



*The*  
**OSCEOLA SCHOOL DISTRICT**  
*proudly presents:*



*Another* **NITA M. LOWEY 21<sup>ST</sup> CENTURY**  
**COMMUNITY LEARNING CENTER**

# Parent Handbook



*Every Child, Every Chance, Every Day!*

# School District of Osceola County, Florida



## Nita M. Lowey 21st Century Community Learning Center

### *Handbook for Parents*



**NITA M. LOWEY 21<sup>ST</sup> CENTURY  
COMMUNITY LEARNING CENTERS  
FLORIDA**

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Welcome to our after-school educational program. We are looking forward to a great year at our 21st Century Community Learning Centers (CCLC) program! The following information will help you to understand the operations of our site.

## **21st CCLC AFTER SCHOOL PROGRAM**

Florida's 21st Century Community Learning Centers (21st CCLC) program is a key component of the "No Child Left Behind Act" and is an opportunity for students and their families to continue to learn new skills and discover new abilities after the end of a regular school day. The program helps students meet state and local student standards in core academic subjects, such as reading and math. Students are also offered a broad array of enrichment activities that can complement their regular academic programs; while families of participating children are offered literacy and other educational services.

### **PROGRAM MISSION**

The mission of our program is to align with your student's regular school day activities and to help close any achievement gap he/she may have. We do this by providing engaging and fun project-based learning opportunities where students explore, discover and develop academically. Also the program purposefully helps students cultivate skills for lifelong health, fitness and positive community living.

### **AREAS OF FOCUS FOR 21<sup>st</sup> CCLC STUDENTS**

These are the core elements of the program:

- ❖ Project-based Learning for development of STEM skills and knowledge
- ❖ Collaboration with school day teachers to reinforce skills and content our students are covered in their regular school day in the areas of language arts, math, science, and social studies. Research supports this strategy in that students make assessment gains.
- ❖ Homework Help
- ❖ Personal Enrichment Activities in Health and Fitness
- ❖ Development of Community Awareness and Our Responsibility as Citizens



## REGISTRATION FORMS:

A complete set of registration forms must be completed before your child may participate in the 21st CCLC program. These forms include, but are not limited to, the program registration form and the signature page of the overview of the program expectations. No child will be allowed to enroll for any reason unless the forms are signed and dated. It is the parents' responsibility to notify the 21st CCLC staff of any changes. Such as change of address, change of contact numbers, change in those persons authorized for pick-up, and changes in family arrangements.

### ADMISSION OF STUDENTS:

Students will be admitted using the following considerations and procedures:

Students scoring a Level 1 or Level 2 on the Florida Statewide Assessment will receive priority for admission to the program. Additionally, students academically at-risk as determined by report card grades, classroom performance, and teacher recommendations will receive priority consideration. All other available program admission slots are on a "first come - first serve" basis.

All required registration and admission paperwork is received by the program site. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.

Space availability AND/OR consideration of sibling participation.

Student's ability to cooperate and work in small group settings, display appropriate behavior and adhere to staff expectations. Students must adhere to the school site's behavior requirements.

## ATTENDANCE REQUIREMENTS:

Funding for this free after school program is directly tied to students' and parents' attendance and participation in all components of the program. Students and/or parents who do not meet the minimum attendance requirements will be withdrawn. If your child is going to be absent, please call the school office and ask that the site coordinator be notified or send a note to the 21st CCLC staff.

Once a child is enrolled, attendance will be monitored monthly in order to receive continuous funding.

Therefore, it is necessary for students enrolled to participate for the entire time and every day.

Three (3) or more unexcused absences in a thirty (30) school day period and/or excessive early pick-ups COULD result in your student being removed from the program.

## **HOURS AND DAYS OF OPERATION:**

The 21st CCLC after school program operates from school dismissal until the end of program, which varies by site, Monday, Tuesday, Thursday and Friday on regular school days. The program will follow the school's calendar and it is adjusted for holidays and teacher workdays based on the District calendar.

## **DISMISSAL/RELEASE OF STUDENTS/EARLY RELEASE:**

1. Pick-up may ONLY be made by authorized parties. Permission MUST be in writing and signed by the legal parent or guardian on the registration form that is completed on the first day of program attendance, or previously.
2. Students who are walkers must have written consent by the parents for a child to walk home. If someone other than the regular pick-up person comes to pick up the child 21st CCLC staff will ask for picture I.D. to verify the identity of the person. Only people listed on the registration form may sign the child out.
3. If an emergency should arise and you should need to take your child from school before the close of day, we would appreciate if you would notify office staff that your child attends the after-school program.
4. In the event of illness, or other absences, please notify the 21st CCLC program staff if at all possible.
5. Staff will not release children to anyone, including parents, who appears to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Please be on time! Parents should arrange for an authorized back-up person to pick up their child in the event of lateness. Chronically late pick-ups create hardships on the program staff and could result in our inability to continue serving your child. Parents are strongly encouraged not to pick up their child early unless it is a necessity. This will allow sufficient time for full participation in the program.
6. All students MUST be picked up by the end of the program. In the event your student has not been picked up within thirty (30) minutes of the stated closing time, 21st CCLC staff members may call the authorities.

