



**NITA M. LOWEY 21<sup>ST</sup> CENTURY**  
**COMMUNITY LEARNING CENTERS**  
**F L O R I D A**

**Liberty 21st Century Community Learning Center**

**After School & Summer Program**

**2024-2025**

**Parent Handbook**

Dear Families,

Welcome to the Liberty 21st Century Community Learning Center. We are committed to providing high quality and engaging enrichment activities that support your child's learning and development. The program gets children outdoors where they can be active, offers field trips that allow them to explore new interests, provides homework assistance, academic instruction in language arts, reading and math, offers service learning projects, engages students in cultural projects, and more.

This handbook is a comprehensive guide to understanding the Liberty 21st Century Community Learning Center's policies and procedures. We are looking forward to an amazing year and are excited that you will be joining us!

Sincerely,

The Liberty 21<sup>st</sup> Century Community Learning Center Staff

# **Liberty 21st Century Community Learning Center**

## **What is 21st Century?**

21st Century Community Learning Center Programs are 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. The program helps students meet state and local standards in core academic subjects, such as reading and math. We are excited to partner with you on this very important initiative. Working with parents, schools and community organizations to provide a safe, educational, and fun environment for our youth is our mission. With your parental support, we know we can make a difference for your child after school.

## **Mission Statement**

The mission of 21st Century Community Learning Centers is to provide:

- Quality after school care
- Academic instruction in math and reading
- Homework assistance
- Enrichment activities
- Recreation and sports activities
- Cultural activities
- Nutritional snacks and/or meals, following USDA guidelines
- Field trips
- Service learning projects
- Safe environment after school
- Certified teachers
- Experienced staff members

## **Goals**

The Liberty 21st Century Program will provide a comprehensive after-school program that provides high quality and engaging activities that support students' learning and development. The program will offer a variety of activities – enrichment, recreation and games, arts and crafts, academic instruction in math and reading, homework assistance, 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. Programs will focus on academics, especially from the academic curriculum used during the school day to link to the after school program.
3. Develop committed relationships among community agencies and The Liberty County School District for the benefit of students.
4. Programs will focus on recreation, enrichment and cultural activities based on the needs of the participants and their communities.
5. 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.
2. Parents/guardians must sign their children out daily.
3. Supervision of children at all times.
4. Kind, respectful communication throughout the program.
5. Staff interacting with children at all times.
6. 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.

## **The long-term goals for this initiative are as follows**

- Agencies will provide a multitude of services to students and their families at the Liberty 21<sup>st</sup> CCLC center.
- Families will be able to participate in family literacy and STEM activities.
- The support infrastructure will continue to provide assistance to those schools involved as well as continually work to improve community school relationships and partnership opportunities.

## **Quality Guidelines for Florida's Afterschool Programs**

- Strong program management, qualified staff and career enhancement
- Enriching learning opportunities that complement the school day learning
- Intentional linkages between the school day and After School staff including coordinating and maximizing use of resources and facilities
- Appropriate attention to safety, health and nutrition issues
- Family involvement in participants learning and development
- Adequate and sustainable funding
- Evaluation for continuous improvement and assessment

## **Liberty 21st CCLC Quality Standards and Expectations**

- Activities reflect and promote the mission of the program
- Daily schedule provides activities that are engaging, varied and flexible
- The program provides a mix of well-structured and loosely structured activities that support and promote creativity.
- Participants are involved in program planning and development.
- Program activities enhance the positive development of youth.
- Program staff works to influence learning and increasing knowledge for participants.
- Participants experience and learn about diversity.
- The program builds upon community resources.
- The program offers opportunities for age appropriate learning, physical activity, skill building and development.

## **Administration Expectations of the Liberty 21<sup>st</sup> CCLC**

- Staff-to-participant ratios and group size enable the staff to meet the needs of participants.
- Program policies and procedures are responsive to the needs of children and their families
- The administration provides sound leadership and management
- The program sets clear expectations for participant behavior and active, consistent participation.
- Program policies and procedures exist to enhance the health and safety of all children and youth.
- The program solicits feedback from children and their families about program activities.
- The program engages families as partners in its success.
- The program builds links to the community.
- Emergency information for each participant is on file and accessible.
- The program has a clear vision and mission and a plan to support continuous growth.
- The program has a system for using information for learning and program improvement as well as for measuring outcomes relevant to program activities.

