

21st CCLC Afterschool Programs of Livingston County Schools



Parent & Student Handbook

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Goals: All 21st Century Community Learning Center (CCLC) programs are administered by the Livingston County School District and are dependent on grant funds. The 21st CCLC programs will implement afterschool activities that will extend, enrich and remediate identified academic needs of students. Afterschool programming will establish and implement structured activities designed to encourage attendance, improve behavior, and increase student performance. In collaboration with other partners, the afterschool program will also establish programming for family members in the Livingston County community to promote literacy, technology skills, communication skills, and increase the number of opportunities per year to interact with their child's educational environment.

Enrollment: Students at each school site are invited to join the afterschool program. Children may attend the program once a completed registration form is returned to the Site Coordinator and necessary transportation arrangements are made. Registration forms will be available at the Back-to-School Fair, School Open House events, the school's main office, the counselor's office, and the Site Coordinator's office. ***Parents/guardians may volunteer but must pass a background check and complete the volunteer training with the school district.*** For more information, contact the Site Coordinator.

Programming: Please see programming calendar at www.livingston21cclc.org. Sites will offer morning services on Monday through Friday mornings before school begins. Afterschool programs are also open Monday through Thursday afternoons from 3:00 until 6:00 during the regular school year. The afterschool program is not in session when school is not in session, including holidays and inclement weather closings. The afterschool program may also need to cancel later in a regular school day due to forecasted snow/ice events predicted in the afternoon hours. Staff members will attempt to contact family members through the One-Call system (an automated calling system) as early as possible; but, contact information needs to be updated by the parent/guardian when changes in phone numbers occur.

Activities will be scheduled to include, but not be limited to, a snack, recreation/physical education, homework help, skill enhancement/enrichment, fieldtrips, family events, and summer camps.

Snack: During the school year, students receive a nutritious snack daily provided by the National School Lunch program and the school cafeteria.

Recreation/Physical Education: Students participate in activities designed to increase confidence, promote teamwork, and encourage physical activity.

Homework Help: Staff members work with students to strengthen academic skills and help them work on assignments. Students are responsible for bringing assignments and student planners to the afterschool program.

Skill Enrichment/Enhancement: Students will be given the opportunity to attend a variety of enrichment activities. Examples include: health & nutrition, drama, art, clubs, music, technology, etc. Should you have activity requests or questions, please, contact the Site Coordinator.

Fieldtrips and Family Events: The Site Coordinator will provide additional programming information at a later date as the events are scheduled. Family events will be announced at least one week prior to the event by flyers and/or the One Call System.

Permission slips may be sent home for field trips and will need to be signed by the parent/guardian and the original form returned to the Site Coordinator or designee in a timely fashion (on or before the deadline). Registration forms may also be acceptable as field trip permission forms.

Summer Camps: Dependent upon funding, summer camps will provide student services for 20 days during the summer for up to 8 hours each day. Breakfast and lunch will be provided by the cafeteria as funded through the USDA Summer Feeding Program and will follow the USDA guidelines.

Discipline Policy: Students are expected to follow the rules that are implemented in the school's discipline policy and any other site-specific rules established by the Site Coordinator (see Participant Behavior Contracts). The Dress Code for the regular school day also applies to the afterschool program. Please refer to your school handbook and Code of Acceptable Behavior and Discipline. In order to maintain a safe and fun environment, the afterschool program staff will work closely with you and your child to ensure proper behavior. If, however, a behavior problem persists, a discipline referral report will be completed. Copies of discipline referrals will be sent to parents/guardians and the principal. **Be advised that some behavior issues can result in suspension or expulsion from school or impact riding the bus during the regular school day and the after school program.** See Livingston County Policy 09.43.

Health Information/Illness Policy: If a student becomes ill, a parent/guardian or authorized person will be called to pick up the child. This information will be taken from the Registration Form under Emergency/Pick-Up Contacts. It is the responsibility of the parent/guardian to contact the Site Coordinator to make any changes necessary to the Emergency/Pick-Up Contacts information. **Please, keep contact information up-to-date.**

Medication: If your child receives medication during the school day, additional permission must be given for the afterschool staff to administer medication. Afterschool staff will follow the same procedures that the regular school-day staff follows and only trained personnel will give children medication (see Student Handbook for more information regarding medication). **ALL** medication **MUST** be kept in the original containers in the appropriate designated area.