Early release from the program is allowable but will be closely monitored. Parents must provide information regarding early release for children participating in the extracurricular activities. Early release should be for emergencies only.

## **SPECIAL NEEDS STUDENTS:**

The Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and the Florida Statutes and State Board of Education Rules prohibit child care programs (including afterschool programs located in public schools) from discriminating against a child with disabilities by denying admission based on disability or by denying a request for reasonable accommodations without making an individualized assessment of a child's particular needs.

## ***AFTER SCHOOL PROGRAM:***

Students will report to their designated after-school classroom immediately upon dismissal at the end of the regular school day.

### **SAMPLE SCHEDULE**

25 minutes Snack

30 minutes Homework Assistance

60 minutes PBL Activities

45 minutes Personal Enrichment/ Physical Activities/Performing Arts

### **SNACKS:**

Providing snacks for afterschool programs is a great opportunity to help students practice healthy eating, assist adults in promoting a healthy eating environment, and strengthen the role of School Nutrition Services Department as a partner in education as well as health. Every student is provided a snack by the SNS Department at the beginning of the program.

Any food allergies your child may have should be communicated with the site coordinator and the school nurse.

## ***OUTDOOR PLAYS:***

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program as listed in the enrichment schedule. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside.

## ***SAFETY and SUPERVISION GUIDELINES:***

The District considers the safety of students participating in the 21st CCLC after school program of great importance. All employees wear their employee photo ID badge and assume responsibility for student safety. During the afterschool program, students, staff, and parents will follow the same procedures as in the Emergency Action Guide for Teachers. Staff will supervise students at all times during classroom activities and hallway transitions.

During dismissal students will line up at the designated area until parent arrives for pick up. Walkers and bike riders will need to have a signed parent consent on file before being allowed to depart on their own.



## ACCIDENTS/EMERGENCIES:

Each school has devised several procedures to follow if an emergency would occur while a child is in the care of 21st CCLC staff. In order to prepare children for the unlikely need to evacuate, the school does conduct periodic fire drills during the program hours.

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 immediately 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 staff member will accompany the child to the hospital with all available center health records.

Staff will not transport children in staff owned vehicles. Only parents or EMS will transport. An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs that jeopardizes the safety of the child. All District policies and procedures regarding injury shall be followed, with appropriate reporting.



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## NATURAL DISASTER EMERGENCIES

When it is determined that it is unsafe for students and staff to remain at their 21st CCLC site location, an evacuation will be ordered. This type of evacuation requires that the students and staff leave the building and go to a designated area on the immediate grounds. Regular drills on emergency plans, procedures and duties will be conducted to:

- ❖ Provide training for staff, including substitutes
- ❖ Orient children on emergency procedures and responsibilities
- ❖ Develop skills needed for a real emergency

Children will only be released to a parent or to an individual designated in writing by the parent. In an emergency, a child may be released to an individual upon verbal approval by the parent if the individual's identity can be verified by a staff person.

## LOCKDOWN/INTRUDERS

Lockdown procedures may be implemented in situations involving dangerous intruders or other incidents that may result in harm to persons inside the facility. Local police input should be sought before finalizing the procedures recommended below. Any staff member can issue a lockdown notification by announcing a warning over the public address system, by sending a messenger to each room, or by sounding a bell or other pre-arranged signal. The Site Coordinator on duty should then immediately call 911 for assistance. In an active shooter situation (or if one is suspected), staff should immediately follow this lockdown procedure even if an announcement has not been officially made.

### PROCEDURE ONCE A LOCKDOWN NOTIFICATION HAS BEEN GIVEN:

- Everyone is to stay where they are.
- Any students in the cafeteria or in a hallway should move to the nearest pre-designated classrooms.
- If students and staff are outside the school building, they should relocate to a pre-designated safe location off-campus. If this is not possible, they should stop, drop and remain until further notice is given.
- If staff and students are in the bathrooms, they should move to a stall, lock it and stand on the toilet.
- Students and staff in the library should remain in the library unless evacuation is a safe alternative. A teacher will lock the doors, turn out the lights and have students relocate to a safe area.
- Students will stay in safe areas until directed to move or evacuate and escorted by law enforcement officers .