## **Parent Communication/ Updates**

Updated information and programming forms are available at our web center and can be viewed on our Facebook page. Parents are also notified of changes or upcoming events via notes home, displayed on the school's marquee at the front of the school, and Parent Square messages.

## **Events**

- **Baggin' Books**— Baggin' Books will be held at each center. The center allows students to pick out 2 or 3 free books along with providing learning activities and crafts.
- Watch for **additional family events** which include family fitness night, math and reading strategies night, as well as opportunities to learn with your child through STEM activities (hands-on, engaging science, technology, engineering and math experiences).

## **Policies & Procedures**

This manual is a continuation of policies outlined in your school handbook and is designed to be specific to the afterschool setting. All student policies of the school are still in effect. The Liberty 21<sup>st</sup> Century Community Center may change, modify or eliminate the policies and/or procedures listed in these guidelines at any time.

## **Fee Policy**

1. 21<sup>st</sup> Century program is provided at no cost to families at this time. Our goal is to collaborate with community partners and establish a sustainability plan to ensure its continued success.
2. Donations of needed items are always welcome to support project needs not covered by the 21<sup>st</sup> Century Grant.

## **Adult: Child Ratio**

The average staff to student ratio is 1 to 15 for elementary and middle school students. This ratio has been deemed appropriate by the State of Florida Department of Education Licensing. Students must be able to participate safely in a small group setting of 10-15 students.

## **Enrollment Forms**

Parents will be asked to complete the following:

- Registration Form / Program expectations
- Parental Agreement of attendance / program rules
- Student Records Release Form
- Medication Release Form (2 pages)
- Photo/video Release Form
- Bus Permission Form
- Field Trip Permission Slips (if applicable)
- DCF brochure (Know your childcare facility)

The program expects all forms to be kept current. The parent/guardian must provide new information to the program administration regarding information updates such as

emergency persons, names, employers, phone numbers, and arrival/departure changes. Notifying your child's school office is not adequate, a written note must be provided to the Center Coordinator at Liberty 21<sup>st</sup> CCLC. These changes are vital for your child's records and their safety.

## **Enrollment**

The Liberty 21st CCLC 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. To attend the program, a child must be enrolled, and be in K- 8<sup>th</sup> grade. Student must be able to participate safely in a small group setting of 10-15 students, and be fully potty-trained.) This includes the completion of the full enrollment packet by the parents/guardians. Without a complete enrollment form, the program cannot authorize services for the child, nor, under any circumstances, allow the child to attend the program. Forms are available online at [lcsb.org](http://lcsb.org) and in the Liberty 21<sup>st</sup> CCLC Center or Liberty County School Board Office. Please complete a separate form for each child. There is not a limit on how many students you can enroll for the Liberty 21st Century Community Learning Center. Students can be enrolled at any time throughout the school year, providing space. All forms should be completed and returned to the Liberty 21<sup>st</sup> CCLC office. It should be given to the office secretary and clearly labeled for the Liberty 21<sup>st</sup> Century Center Coordinator or given directly to the Center Coordinator in the building.

## **Enrollment Forms**

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

- Liberty 21<sup>st</sup> Century Community Learning Center's Registration Form, which includes following sections:
- Student and Parent Information
- Emergency Contact Information Section
- Transportation Policy Section
- Medical Information
- Signatures Pages (Emergency Release, Field Trip and Media Publications Permission and Behavior Agreement)

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

## **Hours of Operation**

### **Liberty 21<sup>st</sup> Community Learning Center ( Hosford )**

**After-school program:** 3:05 to 5:35 P.M. (Mon.- Fri.)

Summer Program: 7:30 A.M. to 3:30 P.M. (Mon.-Thurs.)

### **Liberty 21<sup>st</sup> Community Learning Center ( Tolar )**

**After-school program:** 2:50 to 5:20 P.M. (Mon.- Fri.)

Summer Program: 7:30 A.M. to 3:30 P.M.(Mon-Thurs.)

### **Hosford and Tolar Elementary and Middle Schools**

Children must remain at their assigned locations for 21<sup>st</sup> Century program activities until a parent signs them out, or written permission by the parent(s) has been given to let the child leave with another adult. Children will be asked to sign-in and sign-out from each activity to ensure their safety and accurate recordkeeping/reporting as well.

If a student must go home immediately after school; however, she/he wishes to return for an activity, we ask that the student sign-in with the Center Coordinator upon arrival and receive a snack prior to attending designated activity.

