
21st Century Community Learning Centers

Before & After School Program

2009-2010 Parent Handbook



21st Century Office Address: 77 Capital Avenue N.E., Battle Creek, MI 49017
(269) 965-3883 or (269) 965-9680

21st Century Community Learning Centers



Parent Handbook

Dear Families,

Welcome to 21st Century Community Learning Centers through Battle Creek Public Schools. 21st Century, in cooperation with organizations throughout Battle Creek, is committed to providing high quality and engaging enrichment activities that support student's learning and development. The program gets students outdoors where they can be active, offers field trips that allow them to explore new interests, provides homework assistance, academic instruction in reading and math, offers service learning projects, engages students in cultural projects, and more.

This handbook is a comprehensive guide to understanding the 21st Century Community Learning Center's policies and procedures. As the Director, please let me again extend my heartfelt gratitude to you and your student. May you have a wonderful 2009-2010 school year.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Bonner".

Jennifer Bonner
Project Director

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21st Century Community Learning Centers

Before & After School Program

Parent Handbook

I. Mission and Goals

Mission Statement

The mission of 21st Century C.L.C. Program is to provide:

- Quality before and after school care
- Academic instruction in math and reading
- Enrichment activities
- Homework assistance
- Nutritional meals, following USDA guidelines
- Field trips
- Service learning projects
- Cultural activities
- Recreation and sports activities
- Safe environment before and after school
- Highly qualified Curriculum Coordinator
- Certified Site Coordinators
- Certified teachers
- Experienced staff members

Goals

The 21st Century Program will provide high quality and engaging enrichment activities that support student's learning and development.

The program will offer a variety of activities – recreation and games, arts and crafts, academics including math and reading, homework assistance, music, and “free time” for the children to pursue their own interests – in a safe, friendly environment.

Results expected from the program:

1. An out-of-school-time experience for children that is fun and educational, provides a sense of belonging and safety, involves parents and promotes community spirit.
2. Children and youth succeeding in school.

All participating children, youth, and families can expect the following:

1. To be safe – basic health and safety is a top priority. Parents/guardians must sign their children in and out daily.
2. Eyes-on supervision of children at all times.
3. Kind, respectful communication throughout the program.
4. Staff interacting with children at all times.
5. Staff on-time and prepared with daily program schedules, lesson plans, and adequate materials and supplies.
6. Warm, friendly and informative greeting of parents/guardians.

II. Fees and Payment Policy

1. Payment for the first week of services is due prior to or on the first day of participation in the program.
2. A \$10.00 enrollment fee per family is due at the time of enrollment. This fee is waived for free/reduced lunch students. The fee covers enrollment processing. A separate enrollment fee is charged for the summer program.
3. It is the parent's responsibility to apply/re-apply for free/reduced lunch status at the beginning of each school year. Your family lunch status determines your quarterly fees for the Before and After School Program. Programming fees are \$30.00 every quarter for families that do not qualify for free or reduced lunch; \$10.00 every quarter for families that qualify for reduced lunch; and free for families that qualify for free lunch.
4. The same fees will apply to students only taking part in the a.m. program.
5. Fees are non-refundable.
6. Payments should be placed in an envelope with the child(ren)'s name(s) on it. It should be dropped in the 21st Century box located in the school office or given to the Site Coordinator in the building.
7. Payments must be made by cash, personal check or money order only. Checks will need to be made payable to 21st Century C.L.C. 21st Century has the right to refuse any checks. If a personal check is returned from the bank, then there will be a \$25.00 charge.
8. Quarterly fees will not be prorated.
9. Failure to submit payment within 30 days will be cause for probation, dismissal from program until payment is made, and/or inability to enroll in the next program session.
10. Parents are encouraged to talk with the Site Coordinator to identify alternatives if payments are past due and parents are unable to remain current.

11. Child will not be allowed to enroll at any time until balance is paid.
12. **Volunteer hours of 2 per month can take the place of fees as long as the volunteer can meet the district criteria (background check) to allow access to children, and upon approval of the Site Coordinator and Project Director.**
13. Donations are always welcome!