## MANAGEMENT OF ILLNESS:

The 21st CCLC after school program sites provide children with a clean and healthy environment. A child with any of the following symptoms will be isolated and parent or emergency contact notified:

- ❖ Temperature of 100+ degrees F° in combination with other signs of illness
- ❖ Persistent diarrhea
- ❖ Difficult or rapid breathing
- ❖ Yellowish skin or eyes
- ❖ Redness on the eye, obvious discharge, matted eyelashes, burning, itching
- ❖ Untreated skin patches, unusual spots or rashes
- ❖ Stiff neck with an elevated temperature
- ❖ Vomiting more than once or when accompanied by any other sign of illness
- ❖ Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick up the child.



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## MEDICATIONS:

School staff will administer medications to a child only with written parental request and in accordance with the SDOC policy. Medications will be stored in a designated area inaccessible to the children. Medications may NOT be stored in a child's book bag.

## CONFIDENTIAL INFORMATION:

All information about children and their families including all records will be handled as confidential. Access to child and family records will be restricted to appropriate administrative and instructional personnel. A parent/guardian may request to view their child's records at any time. All volunteers will abide by the confidentiality policy. Breach of confidentiality by an employee may result in immediate dismissal.

## GUIDANCE PLAN:

The goal of the child guidance and management requirement at each site is for children to learn self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed by guiding the children through everyday activities and interactions with others. Rules and limits are set for three main reasons: to prevent possible harm to self or others; to prevent infringement on the rights of others; and to prevent damage to property.

These guidelines are also required of all staff members at each site. Children will be taught to be responsible for their own actions; they make the choice to follow the rules and enjoy the rewards or to disregard the rules and accept the consequences.

## 21<sup>st</sup> CCLC CODE OF CONDUCT:

The 21st CCLC after school program follows the same guidelines/rules listed in the School District of Osceola County, Florida Code of Student Conduct. It is published each year to clearly communicate the behavioral expectations for students at all grade levels and to summarize the policies of The School District relative to management of student conduct. This handbook, can be accessed in the webpage labeled "Code of Student Conduct," it outlines the responsibilities and rights of all students, defines the District rules of conduct and the behavioral expectations for students, and identifies the consequences for violations of the rules of conduct, and clarifies the procedures for processing disciplinary infractions.

### CONSEQUENCES:

- ☑ 1st Offense- Student will conference with teacher and site coordinator, parent is notified
- ☑☑ 2nd Offense-Student will receive written notice, parent notified
- ☑☑☑ 3rd Offense- Student will be suspended from the program, parent notified
- ☑☑☑☑ 4th Offense or Serious Offense-Termination from the program, parent notified

It is understood that if a student jeopardizes the safety of other students or the program, the child will be dismissed immediately. Reasonable efforts will be made to assist students within the program, but the program reserves the right to suspend or terminate a child at any time if a serious problem exists.

## PARENT PARTICIPATION:

Families are intimately involved with their children's growth and development. They are involved in the more formal education process as well. Students reach higher levels of success when parents, school staff and community organizations work together as partners focused on our children's preparation for college and career and more importantly for life in our communities as adult contributors. We offer an environment where parents can feel at ease; providing parent-related activities and family services during times more accessible to working parents; offering resources to help parent-child communication; and providing parents with the tools to become more empowered in their involvement with their child's education.

As a participant in the 21st CCLC after school program, adult family members (parents/guardians) are REQUIRED to be an active partner in the following: EVERYONE MUST PARTICIPATE in PARENT AND STUDENT FAMILY NIGHTS/WORKSHOPS! Your input matters, additionally, parents will be asked to complete a survey(s) regarding their students' social and academic progress.

Every adult family member must attend a minimum of FOUR events per SCHOOL YEAR. There is a schedule to help you plan your calendar. The monthly workshops are designed to be fun and informative and to build the partnership between you, 21st CCLC, regular school and your student for academic success.



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## PROGRAM EXPECTATIONS:

### THE PROGRAM EXPECTS THAT PARENTS/GUARDIANS WILL:

- ❖ visit with the site coordinator about concerns related to their child or the program
- ❖ be informed about any misbehavior on the part of their child and meet with the Site coordinator to bring improvement in the situation
- ❖ be regularly informed about the 21st CCLC activities
- ❖ be informed promptly if their child is in jeopardy of being dismissed from the program
- ❖ make every attempt to attend four parent training sessions and special functions
- ❖ keep the child's registration records up to date
- ❖ pick up their child on time
- ❖ contact the Site 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





The School District of Osceola County, Florida  
2022-23

NITA M. LOWEY 21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS  
AFTER SCHOOL AND SUMMER CAMP PROGRAM

**PARENT HANDBOOK ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_, parent/guardian of  
PLEASE PRINT NAME OF PARENT/ GUARDIAN

\_\_\_\_\_,  
PLEASE PRINT NAME OF STUDENT

who attends 21<sup>st</sup> CCLC after school program at \_\_\_\_\_,

acknowledge that I have received a copy of the 21<sup>st</sup> CCLC Program Student/Parent Handbook. I have read it and I am willing to abide by the policies set forth therein.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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