



21st Century Community Learning Centers Family Handbook

Communities Closing the Gap Out-of-School Time Program

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STATE OF THE PROGRAM MESSAGE

The Communities Closing the Gap 21st CCLC Program has been designed to meet the highest standards in out-of-school time programming. The program utilizes nationally accepted “Best Practice” Curriculum and methodology. Staff members receive ongoing professional development, Mental Health, CPR and First Aid Training, and submit to background checks through both the federal and state criminal databases. Facilities are inspected annually by the Kanawha Charleston Health Department and the West Virginia State Fire Marshall.

The annual program operating budget is in excess of \$375,000 per year. Approximately one half of that amount comes from the WVDE 21st Century Community Learning Centers, small grants, registration fees and donations. One fourth is provided by the churches and community centers that provide the facilities to house programs; and partners such as Charleston Ballet, WV State NASA Consortium, WV University Extension, West Virginia State University Education Department, West Virginia Public Broadcasting System and West Virginia State Afterschool Network that provide programming and volunteers. ***But, that’s not nearly enough!***

In order to continue offering high quality services to you and your children we need your help.

- The program will be sponsoring quarterly fundraising events which can only be successful with your support.
- We are continuing the required application fee of \$50.00 per child during the 2018/2019 school year.
- You may be eligible for child care subsidies. If so, please contact the Program Manager, Edna Green at 304-768-7688.
- Speak with the Site Coordinator concerning volunteer opportunities, serving on the advisory council, or sharing your skills and interest with program participants.

All Contributions are tax-deductible
And very much appreciated.

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Parent/Guardian Acknowledgement Form

Partnership of African American Churches (PAAC) Communities Closing the Gap 21st Century Community Learning Centers program site is an out-of-school time program offered *free of charge* through a federal grant administered by the West Virginia Department of Education. The program offers academic support, academic enrichment, college and career readiness, and recreational opportunities for students, and it also serves students' families. To get the full benefit of the program, your child should attend daily. Students who do not attend regularly (80 percent of the time) may be dropped so other students have the opportunity to participate.

Family group activities will be offered quarterly. Please attend these as possible! Remember that families are responsible for attending at least two activities per semester to meet the program requirements. Family participation is very important to our program because of 21st CCLC dual-capacity framework, meaning we serve both students *and* families!

Your child and family are expected to meet program guidelines and participate regularly. Instructors use positive reinforcement during the out-of-school time program to keep a positive and fun learning environment. To maintain that positive environment, we will not allow harassment or bullying. We have a "zero tolerance" policy for any weapons or controlled substances. We follow the practices and procedures described in the PAAC Communities Closing the Gap Handbook. Expectations during the out-of-school time program are the same as during the regular school day. Our behavior/discipline policy states that if a student has a discipline issue, the parent or guardian will receive a contact from the Site Coordinator. We reserve the right to suspend or terminate a student from the program immediately if a student's behavior puts staff or other students in danger. Please refer to the PAAC Communities Closing the Gap Handbook for more information.

The program hours go from school dismissal until 5:30 p.m. Monday through Friday. It is imperative that students are picked up on time unless you have given staff permission to allow your child to leave at will. We will not be in session on non-school days and will not provide services on early release days. Please read and discuss this family handbook with your child. Then, please sign this form and return it to our Site Coordinator, with the completed registration form, to confirm your understanding and acceptance.

Student Name _____ Program Site _____

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____ Date _____/_____/____

Please return this signed form to the Site Coordinator with your registration form.

Section I: 21st CCLC Introduction

Vision: PAAC Communities Closing the Gap program creates happy, engaged, ready learners.

Mission: PAAC Communities Closing the Gap Program creates a safe and loving environment, while promoting an atmosphere that reinforces positive youth development and academic excellence.

Program activities are designed to support student academic, social and emotional growth. The program focuses on activities that help students meet state learning standards in language arts, mathematics, science and social studies, and build critical thinking skills and positive character traits. To honor youth voice, activities are designed to be innovative, hands-on and relevant. They are built on learning goals that are shared with youth. The program strives to create strong, transparent connections to college and career exploration and readiness. It also includes sessions that promote health and wellness and support a student's success in school.

The minimum program requirement at each site is 8 hours per week, Monday through Thursday for a minimum of 30 weeks. This provides an additional 240 instructional hours for students. This is approximately 34 additional school days.

