



Family Handbook Sample

This document is provided as a sample. The details, policies and information presented here illustrate common program information to help guide your planning and ensure that you include important topics. Nothing you see here is required. Please customize this document by developing and inserting policies and guidelines for your program, students and families.



21st Century Community Learning Centers Family Handbook

ABC Out-of-School Time Program

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Parent/Guardian Acknowledgement Form

ABC Elementary School’s 21st Century Community Learning Centers (21st CCLC) program site is an out-of-school time program offered *free of charge* through a federal grant administered by the [insert your state] Department of Education. The program offers academic support, academic enrichment, college and career readiness, and recreational opportunities for students, and it also serves students’ families. To get the full benefit of the program, your child should attend daily. Students who do not attend regularly (80 percent of the time) may be dropped so other students have the opportunity to participate.

Family group activities will be offered monthly. Please attend these as possible! Remember that families are responsible for attending at least two activities per semester to meet the program requirements. Family participation is very important to our program because of 21st CCLC dual-capacity framework, meaning we serve both students *and* families!

Your child and family are expected to meet program guidelines and participate regularly. Instructors use positive reinforcement during the out-of-school time program to keep a positive and fun learning environment. To maintain that positive environment, we will not allow harassment or bullying. We have a “zero tolerance” policy for any weapons or controlled substances. We follow the practices and procedures described in the *ABC Elementary School Handbook*. Expectations during the out-of-school time program are the same as during the regular school day. Our behavior/discipline policy states that if a student has a discipline issue, the parent or guardian will receive a copy of the incident report. If your child receives three of these forms, he or she may be suspended from the program for three to five days. The fourth notice may result in termination from our program. We reserve the right to suspend or terminate a student from the program immediately if a student’s behavior puts staff or other students in danger. Please refer to the *ABC Elementary School Handbook* for more information.

The program hours go from school dismissal until 6 p.m. Monday through Friday. We will not be in session on nonschool days, and will not provide afternoon/evening services on early release days. Please read and discuss this family handbook with your child. Then, please sign this form and return it to our Site Coordinator, with the completed registration form, to confirm your understanding and acceptance.

_____ School _____
Student Name

Parent/Guardian Name (Print)

Parent/Guardian Signature

___/___/___
Date

Please return this signed form to the 21st CCLC Site Coordinator with your 21st CCLC registration form.





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Section I: 21st CCLC Introduction

Vision: ABC Elementary School's 21st Century Community Learning Centers program creates happy, engaged, future-ready learners.

Mission: ABC Elementary School's 21st CCLC program provides a high-quality out-of-school time program that engages students in exploration of academic content in interesting and innovative ways.

Program activities are designed to support student academic, social and emotional growth. The program focuses on activities that help students meet state learning standards in language arts, mathematics, science and social studies, and build critical thinking skills and positive character traits. To honor youth voice, activities are designed to be innovative, hands-on and relevant. They are built on learning goals that are shared with youth. The program strives to create strong, transparent connections to college and career exploration and readiness. It also includes sessions that promote health and wellness and support a student's success in school.

The minimum program requirement at each site is 8 hours per week for a minimum of 30 weeks. This provides an additional 240 instructional hours for students. This is approximately 34 additional school days.

Goals

1. Help students achieve standards in core academic subjects such as reading and math.
2. Offer enrichment programs that supplement regular academic programs.
3. Provide educational services for the families of participating students.

Section II: Enrollment and Attendance

Attendance Policy

This learning program is provided *free of charge* to students (and their families) attending ABC Elementary School. Enrollment is on a first-come, first-served basis, while also reserving space for students who are identified as most in need of support. This is possible because the program is funded through a 21st CCLC grant, administered by the [insert your state] Department of Education and provided through the ABC Elementary site.

Attendance is a very important part of our program. To get the most out of the program, your child should attend daily for the full program year. **Parents are responsible for contacting the site before 3 p.m. at 555-555-5557 or Site Coordinator Mr. Bob Jones, bjones@y4y.org, if a child will be absent.** If a child has a prior commitment, written notice containing the parent's or guardian's signature and stating the reason for the weekly/monthly absence must be provided to the site coordinator. This notice will become part of the student's 21st CCLC file. Frequent absences may result in your child's removal from the program.



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Excused Absences

- Illness of student
- Serious illness or death of family member
- Head lice or nits
- Doctor or dental appointments
- Legal matters
- Religious holiday or training
- Unforeseen emergencies (e.g., natural disasters)
- Prior commitment that has been documented in student file by the parent/guardian

The site coordinator will contact the parent or guardian of any student who has more than four unexcused absences.

Unexpected Absences

Please contact the site coordinator in advance if you know your child will be absent from the 21st CCLC program. Your child's safety is our top priority. We would never want to assume a child is with their family, while the family assumes the child is attending the program. That is why communication with the site coordinator is so important. It's about your child's safety!

Section III: Program Hours and Activities

Hours of Operation

The 21st CCLC program begins on September 10, 2018, and ends on June 6, 2019.