III. IRS Statements

Working families can receive a tax credit for the parent fees paid toward the Before and After School program, depending on family income.

IV. Licensing

21st Century seeks to provide a healthy and safe environment for all children. We are required by the State of Michigan Bureau of Child Care to license all elementary and middle school 21st Century-operated Before and After School sites.

Adult Child Ratio

The staff to student ratio is 1 to 18 for elementary and middle school students. This ratio has been deemed appropriate by the State of Michigan Department of Human Services Office of Children and Adult Licensing.

V. Enrollment

The 21st Century Before and After School program encourages children of all backgrounds to attend. The program does not discriminate on the basis of sex, race, color, creed, national origin, ethnic background, or ability to pay.

To attend the program, a child must be enrolled. This includes the completion of the full enrollment packet by the parents/guardians. Without a complete enrollment, the program cannot authorize services for the child, nor, under any circumstances, allow the child to attend the program. Forms are available at each Battle Creek Public

School's office. Please include all elementary students from the same household on one form, all middle school students from the same household on a form, and all 9th and 10th grade students on a separate form. You may enroll up to 3 students on 1 form. Please use additional forms as needed. There is not a limit on how many students you can enroll for 21st Century.

Students can be enrolled at any time throughout the school year. All forms should be completed and returned with the first fee to the child's school office. It should be dropped in the 21st Century box located in the school office or given to the Site Coordinator in the building. Payment must be made before the child will be able to attend the first day of the 21st Century program. Please see Section II on Fees and Payment Policy.

The Before and After School program is not a 'drop-in' program. However, the program may be used for scheduled occasional use (for example, Tuesdays and Thursdays after school). Parents will still be charged the full weekly amount for occasional use.

VI. Enrollment Forms

Parents/guardians will be required to complete the following prior to their child attending the program:

- Before and After School Registration Form
- Emergency Contact card
- All Waiver of Liability Forms

For the safety and security of all children, enrollment information is to be kept current. The parent/guardian is asked to notify the Site Coordinator immediately regarding any change of information on forms, such as emergency persons, names, employers, phone numbers, arrival/departure changes.

VII. Breakfast and Meal

All enrolled children will have access to the school's breakfast program. All enrolled children will receive a daily after-school dinner meal. All food served will meet USDA nutritional

guidelines for school food programs.

VIII. Hours of Operation

Before-school program: 7:00 a.m. to start of school (Mon.-Fri.)

After-school program: end of school day to 6:00 p.m. (Mon.-Thurs.)

Generally, the Before and After School programs will follow the school district's holiday, inclement weather, and teacher-in-service schedule.

Detailed Program Schedule

Program start date: September 14, 2009

Program end date: June 4, 2010

Elementary Programs:

- **7:00 – 8:00 a.m.** Monday through Friday for a.m. program
- **3:26 – 4:00 p.m.** Monday through Thursday – students receive homework help, physical activity and a nutritional meal following USDA guidelines
- **4:00 – 5:00 p.m.** Monday through Thursday – students receive one hour of academic instruction focusing on math and reading.
- **5:00 – 6:00 p.m.** Monday through Thursday – students will have enrichment opportunities, including field trips and school-based programs.

Middle School Programs:

- **7:00 – 7:45 a.m.** Monday through Friday for a.m. program
- **2:45 – 3:30 p.m.** Monday through Thursday – students receive homework help, physical activity and a nutritional meal following USDA guidelines.
- **3:30 – 4:30 p.m.** Monday through Thursday – students receive one hour of academic instruction focusing on math and reading.
- **4:30 – 6:00 p.m.** Monday through Thursday – students will have enrichment opportunities, including field trips and school-based programs.

High School Program – Battle Creek Central (9th & 10th grade only):

- **7:00 – 7:45 a.m.** Monday through Friday for a.m. program
- **2:45 – 3:30 p.m.** Monday through Thursday – students receive homework help, physical activity and a nutritional meal following

USDA guidelines.

