

Woodmont Charter School

21st CCLC 2016-2017
Community Learning Centers
Participant Handbook



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Welcome to the 21st Century Community Learning Center Program

Welcome to our before and after school educational program. This handbook provides beneficial information that will help you understand how the 21st CCLC program works and what you can expect. Please familiarize yourself with the contents as it will serve you well. Should you have any questions or concerns, please feel free to inquire.

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21st CCLC Overview

The 21st CCLC Program provides opportunities for students to obtain extra help in areas that prove to be challenging. Additionally, personal and academic enrichment opportunities that pique students' interest provide engaging learning experiences as well. The 21st CCLC Program targets Math, Reading, and Science content areas. The program provides remediation through hands on activities. These types of activities make learning more interesting to students. Participants in the 21st CCLC Program can expect to improve academic performance, engage in physical activity, experiment with science and technology, perform project-based tasks, and perform tasks that stimulate higher order thinking skills.

21st CCLC Purpose:

- Provide academic enrichment opportunities during non-school hours for children, particularly students who attend high-poverty and low-performing schools;
- Help students meet state and local student standards in core academic subjects, such as reading and math;
- Offer students a broad array of enrichment activities that complement their regular academic programs;
- Offer literacy and other educational services to the families of participating children.

Woodmont Charter School Mission

- Empowering confident leaders with self-discipline and character.

Location and hours: The 21st CCLC program operates on Woodmont Charter School grounds five days a week during the academic school year. The program hours are:

	Begins	Ends
A.M.	6:30	7:30
P.M.	3:20	6:00

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School Calendar

August 9	Open House
August 10	First Day for Students - Quarter 1 Begins
August 22	Professional Development Day (Students dismissed at 1 PM)
September 5	Labor Day Holiday - School Closed
September 26	Professional Development Day (Students dismissed at 1 PM)
October 7	Quarter 1 Ends
October 10	Professional Development Day-No School for Students
October 11	Quarter 2 Begins
October 24	Professional Development Day (Students dismissed at 1 PM)
November 11	Veterans Day Holiday – No School for All
November 14	Due to Hurricane Hermine, this is no longer an early release day! Regular school hours 8:00 AM - 3:15 PM
November 21-25	Fall Break – No School for Teachers and Students
December 12	Due to Hurricane Hermine, this is no longer an early release day! Regular school hours 8:00 AM - 3:15 PM
December 16	Quarter 2 Ends
December 19-30	Winter Break - No School for Teachers and Students
January 2	Professional Development Day-No School for Students
January 3	Quarter 3 Begins and Students Return to School
January 16	Martin Luther King, Jr. Day- Holiday School Closed
January 23	Professional Development Day (Students dismissed at 1 PM)
February 10	Due to Hurricane Hermine, this is no longer a non-student day! Regular school hours 8:00 AM - 3:15 PM
February 13	Professional Development Day (Students dismissed at 1 PM)
February 20	President’s Day Holiday - School Closed
March 10	Quarter 3 Ends
March 13-17	Spring Break - No School for Teachers and Students
March 20	Quarter 4 Begins
March 27	Professional Development Day (Students dismissed at 1 PM)
April 14	Professional Development Day-No School for Students
April 24	Professional Development Day (Students dismissed at 1 PM)
May 26	Last Day of School-Early Release (Students out at 12:00 PM)
May 29	Memorial Day Holiday - School Closed

Updated 9/30/16

Enrollment of Students: Students will be admitted using the following considerations and procedures:

1. Students must attend Woodmont Charter School.
2. Students scoring a Level 1 or Level 2 on the Florida Standards Assessment will receive priority. Additionally, students academically at-risk as determined by report card grades, classroom performance, and teacher recommendations will receive priority consideration. Other participants will be received on a “first come, first served” basis.
3. Registration applications must be submitted to the program site office. For child safety, it is the parent’s/caregiver’s responsibility to notify the program office immediately if and when any contact information changes.
4. Space is available.
5. Consideration of sibling participation when vacancies are available.
6. Student’s willingness to cooperate and work in small group settings, exhibit appropriate behaviors, and comply with staff expectations. **Students who fail to adhere to behavior policies will be dismissed from the program.**

Days of Operation: The program operates daily, Monday – Friday. The program **does not** operate on school vacation days, on non-student teacher work days, during fall, winter, or spring break, early dismissal due to inclement weather, or when inclement weather cancels school.