### **Holiday & Recess Breaks When Program is Closed**

Generally, the 21<sup>st</sup> Century After School Programs will follow the school district's holiday, inclement weather, and teacher-in-service schedule.

When Liberty County School District closes due to inclement weather, the 21<sup>st</sup> Century After School Programs will also be closed. Please watch local media broadcasts for up to date information.

\*Please refer to the adopted calendar for the school year for specific dates.

Program activities may be available during Winter and Spring recess and will be determined based upon need and funding availability each year. Additional fliers and information will be sent home regarding programming on these days.

Summer Day Enrichment Camps and Recreational Activities may be available during summer. Additional fliers and information will be sent home regarding programming on these days.

If you have any questions regarding this policy please contact the Center Coordinator.



## Detailed Program Schedule

Registration: Open House

Program Start Date: Aug. 19, 2024

Program End Date: Apr. 30, 2025

Summer Program & Holidays:

Program Start Date: June 9, 2025

Holiday: June 30, 2025-July 4, 2025

Program End Date: July 23, 2025

### Hosford Center:

☐ **3:05 – 3:15 P.M.** Monday-Friday – receive a nutritional snack following USDA guidelines.

☐ **3:15 – 4:15 P.M.** Monday through Friday – students may receive homework assistance and participate in Project Based Learning in math, science, reading and social studies.

**4:15 – 5:15 P.M.** Monday-Friday – students will have enrichment and/or recreational opportunities. Including service learning, technology, career development and CATCH.

### Tolar Center:

☐ **2:50 – 3:00 P.M.** Monday-Friday – receive a nutritional snack following USDA guidelines.

☐ **3:00 – 4:30 P.M.** Monday through Friday – students may receive homework assistance and participate in Project Based Learning in math, science, reading and social studies.

☐ **4:30 – 5:20 P.M.** Monday-Friday – students will have enrichment and/or recreational opportunities. Including service learning, technology, career development and CATCH.

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

## Late Pick Up Procedures

Students must be picked up by the close of the program 5:35P.M @ Hosford 5:20 @ Tolar. Every effort must be made to pick up your child on time. Should an emergency arise that could prevent you from picking up your child on time, please call the Program Center Coordinator or Staff, at Hosford 379-8480 ext 41412 at Tolar 643-2426 x 31178 as soon as you know you may be late and identify who will be picking up your child.

If, for any reason, you do not pick up your child by the end of the program, a written warning will be issued. Program services may be withdrawn if two (2) late pick-ups occur.

If your child has not been picked up after 30 minutes upon end of program, and we have not been notified, the local Sheriff's Department will be called to take possession of your child. Your child/ren will be dismissed from 21<sup>st</sup> Century.

In the event that a child has not been picked up the following steps will be taken:

1. Youth will be asked who is scheduled to pick them up.
2. Center Directors will call parent/guardian's day and evening numbers.

3. Center Directors will call emergency contact numbers provided on registration.
4. If contact with parents/guardians or emergency contact(s) fail, the Liberty County Sheriff's Department will be contacted after 30 minutes.

Staff will make all attempts to contact someone regarding picking up the child. The last resort will be to contact the Sheriff's Department. Staff will remain with the youth until they are picked up. Under no circumstances are staff allowed to transport a child home in their private vehicles. Please discuss any questions about your center's late pick-up policy with the Center Coordinator or Program Director.

## **Attendance**

The core service of the Liberty 21<sup>st</sup> Century Program is academic achievement, enrichment and recreational activities. It is imperative that all student participants have regular attendance in order to receive the full benefit of the program. Each Center will track the attendance of all participants. Students are encouraged to attend regularly.

To achieve the full impact of the program it is suggested that students do not leave the program before its designated closing time.

In the event that a student is going to stop attending the 21<sup>st</sup> Century Program, it is the expectation that notice is given to the Center Coordinator.

## **Absences**

If your child will not be attending the program because of scheduled appointments, vacations, or other planned absences, you should notify the Center Coordinator in advance. When you call the school to report illness or to pick up your child(ren) from school, you should ask the secretary to put notice of such in the Center Coordinator's mailbox as well. Children who are absent without prior notification may be mistaken as a missing child. This could result in unnecessary concern and time spent searching for the child. If a child does not arrive at their program as intended, the Center Coordinator may contact the parents. If parents cannot be reached, the Center Coordinator may contact the child's emergency persons.