- **3:30 – 4:30 p.m.** Monday through Thursday – students receive one hour of academic instruction focusing on math and reading.
- **4:30 – 6:00 p.m.** Monday through Thursday – students will have enrichment opportunities, including field trips and school-based programs.

****Should schools be closed due to inclement weather, then 21st Century Before and After School Programs will be cancelled.****

Tentative 21st Century Calendar

Sept 8 – 11	Open registration for 21 st Century in all buildings
Sept 14	21 st Century begins in all buildings
Oct 22	<i>Lights on Afterschool</i> at YMCA
Oct 26 – 30	No 21 st Century
Nov 12 – 13	No 21 st Century
Nov 23 - 27	No 21 st Century (Thanksgiving break)
Dec 18	No 21 st Century
Dec 21 – Jan 1	No 21 st Century (Winter break)
Jan 28 - 29	No 21 st Century
Feb 11 - 15	No 21 st Century (Mid Winter break)
March 29 – 31	No 21 st Century
April 1 – 9	No 21 st Century (Spring break)
May 3 – 7	No 21 st Century
May 31	No 21 st Century (Memorial Day)
June 4	Last day of 21 st Century program

(This schedule does not include conference days in the buildings. Please check your building calendar to make sure 21st Century will be running on these dates. A.M. programs will run from September 14 – June 4 when school is in session.)

This is a tentative 2009/10 schedule. We reserve the right to make changes.

In the case of a lock down, we cannot let anyone into the building, release any child, or take them outside. All children and staff will remain in a designated area away from windows and doors. Once an all clear has been given, the program will continue with its regular routine. During the lock down, know that your child is safe but contact cannot be made until the police or a district administrator has given an all clear. Every effort will be made to ensure your child's safety.

IX. Afternoon Closing Time

We understand that problems occasionally arise that could prevent you from picking up your child on time. In that event, please call the Site Coordinator as soon as you know you may be late and identify who will be picking up your child.

Please note that all Site Coordinators are listed below along with their designated school site and phone number.

<u>Elementary Schools:</u>	<u>Site Coordinator:</u>	<u>Phone Number:</u>
Ann J. Kellogg	TBA	269.209.6975
Coburn	Crista Hilton	269.209.8033
Dudley	Meghan Van Nocker	269.209.7223
Franklin	Lara Jacobs	269.209.8000
Fremont	Danielle Robertson	269.209.7073
LaMora Park	Kathy Mallory	269.209.7197
Urbandale	TBA	269.209.8037
Valley View	Steve Anderson	269.209.7523
Verona	Shelly Bever	269.209.8047
<u>Middle Schools:</u>		
Northwestern	TBA	269.317.4164
Springfield	TBA	269.317.4170
W.K. Kellogg	Amy Bridges	269.209.9916
<u>High School:</u>		
Battle Creek Central	Yolanda Wade	269.317.4172

If the program staff has not heard from you by 6:00 p.m., the persons on your authorized pick-up list will be contacted to come and pick up your child immediately. In the event that we are unable to contact you or the late pick-up contact by 6:30 p.m., the police or Michigan Child Protective Service may be contacted (elementary and middle school students only).

Please discuss any questions about your site's late pick-up policy with the Site Coordinator.

The Before and After School program closes at 6:00 p.m. Parents

whose children remain past 6:05 p.m. must pay overtime fees to cover staff costs as follows:

Overtime fees to cover staff costs:

6:05 – 6:15	\$5.00 per child	} Michigan Child Protective Service or police may be contacted to pick up child (elementary and middle school students only).
6:16 – 6:30	\$10.00 per child	
6:31 – 6:45	\$15.00 per child	
6:46 – 7:00	\$20.00 per child	
7:00 –		

Parents will sign a statement acknowledging their late fees.

A child's enrollment may be withdrawn if three or more overtime charges occur.