Enrollment: All required forms must be submitted before a child is able to stay for the 21st CCLC program. Forms include, but are not limited to: the enrollment application, parent acknowledgement of program overview signature page, dismissal procedure, and photo permission form. Students will not be able to participate in the 21st CCLC program if the required forms are not signed and dated. Parents/caregivers are responsible for notifying the program director immediately if any changes in information (e.g. address, contact numbers, authorized pick-up persons, and family arrangements) occur by contacting yholland@woodmontcharter.org (please mark message high priority).

Attendance: Students enrolled in the 21st CCLC program are expected to attend and stay throughout the duration of the program each day. When an absence is foreseen, please notify the program director immediately. If a child is absent because of medical reasons (an appointment, surgery, sick at home), a medical note is required to excuse the absence. The final decision as to whether an absence is excused or unexcused will remain with the Program Director.

No more than 3 unexcused absences will be allowed per quarter. **Excused absences for medical appointments or illness will require a medical note.** *Early dismissal* is available on a case-by-case basis. The attendance of students who come inconsistently or sporadically will be documented in the student’s file. Additionally, such students may be removed from the program and replaced by a student on the waiting list. If a student is dismissed and wishes to return to the program, parents will have to re-apply and the student will be admitted only if space is available.

Attendance is an important goal of the 21st CCLC program. At WCS we will work diligently to ensure that students have consistent attendance in the program.

Scheduling: Students receive a minimum of 30 minutes each day for homework assistance. Academic enrichment is provided by certified teachers. Personal enrichments will be provided by certified teachers and/or support staff. All volunteers not regularly employed by a government agency or nonprofit community organization are subject to background checks and screenings as required per the School District of Hillsborough County policy.

Dismissal/Transportation:

1. All students will be dismissed from the *front entrance* only.
2. Only **authorized persons may pick-up** students. Only permission in writing as granted by legal guardians on the registration form will be recognized.
3. When picking up students, authorized persons must come in to sign the student out of the program for the day. If someone other than the regular pick-up person comes to pick up a student, 21st CCLC staff requires him/her to present photo ID before the child will be released. Only individuals listed on the registration form may sign out a child.
4. No child will walk home without written parent consent.
5. If a child is occasionally signed out of school early (family emergency, doctor appointment), please inform the program director of the child's absence from the program for that day.
6. Staff will *never release a child* to anyone, including parents, who appear to be *under the influence of drugs or alcohol*. Emergency contacts will be called to transport the child home.
7. Parents may sign students out as early as 5:45 but they should be signed out by 6:00 PM.

Lateness: Be on time. Timeliness is important. Families should have a back-up or alternate plan if and when they will be late picking up a child. Habitual lateness will cause a child to be dismissed from the program. In order for a child to receive the full benefit of the program, parents are encouraged to avoid early pick-up unless it is absolutely necessary. Please note the following with regard to lateness.

1. Children not picked up by 6:10 P.M. will be signed out of the 21st CCLC program and signed into the aftercare program. Parents will be assessed a fee for this service so you may want to be on time to avoid this expense.
2. Please see the aftercare director, Ms. Persad, for information regarding fees.
3. If an authorized person has not come to pick-up a child by 6:30 P.M., authorities will be notified.

Custody Agreements: When domestic concerns exist, 21st CCLC requires legal documentation at the time of registration (or within 24-hours of a court-rendered decision). Parents will not be denied access to their child without proper documentation. If custody changes, please notify the program director immediately and provide documentation.