Emergency/Other Health Information: Parents are asked to provide emergency and health information on the Registration Form. Information on the form includes phone numbers for home and places of employment, health conditions effecting child, etc. It is important that this information be kept up-to-date at all times and it is the responsibility of the parent/guardian to contact the Site Coordinator as changes to student information occurs.

Pick-up Policy: Parents can pick up their children before or at 6:00 p.m. during the regular school year. For your child's safety, we request that you sign out your child in the office from the afterschool program. We will not release your child to anyone who is **NOT** on your authorized list (including at bus stops). Anyone signing out a child will also need to show proof of identification including a photo (i.e., driver's license, etc.). Once your child signs out and leaves the school grounds, your child is no longer the responsibility of the afterschool program. Students must have a note signed by parent/guardian before being allowed to also go home with a friend or stay for another school function (i.e., ball game, etc).

Each elementary student (K-6) is assigned a designated pick-up security number. The person picking up the student must show the provided pick-up security number and/or be on the student pick-up list.

Always try to be on time to pick up your child from the afterschool program and at the bus stops. **If you are going to be late due to an emergency, please notify the Site Coordinator by calling the appropriate phone number listed on the back page of this handbook.** If your child has not been picked up by the time the program ends, our staff will attempt to contact you and/or someone on the authorized pickup list. Also, be aware that students **are not allowed** to walk away from the bus without a parent/guardian present. **As a last resort, should no one be reachable by phone, staff members may call social services or other authorities.**

Program Fees: A minimal weekly fee may be due at the beginning of each week. A sliding scale fee may be incorporated as financial assistance for those who qualify for free/reduced lunches and are subject to approval. No child will be denied services due to inability to pay the fee. For more information, please, contact the Site Coordinator.

Media Release: Your signature on the Registration Form gives the 21st CCLC programs permission to access records and to exchange information confidentially regarding your child with appropriate personnel. 21st CCLC staff members also may photograph, videotape, and audiotape members and other participants in the program. Any and all forms of media including newspaper articles may be used at the discretion of 21st CCLC staff for reports and promotion of the program. If you do not want your child to be photographed or published, please contact the Site Coordinator at the school site. Contact information is located in this handbook and on the website at www.livingston21cclc.org.

Consent to Release Information: Your signature on the Registration Form also gives the 21st CCLC programs permission to access records and to exchange information confidentially regarding your child with appropriate personnel. The afterschool program works closely with your child's school site. As part of our program, we will be sharing information with teachers and other school staff, contracting and funding agencies, and program evaluators. Sharing this information assures continued funding as well as the best possible services and support for your child.

Contact Information:

Mary Dunning, District Coordinator
Phone/fax: 270/988-4702
Email: mary.dunning@livingston.kyschools.us

Malinda Jones, Opportunity Zone Site Coordinator
LCMS
Phone/fax: 270/988-4702
Email: malinda.jones@livingston.kyschools.us

Tina Lawless, North Star Academy Site Coordinator
North Livingston Elementary
Phone: 270/988-4000
Email: tina.lawless@livingston.kyschools.us

Gina Gilley, Assistant Coordinator at NSA & OZONE
Phone: 270/988-4702
gina.gilley@livingston.kyschools.us

Tina Scheer, Mustang Roundup Academy Site Coordinator
South Livingston Elementary
270/928-3500
Email: tina.scheer@livingston.kyschools.us

Pam Smith, Mustang Roundup Academy Assistant Coordinator
South Livingston Elementary
270/928-3500
Email: pam.smith@livingston.kyschools.us

Brandie Ledford, Project: Preparing All Students for Success
(Project: P.A.S.S.)
LCHS
Phone: 270/928-2166
Email: brandie.ledford@livingston.kyschools.us

Website:

www.livingston21CCLC.org

A link is also provided on the district website at the following link...
www.livingston.kyschools.us

Look for an 'Afterschool Programming' link on the left-hand side of the screen. All registration forms are also available on the 21st CCLC website.