X. Absences

Absentees without prior notification may be mistaken for a missing child, resulting in unnecessary concern and time spent in searching for the child. Parents should notify the Site Coordinator if their child will be absent from the program.

If your child will not be attending the program because of a scheduled appointment, vacation or other planned absence, please notify the Site Coordinator in advance.

If a child does not arrive at the program as intended, the Site Coordinator will contact the parents (for middle and high school students only). If the parents cannot be reached, the Site Coordinator will contact the child's emergency contacts.

XI. Release of Children

Children are to arrive and leave the program according to the schedule indicated by parents on the enrollment form.

All students must be signed out of the program daily by their parent/guardian or an authorized pickup person indicated on the enrollment application. An exception will be permitted if you authorized your child to walk home, or ride a bus (middle and high

school students only) on the enrollment application under the transportation section. Children will be escorted by the parent/guardian or authorized pickup person to and from the program areas as designated by the program policies. It is the students' responsibility to get themselves to the program. The 21st Century Program is accountable for children after they have signed in and until they have signed out.

Persons other than the child's parents may be required to present photo identification before being allowed to leave with the child.

If your child attends extracurricular activities or must for any other reason change his or her arrival or departure time, either on a given day or for the duration of the program, please notify the Site Coordinator prior to the date the change is effective.

Children who walk to and from school must meet the following conditions to be considered for "Walker Status":

1. A child under eight (8) years of age cannot be dismissed from the program to walk alone.
2. A child who is eight (8) years of age or older can be the escort for children under the age of eight (8) years, with the written permission of their parent(s) or legal guardian.
3. After dusk, no children can be dismissed to walk home either alone or in a group. (An earlier dismissal time may be implemented during the winter months to enable children to be home before dusk.)
4. Any child who is allowed to walk must have written permission (Walker Authorization) signed by the parent(s) or legal guardian of the child.

XII. Child Custody / Communication

One of the primary goals of the Before and After School Program is the safety and well-being of each child. During the school year, a family situation can arise changing who the child lives with and who is authorized to pick up the child. If one parent requests that the

other parent be removed from the authorized pick-up list, a legal document must be provided to the Site Coordinator explaining why this is to occur. A copy of the letter will be placed in the child's folder in the program office. If the document is not on file, the child will be released to the parent.

Only those persons identified on the application form will be allowed to remove children from the program.

XIII. Discharge of Children from Program

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 be 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 state license, such as children who are not signed in and out daily by their parents/guardians or an authorized pickup person
- Non-payment of program fees without making satisfactory payment arrangements

XIV. Behavior Management

Children are entitled to a pleasant and harmonious environment at the program. The Before and After School program cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity that may include, but is not limited to, behavior that:

- Inflicts physical or emotional harm on self, other children, or staff
- Threatens the safety of others through actions prohibited under Battle Creek Public Schools guidelines

- Ignores or repeatedly disobeys the rules which guide behavior during the school day and program time, thereby endangering self and others

If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged.

Students are expected to comply with all regular school rules and regulations. A written Incident Report will be completed and discussed with a child's parent(s) or legal guardian whenever the child behaves disrespectfully or improperly, destroys property, injures another person, uses inappropriate language, or in any way disrupts the 21st Century program.

Discipline Policy is as follows:

- 1st Offense: Site Coordinator talks to student and notifies the parent in writing.
- 2nd Offense: Site Coordinator talks to the student, notifies the parent in writing and the student is suspended from the program for two weeks.
- 3rd Offense: Site Coordinator talks to the student, notifies the parent in writing and the student can be withdrawn from the program for the remainder of the year.

XV. Health and Safety Policy

Our staff strives to provide a safe and healthy environment for all children. Classroom tables are cleaned daily; toys and game pieces washed on a regular basis. Staff and students are reminded that hand washing is a requirement after using the bathroom and before eating. Blood Borne Pathogen Training is given to all staff members to aid in the handling of bodily fluids in an emergency situation.

Children experiencing symptoms of chills, fever, cough, nausea, vomiting, or rash will be sent home from the program and may not return until symptom-free for a 24 hour period.

