



21st Century Community Learning Center
After School Program

Parent Handbook

2018-2019





Focused on Quality ... Committed to Excellence Statement of Non-Discrimination

No person shall be denied employment, be excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity, on the basis of race, religion, belief, national origin, ethnic group, or handicapping condition.

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21st Century Community Learning Center Purpose

A community learning center is an entity that: Assists students in meeting state and local student academic achievement standards in the core academic subjects of science, reading, language, and mathematics by providing students with opportunities for academic enrichment activities and a broad array of other activities during non-school hours or periods when school is not in session, such as before and after school or during summer recess, that reinforce and complement the regular academic programs of the schools attended by the students served. Activities may include drug and violence prevention, counseling, art, music, science, recreation, technology, and character education.

The community-learning center also offers families of students served by the center opportunities for literacy and related educational development. Community Education is the umbrella under which 21st Century Community Learning Centers operate in the State of Alabama.

Enrollment/Admission Requirement

The 21st Century Community Learning Center (21st CCLC) is available for current K-5th grade students enrolled in Elkmont, Sugar Creek, Piney Chapel and Tanner Elementary Schools. Before a child attends the program, all enrollment forms must be completed. Only a parent or legal guardian can register children for the program.

Quick Tips for Parents

1. Completed Registration Form, Registration Fee (non-refundable) and tuition fee for the first week are due before the child can attend the program.
2. **Payment Policy: NO CASH.** Payment must be by money order or check. Checks are to be made payable to the “(school name) 21st CCLC.”
3. There is a one-week delay between Registration and the student being able to attend.
4. Tuition rates are based on Registration and are not influenced by attendance.
5. Cost is based on Free/Reduced/Paid lunch status. You may pay by the month.

Registration Fee: \$10 per student, (\$15 maximum per family)

Tuition: Free: \$2/day or \$10/week
Reduced: \$5.00/day or \$20/week
Full: \$7.00/day or \$30/week

*Families with multiple children will receive a discount of \$1.00 per day for each child enrolled. A limited number of scholarships are available; please contact the Site Coordinator for an application and more information.

6. **PAYMENT is due on Thursday for the coming week for Program services.**

7. Parents who submit weekly tuition payments after Monday close of program will be charged a late payment fee of \$5 per child.
8. If payment is not received by the 21st CCLC on Monday or prior - and the student attends on Monday; Tuesday, the student may not return to Program until tuition for the week is paid in full.
9. You will be charged a \$5.00 late fee if the total in your account at the close of the program on Monday will not completely pay for services for the week, based on registration.
10. The fine for late pick-up will be charged at \$1.00 per minute after 5:30 p.m. per child - due when you arrive to pick up the child.
11. Repeated late pickup may result in dismissal from the Program. The Program ends promptly at 5:30 p.m.
12. The 21st CCLC Program operates on the same schedule as Limestone County Schools.
13. The program begins on the first day of the school session and ends on the last day of school.
14. The 21st CCLC Program closes on those days recognized by the schools as holidays, teacher workdays and professional development meeting days.
15. Hours are from 2:45 to 5:30 p.m., Monday through Friday.
16. Each day's program schedule includes supervised academic support, a snack, supervised outdoor activities, tutoring, and enrichment opportunities.
17. Parents must pay the first week's tuition before the child can be admitted to the program.
18. If your child has a special need, please document on the Registration Form.
19. **WRITTEN NOTIFICATION of withdrawal from the program is required. Charges continue until notification is received.**
20. It is the sole duty and responsibility of the parent or guardian to update contact information should address or phone numbers change.
21. If a student account ended the previous year with a balance the student may not be registered in the Program until the balance has been paid in full.

Program Rules

Students must follow the same rules that apply to the regular school program. Basic expectations include, but are not limited to, the following:

- Obedience to all staff and respect for students and adults
- Running and playing in designated areas only
- Remaining with supervising adult at all times
- Leaving the program site **ONLY** with parents **OR** their written designees.

Personal Property

Personal property such as toys, games, and jewelry should not be brought to the Program. Parents are responsible for securing book bags, lunchboxes, coats, etc. when picking up their child. We make every attempt to help children stay organized; however, we are not responsible for the loss of personal items.

Getting Started

The following items are needed to complete the registration process:

- Completed and signed Registration Form.
- Updated medical information provided on registration form.
- Emergency contact person(s) other than parents
- Non-Refundable registration fee (\$10).
- Tuition payment for first week.

