



Parent/Student Handbook

Program Information and Procedures

2021-2022
School Year

*A Federally Funded Title IV, Part B Nita M. Lowey
21st Century Community Learning Centers Program*

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Introduction and Overview

The Manchester School District's 21st Century Program is an out-of-school time program that provides a wide variety of academic support, enrichment, art-based, and recreational/wellness activities for the youth of Manchester. Family literacy and enrichment activities will be provided throughout the year as well. It is our goal to provide quality programs that meet the ever-changing needs of the youth and their families in our community.

The program begins in mid September and ends the first week in June. The program is split into two sessions. Program does not run on school holidays or vacations and programming may be canceled due to inclement weather. There will be a twenty day summer program held in conjunction with The Title One Summer Learning Academy and The Summer English Language Program.

What We Do

We are committed to growing student academic performance through the use of homework help, academic tutoring and other group based activities. Those activities are aligned to school day curriculum and student needs. We strive to encourage students to learn new skills and develop creative problem-solving skills. Students are also provided with an environment that supports their social emotional learning needs and exposes them to new activities and experiences. Our program maintains a 1:15 teacher to student ratio to provide the best atmosphere for high-impact activities.

Targeting and Recruiting

Site Coordinators will establish Program Targeting Goals each school year in consultation with their school principal, counselors, Title I and III staff and other stakeholders in the school. These goals will identify the priority learning needs that the 21st Century Program will address during that site's Academic Support Centers. Site Coordinators will also use this information to seek referrals from classroom teachers and school staff for students who would most benefit from attending the 21st Century Program. Site Coordinators will partner with school leadership to share information about the 21st Century Program with parents/guardians. Site Coordinators will also work with school teachers to share program opportunities with students and families in a variety of ways, including but not limited to open houses, parent-teacher conferences, report cards, newsletters, school social media and email communications. These students will receive priority during program registration. Site Coordinators will file their

Program Targeting Goals with the Program Director, and teachers and staff will indicate the goals they will be addressing on their lesson plan or other planning documents. Site Coordinators will also keep a record of their communication regarding targeting and recruitment.

Fees

Program fees will be established on a sliding scale based on student Free & Reduced Lunch Status (Free, Reduced, and Full Pay).

	<u>Full Pay</u>	<u>Reduced Lunch</u>	<u>Free Lunch</u>
Morning	\$0.95/day	\$0.60/day	\$0.25/day
Afternoon	\$2.75/day	\$1.75/day	\$0.75/day

Multiple family member discount: 2nd and 3rd child is ½ off.

Students who are registered in the 21st Century Program will receive an invoice from their Site Coordinator with fees owed, as calculated based on that information. Site Coordinators will have access to the Free & Reduced Lunch data collected by the District Food Services Program. In the event that a parent/guardian is unable to pay a program fee, the Site Coordinator will contact that parent/guardian and complete a Program Fee Modification Form and submit it to the Program Director. The District Homeless Liaison may also submit requests on behalf of parents/guardians. Students will not be denied access to the 21st Century Program due to inability to pay program fees.

Snack

Snacks are provided to students attending the after school program through a partnership with the District Food Services Program and the National School Lunch Program. Students will be provided with milk and an additional healthy snack at the start of the afternoon program. Site Coordinators will receive training from District Food Service personnel in the proper handling and accounting of snacks provided during 21st Century Programming. Please note any food allergies or dietary restrictions on your students registration form.

Family Engagement Opportunities

Our program will provide programming for parents/guardians and their students from time to time. Your Site Coordinator will communicate these opportunities to you as they become available. Our goal is to provide support for parents/guardians in providing for a more successful environment for their students.

Coming to our Program

Attendance and Waitlist

The 21st Century Program recognizes that frequent, regular attendance increases the benefits seen by students registered in the program. Students are encouraged to attend at least three days a week in order to gain the greatest benefit of our program. Site Coordinators will reach out to parents/guardians of students who are frequently absent or who frequently leave the program early. Frequent absences or early dismissal may result in a student being moved to the program waitlist. Site Coordinators will maintain a program waitlist for students who cannot be accommodated due to capacity limitations. This waitlist will be prioritized first by the needs of the students as determined in partnership with the school day leadership and staff.