Please note that playground equipment used on the elementary playgrounds may meet the criteria for school playground usage, but

not public playground safety guidelines required for daycare licensing. Please refer to rule R 400.5117 Outdoor Play Area in the Licensing Rules for Child Day Care Centers.

In case of emergency, staff will contact the child's parent(s) and/or emergency contacts listed with 21st Century. It is the responsibility of parents to update the Site Coordinator with any new information. If immediate hospital attention is needed, staff will call 911. The child's parent(s) or legal guardian will be held responsible for all costs incurred.

If a child has any one of the following conditions, the parent will be notified to pick up the child immediately:

- contagious disease
- fever over 100 degrees Fahrenheit
- vomiting or diarrhea
- accident requiring medical attention
- head lice

Staff are instructed to make every effort to prevent a child from getting into a car with a parent who is under the influence of drugs or alcohol. In this circumstance, parents may be required to contact an alternative person to transport the child. In some cases, the local police may be contacted to determine if alternative arrangements are needed.

Staff may not, under any circumstances, provide transportation to parents or children enrolled in the Before and After School program.

Program policy and state law requires caregivers to report suspected cases of child abuse or neglect.

XVI. Child's Personal Property

Children's personal property, coats, clothing, school bags, etc. must be removed from the child care room every day. Any personal property that remains will be placed in the lost-and-found box. **Although the program attempts to help children stay organized, we cannot be responsible for lost personal property.** Children's

belongings will be placed in designated areas.

Children should not bring money, toys, food or other items not necessary for school activities to the program without checking with the staff. Toy guns or other weapons are strictly prohibited and can result in discharge from the program.

XVII. Parent Involvement

Parents and residents play an important role in the Before and After School Program. Every site has a site council, which offers input into the decision-making body for the program. These groups assist 21st Century and the site staff by providing input, planning, oversight and support to ensure a safe, productive environment for their children. The site council meets quarterly, with structure and overall function determined by the group at each site.

All parents and neighborhood residents are encouraged to participate in their children's success by being a part of their school site council. Opportunities include being a volunteer or mentor, and assisting with school activities during program time or the regular school day.

XVIII. Program Feedback

Parents and community members are always welcome and encouraged to visit and observe the program. Our number one concern is the safety of the children. Therefore we ask everyone to arrange visits beforehand with the Site Coordinator and sign in at the 21st Century desk.

The 21st Century Program welcomes and encourages feedback from family members and other patrons. The Site Coordinator and other members of the staff are willing to meet with you to hear your ideas and resolve any concerns.

We do ask that you remember that we operate in a school setting serving children. This requires we maintain a safe environment and model appropriate relationship skills and problem solving.

We will not under any circumstances tolerate abusive language, threats, intimidation, or physical abuse toward children, administrators, staff, parents, family members, or other patrons. If this

occurs, we may choose to terminate services for you and your family, and may seek other appropriate legal action.

XIX. Before and After School Staff

It is the intent of the 21st Century Program to hire high-quality, experienced school-age staff. All staff hired to work in the Before and After School programs have been interviewed by the Project Director and W.S.I. (Workforce Strategies Inc.). We also require a medical examination, TB test, completion of 12 hours of in-service training annually, and background checks on all staff through the Michigan Registry. This screening conducts both criminal and child abuse checks on all staff members.

XX. What is 21st Century?

21st Century Community Learning Centers Program is authorized under Title IV, Part B, of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001. The program provides supervision during non-school hours for children, particularly students who attend high-poverty and low performing schools. The program helps students meet state and local standards in core academic subjects, such as reading and math.