Information

- At time of registration, part-time participants must specify the exact days needed each week, since staffing is based on registration.
- Scheduled attendance days for part-time participants may not be changed without advance authorization from the Site Coordinator (one week written notice required).
- The criteria for participating in the 21st CCLC Program and the policies by which the program is governed are subject to change at any time at the sole discretion of the Limestone County Board of Education.
- Fees must be paid by check or money order and may be paid weekly or monthly, in advance. The purpose of pre-payment is to schedule adequate staffing for the coming week.
- If a child is pre-paid and does not attend for the week paid (for whatever reason) no credit or refund will be issued because a place and staffing were reserved for that child for that week.

- An overdue account will result in the suspension of your child from the program until full payment is received.
- Any extenuating circumstances must have approval from the Limestone County Schools 21st CCLC Program/Federal Programs Department.
- The 21st CCLC Program is open to students at schools that have received 21st Century Community Learning Center grants. Eligible students must not be dangerous, disruptive, or a threat to self or others.

Communication

We work to maintain effective communications with all parties to ensure that quality care is given to children, and we encourage parents to offer suggestions and ideas that would enhance the program. To keep you informed, calendars or newsletters are sent home and posted on school social media sites detailing schedules and special events. Announcements are posted at the site for your convenience when picking up your child.

Returned Checks

All checks are required to have: Full Name, Street Address (No P.O. Box), and Home Phone Number. If your check is returned it will be automatically forwarded by the bank to the Limestone County District Attorney's Office Worthless Check Division.

Late Payment Fee

Late fees will be assessed after 5:30 p.m. on Monday. You will be charged a \$5.00 late fee if the total in your account at the close of the program on Monday will not completely pay for services for the week, based on registration.

Late Pickup Fees

Late Pickup Fee will be charged at \$1 per minute after 5:30 p.m. per child; it is due when you arrive to pick up the child. The CCLC Program ends promptly at 5:30 p.m. each day. After 5:40 p.m. staff members will call someone from the parent's emergency list to come for the child. **Only two late pickups are admissible before dismissal of your child from the program is considered.** Staff members are not permitted to transport students.

Health, Medication, Illness

No medication may be administered by 21st CCLC Staff. Other arrangements must be made through the school office prior to child coming to the Program. Limestone County Schools Medication Policy will be followed.

If a child becomes ill during his/her stay in the program, these procedures will be followed:

(1) The site leader will call the parent/guardian and discuss the child's symptoms; (2) If symptoms persist or worsen, the parent will be called to pick up the child; (3) No child will be admitted or kept in the program if he/she has a temperature exceeding 100.5 degrees Fahrenheit with symptoms.

Emergency Procedures

In the event of a medical emergency:

- CCLC staff will call 911.
- A parent or guardian will be contacted.
- The School Principal or Assistant Principal will be notified.
- The 21st CCLC District Grant Coordinator will be contacted.

Communicable Disease

If a child has a contagious illness, in some cases a doctor's release may be required for re-admission into the program. Site leaders and staff will work closely with parents to keep the illness from spreading.

Safety

All official School Board procedures relating to safety and emergencies will be followed, and it will be the responsibility of the site coordinator to advise staff of School Board policies relating to safety and emergency procedures. This includes, but need not be limited to, instruction on handling emergencies, supervision at all times, evacuation procedures (fire drills), special procedures, severe weather procedures, and discipline procedures.

Student Welfare

All teachers and administrators are required by state law when called upon to render aid or assistance to any child or when such child is known or suspected to be a victim of child abuse or neglect.

The Board requires that all teachers report cases of suspected child abuse or neglect to their respective principals. The principal will immediately provide oral notice of such neglect or abuse to the Department of Human Resources. The oral report is to be followed by a written report. The principal will provide a written report of the case to the Superintendent.

The written report shall state, if known, the name of the child, his whereabouts, the names and addresses of the parents, guardian, or caretaker and the character and extent of his injuries, any evidence of previous injuries to said child, any other information which might establish the cause of such injury or injuries, and the identity of the person responsible for the same.

Any person making a report of suspected child abuse pursuant to Alabama law or participating in a judicial proceeding resulting there from shall, in so doing, be immune from any liability, civil or criminal, that might otherwise be incurred or imposed. Any person who

shall knowingly fail to report a case of child abuse or neglect as required by Alabama law shall be guilty of a misdemeanor.