## **Student Check-In and Check-Out**

All students participating in a 21<sup>st</sup> Century Program are required to sign in with the 21<sup>st</sup> Century Center Coordinator at a designated location upon their entering the program. All students are required to sign in and sign out of each 21<sup>st</sup> Century Program activity for their safety and accurate recordkeeping /reporting as well. All students are required to sign out at the conclusion of the 21<sup>st</sup> Program each evening for their safety. Students will not be permitted to walk home without parent permission.

## **Release of Children**

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 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 21<sup>st</sup> Century Program is accountable for children after they have signed in and until they have signed out.

Children will be allowed to leave with persons other than the parents only if the release is to someone 18 years of age or older, and only then if authorization has been given to the Center Coordinator on the Registration Form. Older siblings under the age of 18 can sign out a child only if a note is on file from the Parent/Guardian. If a one-time exception needs to be made to the Authorized Pick-up list the parents should provide the Center Coordinator with a note prior to the date.

Program staff will ask for a photo identification of any person who arrives to pick up children if they are not a regular person that picks up the student. Persons other than the child's parents may be required to present photo identification before being allowed to leave with the child.

Any individual, who appears to be under the influence of alcohol and/or drugs, will not be allowed to remove a child from the program. The local Sheriff's Department will be called and officers will respond accordingly. Any such incident will result in the Florida Department of Children and Family Services being notified.

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 Center Coordinator prior to the date the change is effective.

Children who walk to and from school must have written permission (Walker Authorization) signed by the parent(s) or legal guardian of the child. We strongly encourage either an earlier dismissal time for walkers during the winter months to enable children to be home before dusk or ask that arrangements be made for pick-up of the child for their safety.

## **Child Custody / Communication**

One of the primary goals of the 21<sup>st</sup> Century Before and After School Program is the safety and wellbeing 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 Center 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.

## **Distribution of Medications**

Whenever a child is to be given a prescription or over-the-counter medicine, the parent must provide the Center Coordinator with a completed and signed Medication Release Form. The medication must be provided in the original or duplicate container with the child's name on

it, or a container accompanied by the doctor's directions. Medication will not be given if it's in an expired container.

## **Health and Safety Policy**

Our staff strives to provide a safe and healthy environment for all children. Staff and students are reminded that hand washing is a requirement after using the bathroom and before eating.

Communicable Diseases and Blood Borne Pathogen Training is provided by School Nurse to all staff members to aid in the handling of bodily fluids in an emergency situation.

Please include any medical or mental health conditions your child has on the Registration Form.

If your child has a known medical or mental health condition (asthma, diabetes, ADD, autism, seizure disorder, etc.), you must be sure the Center Coordinator knows what to do if a problem should occur during program hours. You must make sure that any medication needed is available and that the appropriate forms for its use have been completed. Failure to notify the 21<sup>st</sup> Century Schools program of your child's physical or mental health condition limits our ability to serve your family and may mean services cannot be rendered.

The parent will be notified to pick up the child immediately if a child has any of the following symptoms or behaviors and may not return until symptom-free for a 24-hour period:

- Any communicable disease
- chills and/or fever over 100 degrees Fahrenheit
- nausea, vomiting or diarrhea
- undiagnosed rash
- cough
- head lice
- ringworm
- pink eye
- an accident requiring medical attention
- physically acts out
- is verbally abusive

In case of accident or illness or unacceptable behavior, the staff will call immediately the child's

parent(s) and/or emergency contacts listed on the 21<sup>st</sup> Century Registration Form. It is the responsibility of parents to update the Center Coordinator with any new information.

If immediate hospital attention is needed for a serious medical emergency, staff will call 911 and the child will be taken to the nearest local hospital for treatment by emergency vehicle and the parents will be called as soon as possible. If you have a hospital preference, please make sure that is known and noted on the Emergency Release Form (included in Registration). The child's parent(s) or legal guardian will be held responsible for all costs incurred.

The staff of 21<sup>st</sup> Century Programs will make every effort to ensure the safety of all students and staff. Any safety hazards should be immediately reported to the Center Coordinator. In the event that a student or staff member is injured it should be reported immediately to the

Center Coordinator. The Center will notify the parent/guardian of the incident and complete an incident report.

Outdoor play will not be allowed when the temperature (including wind chill) falls below 22 degrees Fahrenheit or a heat advisory has been issued. Please dress your child(ren) appropriately for weather conditions.

**Head Lice:** Millions of school children get head lice every year. Head lice are common and are relatively easily passed from student-to-student. It is not a sign of uncleanliness or poor health habits. It often exhibits itself in the classrooms and can be upsetting to the student and family when it is diagnosed.