Transportation and Pickup

The 21st Century Program does not provide transportation to students other than during field trips or off-site programming. The Program will contract with a district-approved transportation vendor for field trips and off-site programming. All students must be signed out by a designated parent/guardian as indicated on the program registration form when leaving for the day. The Site Coordinator must check a valid photo ID prior to releasing the student to another adult. In the event that an individual other than a designated parent/guardian requests to pick up a student, the Site Coordinator must verify with the parent/guardian via telephone prior to releasing the student. This practice should be infrequent and discouraged.

We ask that all parents/guardians pick up their student at the designated time and place. Site Coordinators will call the parent/guardian if they are late to pick up, and may call local police in the event that parent/guardian can not be reached and does not arrive within 30 minutes of the end of the program.

Field Trips

In the event that a field trip is planned for your student, an off-campus permission slip must be completed and signed by the parent/guardian and must be on file for all student participants before the scheduled trip date/day. Students will not be allowed to participate in an off-campus trip, under any circumstances, if the completed permission slip has not been received by the site coordinator prior to the trip.

Program Cancellation

Our program calendar is the best place to see when program days are scheduled. In the event that your school cancels afternoon activities or has a snow day, the 21st Century Program will not be in operation. Please sign up for school notifications to ensure you are aware of any school cancellations. Announcements will also be posted on the 21st Century Program website and social media.

Emergencies and Student Safety

Site Coordinators will maintain an up-to-date Emergency and Safety Plan for their site to ensure that all staff, volunteers, and students are prepared in the event of an emergency at the site. This Plan must include detailed information on actions to be taken in a variety of situations, including but not limited to: fire, intruder, lockdowns, police activity in the vicinity of the school, natural disasters, medical emergencies, and power outages. All staff responsible for groups of students must always have an accurate attendance sheet with them at all times. All staff and volunteers must be trained on the Emergency and Safety Plan by the Site Coordinator prior to working in the program and must complete an Emergency and Safety Plan Sign-Off Sheet.

Nursing services are not provided during the afterschool program. Site coordinators are authorized by parents to take the appropriate action to protect the well-being and safety of students. Site Coordinators are not allowed to accept or administer medications to students.

Student Behavioral Expectations

Each 21st Century Program follows the Manchester School District's Behavior Standards and their schools specific student rules and expectations. Repeated disruptions or disrespect for others and/or for their property will not be tolerated and may result in removal from the program. If a student exhibits poor behavior choices, follow the first, second, and third offense guidelines. Poor behavior choices can be verbal or physical. Depending on the severity of their behavior, the disciplinary action can range from taking a break to removal from the program. It is expected that students will demonstrate appropriate, respectful, and responsible behavior at all times.

1) First offense: Official warning.

(If the first offense is severe enough, it may result in suspension or removal.)

2) Second offense: Suspension from 21st Century Program. Length of suspension will be determined by severity of offense.

(If the second offense is severe enough, it may result in removal.)

3) Third offense: Removal from 21st Century Program for the remainder of school year.

Use of Technology

Students may only use technology during program time for approved and appropriate activities. Site Coordinators may need to confiscate personal devices in the event they are being used inappropriately. These devices will be returned to the student at the end of the day.

Cell Phone and Electronic Use

Elementary: Personal cell phones are not to be used during program time. Phones will be kept in the child's school bag and not taken out till the parent picks up or the child walks home.

Middle School: Students may use their phones to contact parents only once the parent has given the Site Coordinator permission for their child to do so. Phones need to stay out of sight during enrichment activities.

The 21st CCLC afterschool program is not responsible for lost, stolen or broken cell phones.



Parent/Student Handbook Acknowledgement

2021-2022 School Year

Please read the entire Parent/Student Handbook with your student, and sign and date the following acknowledgement. Please return to the Site Coordinator prior to the start of the program.

I, _____, have read the program procedures contained in this Parent/Student Handbook and understand and agree to comply with these procedures and regulations.

_____ (Parent/Guardian's Signature) Date: _____

_____ (Parent/Guardian's Signature) Date: _____

_____ (Student's Signature) Date: _____

_____ (Print Student's Name) Grade: _____

FOR OFFICIAL USE ONLY

Date Received by Site Coordinator: _____

Site Coordinator Initial: _____