Order of Action:

1. Note any observable injuries (bruises, cuts, etc.).
2. A photograph record may be made. Be sure a witness is present.
3. Inform the Site Coordinator, who will notify the school principal.
4. After the oral report is made, a written report to the principal will follow.
5. The principal will give notice of any other action needed.

Discipline

Because children are entitled to a pleasant and harmonious environment, we cannot serve those who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, involves willful destruction of property, or that which ignores or disobeys program rules. If a child cannot adjust to the rules of the program and behave appropriately, he/she may be dismissed or suspended from the program. Reasonable efforts will be made to assist the child in making needed adjustments.

Disruptive behavior will be dealt with in a fair and consistent manner including:

- Implementation of an in-house discipline procedure (i.e. “time-out;” Corporal punishment is never used by 21st CCLC Program staff.)
- Notifying the parents of his/her child’s unacceptable behavior.

The disciplining of children shall be consistent and fair. The specific discipline at each school will be followed. All rules will be explained to the students the first week of operation. Limits and rules shall be understandable to the ones to whom they apply. In the event of disruptive behavior, the child will be given a warning (reminder) and an appropriate interval of time for improvement. Positive reinforcement will be utilized in order to help facilitate appropriate behavior.

Parents will be informed of problems the child may have in the program, asking for assistance. A conference will be held with the teacher, parent, child, and, if needed, the principal to determine action needed. If the disruptive behavior continues, the parent will be given a written notice of pending termination one week prior to dismissal from the program. If during that week efforts by the teacher and parent have failed to change the child's behavior, a final written notice will be given to the parent. Termination will be as of that date. In every situation, the staff desires to provide pleasant surroundings for every child in our care.

Notwithstanding the foregoing, the School Principal may at any time, at his or her sole discretion, permanently dismiss a student from the CCLC Program should a student’s conduct merit dismissal.

Termination Notice

Parents will be given one week's notice prior to terminating arrangements with the 21st CCLC.

Complaint Procedure

In the event of a complaint, initial contact should be made with the 21st CCLC Programs Site Coordinator. After the incident or complaint has been discussed, the Site Coordinator will forward documentation to the School Principal and District Grant Coordinator. Upon receiving the written documentation, the Principal will contact the Site Supervisor to review the complaint/request. If the parent or guardian does not feel the situation reached agreeable resolution, they may contact Betsy Pitchford, 21st CCLC Director at the Limestone County Schools Central Office; (256) 232-5353. If the situation remains unresolved the Executive Director of Federal Programs will be apprised of the problem and how it has been handled. Our desire is that all problems be resolved to the satisfaction of parent, student, and 21st CCLC Staff.

Sign-Out Policy

In the interest of safety and security, all children must be signed out daily by parents, guardians, or someone listed on the registration form at least 16 years of age. A complete signature is required (No initials please). You may include an additional page of contact names and numbers if you desire; more is better than less. A driver's license will be requested as identification from those persons picking up a child. Failure to sign out a child will be considered a serious rule infraction.

In addition, it is a parent's duty and responsibility at all times to provide a fit, responsible, and unimpaired person to pick up the child from the 21st CCLC Program. By placing the child in the program, the parent agrees and certifies that any person who picks up the child shall be fit, responsible, unimpaired and shall not endanger the child. Law enforcement officials shall be notified if anyone impaired by drugs, alcohol, or any other reason attempts to pick up a child.

In the event there is reasonable suspicion to believe that an impaired person is picking up a child, that child shall not be released until the appropriate law enforcement officials have resolved the situation.

**LIMESTONE COUNTY SCHOOLS 21ST CENTURY COMMUNITY
LEARNING CENTER**

PARENT HANDBOOK

ACKNOWLEDGMENT FORM

Please complete the form below and return form to school.

I, _____ and my parents or guardian have received
(Name of student)

and read the foregoing contents of the Limestone County Schools 21st CCLC Parent Handbook.

___ Electronic version located on the School website.

___ Print copy that my child received from the school.

SIGNED _____
(Name of student)

SIGNED _____
(Name of parent)

DATE _____

Note: The student and his/her parent(s) or legal guardian(s) are to sign the statement above and return this form to school. It will be filed with the school's 21st CCLC program. Signing of this statement does not mean that the student/parent(s) or legal guardian(s) agree with the contents of the handbook. The purpose of this page is to acknowledge receipt of this handbook.