Goals

1. Help students achieve standards in core academic subjects such as reading and math.
2. Offer enrichment programs that supplement regular academic programs.
3. Provide educational services for the families of participating students.

Section II: Enrollment and Attendance

Attendance Policy

This learning program is provided *free of charge* to students (and their families) attending PAAC Communities Closing the Gap Program. Enrollment is first-come first-served, based on class/grade availability, giving priority to returning students while also reserving space for students who are identified as most in need of support. This is possible because the program is funded through a 21st CCLC grant, administered by the WV Department of Education and provided through the Partnership of African American Churches. To get the most out of the program, your child should attend daily for the full program year. If a child has a prior commitment, written notice containing the parent's or guardian's signature and stating the reason for the weekly/monthly absence must be provided to the site coordinator. This notice will become part of the student's file. Frequent absences may result in your child's removal from the program. The site coordinator will contact the parent or guardian of any student who has more than four consecutive absences.

Please contact the site coordinator in advance if you know your child will be absent from the program. Your child's safety is our top priority. We would never want to assume a child is with their family, while the family assumes the child is attending the program. That is why communication with the site coordinator is so important. It's about your child's safety!

Section III: Program Hours and Activities

Hours of Operation

The PAAC Communities Closing the Gap program operates July 16th – June 4th for students attending year-round schools and August 20th - May 29th for students attending traditional schools.

The out-of-school time program operates from school dismissal until 5:30 p.m. Monday to Friday.

During the afternoon hours, students will participate in supper and snack time, academic interventions and homework time, academic enrichment, college and career awareness, and recreational activities. Activities vary throughout the year; consult the Site Facebook Page for details of current activities.

Holiday and Bad Weather Policies

During the regular academic year, the calendar for the 21st CCLC program follows the calendar of Kanawha County Schools. On days when there is no school, including bad weather days, the 21st CCLC program is not in session. If school is released due to bad weather, the program will not be provided. On school days when regular classes are in session, but bad weather is predicted for late afternoon, the afterschool program hours may be canceled.

Dismissal

As described in Section II of this handbook, attendance is important. To get the full benefit of this program, your child should attend each day for the full program length. Parents who pick up students will go to the sign-out table, where they will meet with a staff person to sign students out for the evening. If students are to be picked up by persons other than those designated at the time of registration (those listed on the student's registration form), the site coordinator must be notified prior to pick-up time, or the student will not be released.

Early Pick-Up

We discourage picking up your child early. Program staff plan activities based on the full program time available. Your son or daughter will not receive the full benefit if they do not participate in the full program day. We understand that early pick-up may be required sometimes. Please try to limit those times as much as possible, so your child will not be removed from the program. When you arrive, please check in with the staff, and be sure to sign your child out for the evening before leaving the building.

Please note, this does not include prior commitments that have been documented in the student's 21st CCLC file by the parent or guardian.

If you want a person other than those listed on the registration form to pick up your student, the site coordinator must be notified prior to pick-up time.

Late Pick-Up

Students must be picked up immediately after program ends. This means by 5:30 p.m. Monday to Friday. The learning center is not staffed after these hours. **A student may be removed from the program if he or she is picked up late three times.**

Family Participation

Family involvement is a very important component of your child's education; we encourage each adult family member to participate in this program as much as your schedule allows. Each quarter, we plan to offer an activity in the evenings for both the parents and their children, or just for parents.

The community/family events are designed to be fun for the whole family, so we hope you will attend! We will provide the information for these events in advance.

We select the adult workshop topics based on community feedback and the sessions have been designed for adult learning. Please let the site coordinator know if there are workshops that would be of interest or benefit to you.

Section IV: Behavior Policy

The behavior policy at our site was established to help students develop self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed over time by participating in activities and interacting with others. The main reasons for establishing behavior expectations are these:

- to prevent possible harm to self or others;
- to prevent infringing on the rights of others; and
- to prevent damage to equipment and property.

To provide a safe and secure environment for everyone, the following expectations will be in effect at all times:

- Follow the rules of the Kanawha County Schools Student/Parent Handbook 2018-2019 Student Code of Conduct handbook.
- Follow the directions of staff the first time they are given.
- Show respect and treat others with kindness.
- Ask permission to leave an area.