XXI. Newsletter / Updates

Each month a newsletter is published to keep families updated about activities and events in our program. Newsletters are available at each site and will be sent home monthly. Updated information and programming forms are available at our website:

<http://www.afterschoolforkids.org/>

XXII. Annual Events

- **Lights On Afterschool** – This nationwide event celebrates the importance of after school programs. 21st Century participants and their families come together at the Family YMCA Multi Sports Center to show support for after school programs across America. Parents can meet with the community partners that work with their children and see some of the things that they experience. There is free food, games, prizes, speakers and raffles! This year the event is scheduled for October 22, 2009.
- **Parent Summit** – Towards the end of each programming year, we like to celebrate with parents to thank them for their continued support. The 21st Century Program hosts a Parent Summit that takes place at the Miller Stone Building. Parents receive information about resources in the community, dinner, and prizes. There is also a guest speaker that gives parents helpful information that they can use. Children remain at their school and are supervised by 21st Century staff during this time.
- **Book Walk Parade** – The 21st Century Program believes that reading is fundamental for academic success. To emphasize its importance, we celebrate through a Book Walk Parade each year. Students showcase their favorite author, book, or character on a poster board created and designed by each individual student. Parents and other after school programs are encouraged to participate. This event is held each spring shortly before the end of programming.
- **Book & Movie Date** – This “After School Reads” initiative, patterned after the Battle Creek Reads endeavor, is held every Spring. Each school engages in different age appropriate crafts and academic exercises all geared around the year’s theme. To celebrate everyone’s hard work, all schools in the Battle Creek Public School system, along with other after school groups in the city, come together by participating in an activity-filled night of showcasing projects. The content areas of art, music, reading, writing, math and science will be seen in exhibits and displays.

Participants will have dinner together followed by a movie based on the theme.

XXIII. Fundraising Programs

Market Day – This is a monthly food cooperative program that offers a variety of delicious foods from meats to desserts. Just place your order and your groceries will be packaged and ready for pick-up.

- Who: Anyone is welcome to order Market Day.
- How: There are many options for ordering Market Day:
 1. Pick up an order form at any 21st Century school office; fill it out and return it back to the school.
 2. Place a phone order at (877) 632-7753. Make sure to mention that you are with 21st Century Community Learning Centers. Our agency # is 21650.
 3. Order online at <http://www.marketday.com>. If you do not already have a user name and password, you will need to create one. Click on *create new log in* on the right hand side of the screen. Make sure that you use our agency # so that Market Day knows you are with 21st Century Community Learning Centers. Our agency # is 21650.
- When: For information regarding the monthly order date, please check our newsletter, the 21st Century office, or ask the Site Coordinator.
- Where: Orders can typically be picked up the 2nd Thursday of each month at Ann J. Kellogg cafeteria. Ann J. Kellogg is located at 306 Champion St., Battle Creek, MI 49017.

*** Market Day accepts bridge cards, cash or checks at sale. You can pay with credit or debit cards for online purchases only. ***

Gordon Food Service – Turn your family’s food purchases into cash for 21st Century Community Learning Centers.

○ Benefits:

- Our Program can earn as much as 10% rebate based on your qualified purchases at GFS Marketplace.
- Every item purchased qualifies for a rebate. Over 1,000 items earn up to a 10% rebate.
- GFS Marketplace stocks thousands of quality foodservice products.
- Name brands are available, including Tyson, Sara Lee, Campbell’s, Nabisco, GFS brand and others.
- FREE no-obligation membership.
- Use your “Fun Funds” membership card at any GFS Marketplace location.
- Receive coupons and specials in the mail – exclusively for “Fun Funds” members!

○ Enrollment:

- Pick up an enrollment postcard at any 21st Century school office; fill out the postcard and return it back to the school.
- You’ll get your “Free Fun Funds” membership card within approximately 3 weeks in the mail.

XXIV. Basic Non-Negotiable Expectations for School-Age Child Care Programs

1. All parents/guardians sign their children out daily unless authorized to walk, or ride a bus (middle and high school students only).
2. Staff maintain eyes-on supervision and account for children at all times.
3. Kind, respectful communication throughout the program.
4. Warm, friendly, informative greeting of parents/guardians.
5. Staff interacting with children at all times.
6. Staff on-time and prepared.

Site Coordinator: _____

Phone: _____

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