Head lice are contagious, but not required to be reported to the health department. 21<sup>st</sup> Century Schools has a "nit-free" policy that indicates any students found with head lice or "nits (eggs)" will be excluded from 21<sup>st</sup> Century School programming until the situation is treated and the "nits" removed. Students will be placed in the custody of the parent and checked before reentry to the program to assure that all nits and lice have been removed, and that the student has been successfully treated. In order to avoid embarrassment to the student and family, every effort will be made to maintain the confidentiality of the student. For more information visit [www.headlice.org](http://www.headlice.org).

**Asthma and Allergies:** An allergy is a condition in which your immune system reacts to a substance

such as pollen, mold or food as if it were harmful. Allergies can affect various parts of your body. Hay fever affects upper respiratory airways, causing sneezing and a runny nose. Skin allergies such as

eczema cause rashes. Eye allergies cause itchy, watery eyes. Food allergies may cause hives, itching, swelling or trouble breathing.

Asthma is a chronic condition that occurs when the main air passages become inflamed. The muscles of the bronchial walls tighten and extra mucus is produced.

Symptoms may include difficulty breathing, shortness of breath, a tight feeling in the chest, coughing and wheezing. According to the Mayo clinic, nearly all children with asthma, and up to half of adults with asthma, also have allergies. For most people with asthma, a major cause of their asthma is an allergy to airborne substances such as pollen, mold, dust mites and animal dander. Other triggers for asthma are sinus infections, exercise, cold air and exposure to irritants such as tobacco smoke.

21<sup>st</sup> Century Schools will make efforts, when contacted, to assist families with program changes in our control that would need to occur because of a child's asthma and/or allergies. Staff is instructed to make every effort to prevent a child from getting into a car with any individual who appears to be under the influence of alcohol and/or drugs. The local Police Department will be called and officers will respond accordingly. Any such incident will result in the Ohio Department of Children and Family Services being notified.

Staff may not, under any circumstances, provide transportation to parents or children enrolled in the Program.

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

## **Snacks/Meals**

Any allergies to certain foods should be noted in the required registration form – medical information section. It is the responsibility of parents to notify staff of any allergies on your child's Registration Form under the Medical Information section.

All enrolled 21<sup>st</sup> Century students who attend the After-School Program will receive an afternoon snack that meets USDA nutritional guidelines.

A snack will be provided for each student who attends the Summer Program. In some cases, lunch may be provided depending on length of day and special activities. Parents will be notified regarding summer meal arrangements for such extended days.

## **Children's Personal Property**

Children's personal property (coats, clothing, school bags, etc.) must be cleared from the program center after each session of the program. Any personal property that remains after the session will be taken to the center's lost and found. Although the program attempts to help children stay organized, the program cannot be responsible for lost or damaged personal property.

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 and school.

The Liberty 21<sup>st</sup> Century Program requests that all students leave all personal items at home (such as handheld video games, MP3 players, and other electronic devices). In the event that a student brings a personal item to the after school program, they are personally responsible for that item. The Liberty 21<sup>st</sup> Century Program is not responsible for lost, stolen, or damaged items.

## **Visitors and Observations**

Parents and community members are always welcome and encouraged to visit and observe the Liberty 21<sup>st</sup> Century Community Learning Center Programs. Our number one concern is the safety of the children; therefore, we ask that all individuals arrange visits beforehand with the Center Coordinator and first check-in with the Center Coordinator and sign-in as a visitor before proceeding to their final destination.

The Liberty 21<sup>st</sup> Century Program has an open door policy and encourages parents and community members to be as involved as they can with the Liberty 21<sup>st</sup> Century Community Learning Centers.

For liability and supervision reasons, it is not possible for children who visit the program to take part in the activities without their parental supervision and Center Coordinator permission.

## **Behavior Standards**

All Liberty 21<sup>st</sup> Century Programs follow the discipline and behavior standards as set forth in the School Student Handbook. Therefore, it is the duty of the Liberty County Schools 21<sup>st</sup> Century Program staff, all contracted representatives and students to display, model and re-enforce positive behavior at all times.

Any student who has received an out of school suspension or has been expelled from their school will not be allowed to attend any Liberty 21<sup>st</sup> Century Program until the suspension or expulsion is lifted.

All other discipline issues will be addressed on a one-on-one basis as determined by the center director in accordance to the handbook.