Child Abuse: All staff members receive child abuse training. If staff members suspect child abuse or neglect, they are legally bound to report their suspicions to child protective services.

Pupil Ratio: The academic enrichment student/teacher ratio is 10:1 and the personal enrichment ration is 20:1.

Participation & Compliance: It is important that children exercise self-discipline so as to demonstrate socially acceptable behaviors. 21st CCLC staff will help guide students to develop self-control and social skills appropriately. We have established expectations to prevent potential harm to self or others; to avoid violating the rights of others; and to prevent property damage. In an effort to ensure the safety of all, the following expectations will be in full effect at all times:

1. Follow staff's directives when issued.
2. Be kind and respectful (no profanity, put-downs, name-calling, threats...)
3. Keep hands and feet to one's self (hitting, kicking, pinching, are not acceptable)
4. Get permission to leave one's assigned area.
5. Use equipment and materials responsibly (with care and respect).
6. Clean up and properly store supplies after use.

If it is determined a child is unable to comply with the expectations of the program or endangers others, him/herself, or the program, a parent conference will be scheduled. If the behavior continues, the child may be dismissed from the program.

Snacks/Meals: Children will receive a nutritional snack each day. Food allergies should be included on the child's enrollment form. When prescribed by a physician and documented in the student's file, we will accommodate medically prescribed diets appropriately.

Accidents/Emergencies: As required by law, all schools have established written/emergency procedures. To ensure the safety of all children and staff, the 21st CCLC program at WCS will follow the written instructions regarding emergency evacuation procedures as posted in the school. Additionally, periodic fire drills and evacuation procedures will be followed in the event that fire, weather, or some other event forces us to vacate the building. If evacuation occurs, parents/emergency contacts will be call as soon as possible to pick-up students.

Staff will manage environmental or violent threats in the following manner:

1. Secure children in the safest, accessible location possible.
2. Notify and follow instructions provided by the appropriate authorities.
3. Contact parents as soon as possible.

21st CCLC staff will apply basic first aid when minor accidents/injuries occur. Under more serious circumstances, staff will administer first aid and contact parents for further instructions. In the event of life-threatening injury/illness, EMS will be called, parents will be notified, and a staff member will accompany the child to the hospital with all health information provided to the

program. Under no circumstances shall a staff member transport children in their own vehicle. The situation will be documented on an incident/injury report form and given to the pick-up person at the end of the day if:

- The child had an illness, accident, or injury that required first aid;
- The child was hit in the head;
- The child was transported by EMS to the hospital;
- The child's safety was jeopardized.

Treatment of Illness: If a child exhibits any of the following symptoms, he/she will be isolated and parent/emergency contacts will be called:

- 100° F temperature (or higher with other signs of illness)
- Diarrhea
- Breathing difficulty
- Yellowish skin or eyes
- Redness on the eye, discharge of the eye, matted eyelashes, burning/itching eyes
- Untreated skin patches; unusual spots or rashes
- Stiff neck along with elevated temperature
- Vomiting two (2) or more times along with other signs of illness
- Sore throat or difficulty swallowing

When a child exhibits signs of illness not noted above, he/she will be monitored closely. If a child is not well enough to participate in program activities, parents/emergency contacts will be call to pick-up the child.

Medications: Staff is permitted to administer medication to a child only with written parental consent in accordance to the School District of Hillsborough County policy. Such medications will be stored out of reach of children. No child is permitted to store or carry any medication (prescribed or over the counter) on his/her person or in their book bag.

Physical Activity: Research reveals children remain healthy with proper diet and physical activity. Based on this information, students will engage in regularly supervised physical activity.

Acknowledgement: My signature below indicates that I have read the 21st CCLC handbook for the 2016-2017 school year.

(print student name)

(print parent name)

(student signature)

(parent signature)

(Date)

Please detach and return this page only. You may keep the handbook for your reference.