information

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Mission Statement

The Solvay Union Free School Districts 21st Century Community Learning Center is to provide authentic, engaging, interactive and inquiry-based programs that will link youth to real world experiences, projects and problems. This program helps students meet the state and local standards in core academic subjects and offers a broad array of enrichment activities that align with the school day. The program also provides literacy, job search, and other educational services to families and parents.

Program Goals and Objectives

The purpose of the 21st Century Community Learning Program is to provide students with a safe supervised learning environment and will target students who are economically disadvantaged, students with disabilities, students who are English Language Learners, and multi-racial students.

Attendance Policy

If your child is enrolled in the 21st CCLC program, he/she is expected to attend the program(s) they are enrolled in. If a child is absent, we will make every attempt to determine why the child is not present. In order for students to benefit from the 21st Century After-School Program, regular and consistent attendance is required. Once a child is enrolled, attendance will be monitored, and inconsistent or sporadic attendance will be documented, and a notice of concern will be sent home and filed.

Program Calendar

The 21st Century Community Learning Centers will provide programming to students registered in the program before and after school and occasionally on weekends. Program will run from October 1, 2018 to the end of the school year. There may be some program opportunities during school breaks and summer programming will be available.

Code of Conduct

All staff and students participating in the 21st Century Community Learning Center programs will follow the Solvay Union Free School District Code of Conduct, which may be found on the district website and in student planners.

Student Expectations

1. Be responsible for their actions
2. Respect school rules and program rules that help to guide them while at the program
3. Remain with their group and the staff at all times
4. Take care of the materials and equipment properly and return them to their place when done, or before taking out new ones
5. Arrive at the program promptly at the start time
6. Be engaged in programs

Parent Expectations

Parents may expect that:

1. Their children are cared for in a safe and supportive environment.
2. They will be informed of any incidences related to their child
3. They will be regularly informed of program activities

21st Century Community Learning Program expects that parents will:

1. Keep student records updated
2. Pick up children on time if not transported via district buses
3. Follow the program policies
4. Pay attention to any communication from the staff regarding the program or their child's behavior
5. Provide the staff with appropriate feedback regarding the program. Any concerns regarding staff should be immediately and openly brought to the attention of the Site Coordinators and/or Project Director
6. Become involved in the program at any level

Discipline Plans

Every student has the right to be emotionally and physically safe. If a participant in the 21st Century Learning Center is not displaying respect, responsibility and kindness and may be compromising their right to safety, or the rights of others, the following tiered intervention strategies will be implemented.

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| 1. Student will problem solve with the staff member and receive a warning | 4. Phone call home by the staff member |
| 2. Student will be removed from an activity for an appropriate length of time | 5. Notice of concern is completed and Site Coordinator consultation |
| 3. Student will problem solve and complete a reflection sheet and re-entry plan with the Site Coordinator | 6. Project Director is notified, and additional consequences may be given |

Aggressive physical behavior toward anyone is unacceptable. Staff will intervene immediately when a child becomes physically aggressive to protect all. The parent or guardian will be notified by the Site Coordinator(s) and/or Project Director. A behavioral referral will be completed, and consequences will be assigned by administration.

Registration and Enrollment

21st Century Community Learning Center encourages children of all backgrounds to attend our program. This program does not discriminate on the basis of sex, race disability, color, creed, national origin or ethnic background. A child may join the program at any time, providing there is space available and a registration packet has been completed.

All registration forms must be completed and returned. It is very important that the forms are kept current. Any changes in the home address, daycare provider, emergency phone numbers, contact persons, parent employer and medical information need to be given to program staff immediately. Registration and enrollment information can be updated by calling Michael Emmi at 315-468-2551 ext. 5027 or email at memmi@solvayschools.org.

Releasing Students from Programming

Children will arrive at the program immediately following school or the start time if it is not an after-school program. Children will not be allowed to leave with persons other than the designated parent unless permission has been given to the staff on the release form, or in writing. Students may not return to the program after leaving the school premises unless they are accompanied by a parent/guardian.

All persons, including the parent, must have a picture ID at according to state law that requires that child care programs ID all persons picking up children. In addition, all persons on the emergency contacts list must be at least 18 years old, as indicated in the state regulations.

If your child attends extracurricular activities or has any other kind of departure change, you must provide the program staff with the change in writing prior to the date of change.

All staff will make every effort to keep a child from getting into a car with a parent/guardian who appears to be under the influence of drugs or alcohol. The police department will be called to transport the child and parent to their home. New York State requires child care workers to report suspected cases of child abuse and maltreatment. This includes guardians who appear to be impaired by drugs or alcohol.

Medications

We are unable to administer medication at program. Our policy in all emergencies is to contact 911. If your child has a known medical condition, (asthma, diabetes, allergic reactions, seizure disorder, ADD, etc.) please be sure the Site Coordinator(s) know what to do for your child should a problem occur during program hours.

A child, who is not in attendance during the school day due to illness, will not be allowed to attend program. If they have been sent home due to illness, they may not return to the program.

In case of serious injury during program hours, a child will be taken to one of the local hospitals by an emergency vehicle for treatment. A staff member will accompany the child and the parent will be notified as soon as possible. An injury occurring at the program will be logged on an incident report and a copy will be put in the child's file and one given to the parent.

Snack

A nutritional snack will be provided each day. Please include any food allergies on your child's enrollment form. Medically prescribed diets for a child enrolled in the program shall be provided as ordered by a physician. Such diets shall be on file and adhered to in preparation and service.

Personal Property

Personal property, such as balls, toys, games, etc., should be left at home. We cannot assume responsibility for such items. Children should not wear expensive watches or jewelry items. All electronic devices, including but not limited to cell phones, tablets, iPods, etc., are prohibited. Please refer to the Solvay Union Free School District guidelines for details regarding personal property regulations and requirements.

Computer Acceptable Use Policy

Use of computers that violates any aspect of School District Policy, Student Discipline Procedures, or state, federal and local laws or regulation is strictly prohibited. Using the school Computer System to obtain, view, download, send, print, display, or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic, or abusive is prohibited. Students who engage in unacceptable use may lose access and be subject to further discipline.