## **Discipline and Discharge**

It is our desire to serve all children who desire 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. Children are entitled to a pleasant and harmonious environment at the program. The 21<sup>st</sup> Century Schools program cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity, which may include but is not limited to behavior that:
  - requires constant attention from staff,
  - inflicts physical or emotional harm on self, other children or staff
  - threatens the safety of others through actions prohibited under School guidelines
  - ignores or repeatedly disobeys the rules which guide behavior during the school day and program time, thereby endangering self and others or disrupting learning.

If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged from the 21<sup>st</sup> Century Program.

Our rules and regulations are based on those in the School Student Handbook. The standards of behavior expected by the school system will not stop at school dismissal time. We expect the same behavior and respect during the after-school programs. Students are expected to comply with all regular school rules and regulations.

Disruptive behavior will be dealt with in the following manner:

Parents are required to sign registration form (Behavior Agreement Section) that addresses understanding of behavior and discipline expectations. Violation of any rules will not be tolerated.

Discipline will be handled at the Center Coordinator's discretion.

Participants will follow the School's Discipline Policy. The rules and punishment will be the same for all students unless there is a written discipline plan on file.

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 21<sup>st</sup> Century program.

Discipline Policy for 21<sup>st</sup> Century Program is as follows:

1st Offense: Center Coordinator talks to student and notifies the parent verbally and parent receives incident report.

2nd Offense: Center Coordinator talks to the student, notifies the parent in writing (Incident Report)

3<sup>rd</sup> Offense: Center Coordinator conferences with the student and parent in person regarding incident.

3 Strikes/Incident Reports will result in removal from the 21<sup>st</sup> Century Schools program.

Please note: In the case of a student harming or threatening harm to property, themselves, other students or staff, continually not following staff instructions, disrupting activities, using illegal substances, or any other endangering behavior, the child may be immediately removed from the program without going through the protocol listed above. Internet offenses follow District rules and are cause for immediate removal of computer privileges.

A child may also be discharged if he/she is picked up late **three (3)** times.

When removal is warranted according to the protocol listed above, the 21<sup>st</sup> Century Schools Project Director and the school will be notified prior to its implementation.

## **Parent, Family and Community Involvement and Program Feedback**

It is an expectation of the Liberty 21<sup>st</sup> Century Program that parents are involved in the program. Some ways parents may be involved is through volunteering for the program, participation in family events, providing input for the District Advisory Committee and visiting the program.

As a requirement of the program, parents will also be asked to complete a survey(s) regarding your child's social and academic progress.

Parents, community partners (organizations and related-service agencies), and neighborhood residents play an important role in the After-School Program. The District Advisory Committee meets quarterly with structure and overall function determined by the group at each center.

All parents, community partners and organizations, related service agencies and neighborhood residents are encouraged to participate in their children's success by collaborating with their school center. Opportunities include being a volunteer or mentor, and assisting with school activities during program time.

The 21<sup>st</sup> Century Program welcomes and encourages feedback from all stakeholders. The Center Coordinator, Project Director and other members of the staff are willing to meet with you to hear your ideas and resolve any concerns. Please contact either the Center Coordinator and/or Project Director to schedule an appointment.

## **After School Staff**

It is the intent of the 21<sup>st</sup> Century Program to hire high-quality, experienced school staff. All staff hired to work in the After-School programs have been interviewed by the Center Coordinator and/or Project Director.

All staff are required thorough background checks through the State. All staff must also attend a mandatory orientation meeting and other regular scheduled meetings as needed.



Teachers are required to hold a valid Teacher certificate. All teachers follow research-based project learning standards and all enrichment and recreational facilitators have approved activity proposals.

## **Questions, Concerns or Suggestions**

Should you have any questions, concerns or suggestions regarding the 21<sup>st</sup> Century Program, please do not hesitate to contact the Center Coordinator or Project Director as listed below.

## **Contact Information**

Jeff Sewell, Project Director 850-643-2275

Email address: [jeff.sewell@lcsb.org](mailto:jeff.sewell@lcsb.org)

Beth Brown, Project Manager 850-643-2275

Email address: [beth.brown@lcsb.org](mailto:beth.brown@lcsb.org)

Alice Mansell, Center Coordinator Hosford 850-379-8480

Email address: [alice.mansell@lcsb.org](mailto:alice.mansell@lcsb.org)

Jennifer Lee, Center Coordinator Tolar 850-643-2426

Email address: [Jennifer.Lee@lcsb.org](mailto:Jennifer.Lee@lcsb.org)