Students will be taught to be responsible for their own actions; they make the choice to follow the rules and enjoy the rewards or to ignore the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards and positive communications with parents. Whenever possible, natural and logical consequences will be provided for inappropriate behavior.

If a student has a discipline issue, the parent or guardian will receive a contact from the Site Coordinator. Parents will be informed of their child's behavior and may be asked to participate in a discussion to resolve special situations. We reserve the right to suspend or terminate a student from the program immediately if a student's behavior warrants it.

Section V: 21st CCLC Staff and Volunteers

The PAAC Communities Closing the Gap Out-of-School-Time Program has a teaching team that consists of teachers and paraprofessionals from the school day and part-time staff hired specifically for the Out-of-School-Time Program.

Each activity adheres to a 1 to 15 staff-to-student ratio, which provides several benefits:

- more one-on-one attention from the staff;
- students get to know each other better; and
- staff can tailor instruction to students' individual needs.

We also recruit volunteers to assist students in a variety of ways: small-group tutoring for academic skill practice, apprenticeship or technical skill instruction, and enrichment projects. Other volunteers work behind the scenes on administrative tasks.

We welcome all family members who would like to volunteer with the 21st CCLC program! If you or someone you know would like to donate a few hours in the classroom or behind the scenes, please contact the Site Coordinator.

All 21st CCLC team members, paid instructors and volunteers, are required to pass a fingerprint/background check. Your child's safety is a priority, so this policy is strictly enforced.

Section VI: Communications

It is important to keep the lines of communication open between the 21st CCLC staff and families of enrolled students. Listed below are ways we plan to keep families updated, and a way for families to contact program staff.

Homework: Staff will assist your child with assigned homework. This may be homework assigned by school day teacher or site staff to assist in developing student's skill

Program activities: A newsletter will be sent home quarterly. A monthly program schedule will be posted on the Site Facebook Page.

Questions, concerns, suggestions: Please contact the Site Coordinator,

Section VII: Additional Details

Supper and Snack

A nutritious meal and snack will be provided daily at no charge through the WVDE Child and Adult Care Food Program. The site coordinator must be notified of any special dietary concerns.

Medications

The 21st CCLC program staff are not responsible for giving medications to students. Arrangements must be made to have medications administered before students arrive at the program. Exceptions to this rule include EpiPens for allergic emergencies or inhalers for asthma treatment. Students should have these supplies with them. The 21st CCLC program does not have a supply of EpiPens or inhalers.

Health and Safety

Our staff provides a safe and healthy environment for all youth. Please list your child's medical conditions on the registration paperwork. If your child has a known medical or health condition (such as asthma, diabetes, ADD, autism, seizure disorder), be sure the site coordinator knows what to do if a problem should occur during program hours. Please notify us of your child's physical or health condition so we can do our best to serve your family. If a child becomes ill while in the out-of-school time program, the parent, guardian or approved adult will be notified. Depending on the nature of the illness, the adult may be asked to pick up the student. If a child has any of the following symptoms or behaviors, the parent or guardian will be notified to pick up the child immediately:

- Any communicable disease
- Chills and/or fever over 100 degrees Fahrenheit
- Nausea, vomiting or diarrhea
- Undiagnosed rash
- Cough
- Head lice
- Ringworm
- Pink eye
- Accident requiring medical attention

21st CCLC Emergency Policy

In case of an accident or illness, we will call the parent or guardian of a child. Please be sure we have your correct phone numbers and address on file. In serious emergencies, you will be contacted and 911 may be called. Directions from the Emergency Medical Technician (EMT) will be followed until you have arrived. If the EMT determines the need to transport the student and you have not yet arrived, the student will be transported to the hospital and accompanied by a staff member. Once you arrive at the site you will be updated on the transportation of the student. The parent(s) or guardian(s) of the student will be responsible for the cost, if any, of the emergency vehicle and/or emergency room.

Field Trip Permission

You will be notified of plans for any field trips. Permission slips are required if a student is taken off campus. The usual district and school policies for field trips will carry over to the 21st CCLC program.

Personal Belongings

We assume no liability for lost/damaged items. Students should keep personal belongings, including cell phones and other electronic devices, in their backpacks. These devices should not be used during program hours unless there is an emergency and the student has permission from the program staff.

On behalf of the entire PAAC Communities Closing the Gap team, we look forward to an outstanding year of learning and fun!