

21st Century Community Learning Centers Program Handbook



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Welcome to our 21st Century Community Learning Centers educational programs. We are looking forward to a great year with you and your child at our 21CCLC programs. 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 understand the operations of our sites, the responsibilities of our staff and your role in helping provide a quality experience for you child. Should you have any concerns regarding the program at any time, please feel free to call your local school superintendent or center coordinator.

Mission Statement

The 21st Century Community Learning program supports the creation of community learning centers that provide academic enrichment, social, and cultural opportunities during non-school hours for children, particularly students and families in the communities served by these districts.

Goals for After School Learning

- Connect to grade-level benchmarks, standards, and the school-day curriculum to increase achievement
- Create a culture promoting children's cognitive, social, emotional and physical growth
- Develop thoughtful, fun, accessible activities
- Survey and build on students' interests
- Motivate and engage all students to participate
- Provide real-world activities that connect to the community
- Integrate technology
- Provide homework help
- Provide staff training and professional development

Enrollment and Attendance

This learning program is provided *Free of Charge* to students and their families. This may be on a first come, first serve basis.

Be sure to return the 21st CCLC enrollment form promptly.

Attendance is a very important part of our programs. In order for your child to get the most out of the program, he/she is encouraged to attend daily.

Guidance and Management Policy

The goal of a child guidance and management policy 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. To provide a safe and secure environment for everyone, the following rules have been developed which will be in effect at all times. Students will be expected to:

- Follow rules in the school district handbooks.
- Follow the directions of staff the first time they are given.

- Show respect and speak kindly to others. (No swearing put-downs, name-calling, threats, bullying, etc.)
- Keep hands and feet to yourself.
- Ask permission to leave an area.
- Use materials and equipment properly, carefully and with respect.
- Clean up after themselves and help the adults to clean up.
- If a student has a discipline issue, parents will be informed of their child's behavior.

Parent Participation

Parent and family participation is a very important component of your child's education. We encourage each adult family member to participate in 21CCLC as much as your schedule allows. Be sure to let the supervisor for the day know you are coming and please do check in with the front office when you arrive at the school. The community/family events are designed to be fun for the entire family. Parents and guardians are expected to be on time when picking children up from the program.

Additional Details

- A nutritious snack will provided daily at no charge. If your child has a special dietary need, parents should include this on the enrollment form.
- Contact your local Center Coordinator for the days and times of the 21CCLC Program at your site. Most sites meet four days a week both before and after school hours.
- Dismissal/Release of students will follow each local schools protocol.
- In case of accident or illness, parents/ guardians will be called. Be sure you have current phone numbers on file.

21st Century Community Learning
Center Coordinators 2018-2019

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