The out-of-school time program operates from school dismissal until 6 p.m. Monday to Friday. The last program day during the academic year will be Friday, June 6.

During the afternoon hours, students will participate in snack time, academic interventions and homework time, academic enrichment, college and career awareness, and recreational activities. Activities vary throughout the year; consult the program activity calendar displayed at the sign-out table for details of current activities.

Holiday and Bad Weather Policies

During the regular academic year, the calendar for the 21st CCLC program follows the calendar of the school district. On days when there is no school, including bad weather days, the 21st CCLC program is not in session. If school is released due to bad weather, the program will not be provided. On school days when regular classes are in session but bad weather is predicted for late afternoon, the afternoon program hours may be canceled.



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Dismissal

As described in Section II of this handbook, attendance is important. To get the full benefit of this program, your child should attend each day for the full program length. The procedures outlined below will be followed during program dismissal:

- Students who take the bus home will meet in the office hallway to be dismissed after signing out for the evening, and then board their designated bus.
- Parents who pick up students will go to the sign-out table, where they will meet with 21st CCLC staff to sign students out for the evening. If students are to be picked up by persons other than those designated at the time of registration (those listed on the student's registration form), the site coordinator must be notified prior to pick-up time, or the student will not be released.

Early Pick-Up

We discourage picking up your child early. Program staff plan activities based on the full program time available. Your son or daughter will not receive the full benefit if they do not participate in the full program day. We understand that early pick-up may be required sometimes. Please try to limit those times as much as possible.

When you arrive, please check in with the 21st CCLC staff, and be sure to sign your child out for the evening before leaving the building.

A student may be removed from the program if they are picked up early more than five times in one semester. Please note, this does not include prior commitments that have been documented in the student's 21st CCLC file by the parent or guardian.

If you want a person other than those listed on the registration form to pick up your student, the site coordinator must be notified prior to pick-up time.

Late Pick-Up

Students must be picked up within 10 minutes after program ends. This means by 6:10 p.m. Monday to Friday. The learning center is not staffed after these hours. **A student may be removed from the program if he or she is picked up late three times.** Local authorities may be contacted for assistance if a student is not picked up after program hours and we can't reach the parent, guardian or emergency contacts.

Family Participation

Family involvement is a very important component of your child's education; we encourage each adult family member to participate in this program as much as your schedule allows. Each month, we plan to offer two activities in the evenings for both the parents and their children, or just for parents. Activities may include, but are not limited to, the following types of workshops: GED, English as a second language, parenting, how to help with homework/studying and community/family events.

The community/family events are designed to be fun for the whole family, so we hope you will attend! We will provide the information for these events in advance.





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We select the adult workshop topics based on community feedback and the sessions have been designed for adult learning. Please let the site coordinator know if there are workshops that would be of interest or benefit to you.

Section IV: Behavior Policy

The behavior policy at our site was established to help students develop self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed over time by participating in activities and interacting with others. The main reasons for establishing behavior expectations are these:

- to prevent possible harm to self or others;
- to prevent infringing on the rights of others; and
- to prevent damage to equipment and property.

To provide a safe and secure environment for everyone, the following expectations will be in effect at all times:

- Follow the rules of the school district handbook.
- Follow the directions of staff the first time they are given.
- Show respect and treat others with kindness.
- Ask permission to leave an area.

Students will be taught to be responsible for their own actions; they make the choice to follow the rules and enjoy the rewards or to ignore the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards and positive communications with parents. Whenever possible, natural and logical consequences will be provided for inappropriate behavior.

If a student has a discipline issue, the parent or guardian will receive an incident report. Parents will be informed of their child's behavior and may be asked to participate in a discussion to resolve special situations. If your child receives three of these forms, he or she will be suspended from the 21st CCLC program for three to five days. The fourth write-up will result in termination from the 21st CCLC program for this school year. We reserve the right to suspend or terminate a student from the 21st CCLC program immediately if a student's behavior warrants it. Please refer to the School Handbook.



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Section V: 21st CCLC Staff and Volunteers

The ABC Elementary Out-of-School-Time Program has a teaching team that consists of teachers and paraprofessionals from the school day and part-time staff hired specifically for the Out-of-School-Time Program.

Each activity adheres to a 1 to 15 staff-to-student ratio, which provides several benefits:

- more one-on-one attention from the staff;
- students get to know each other better; and
- staff can tailor instruction to students' individual needs.

We also recruit volunteers to assist students in a variety of ways: small-group tutoring for academic skill practice, apprenticeship or technical skill instruction, and enrichment projects. Other volunteers work behind the scenes on administrative tasks.

We welcome all family members who would like to volunteer with the 21st CCLC program! If you or someone you know would like to donate a few hours in the classroom or behind the scenes, please contact Mr. Bob Jones, Site Coordinator, at 555-555-5556.

All 21st CCLC team members, paid instructors and volunteers, are required to pass a fingerprint/background check. Your child's safety is a priority, so this policy is strictly enforced.

Section VI: Communications

It is important to keep the lines of communication open between the 21st CCLC staff and families of enrolled students. Listed below are ways we plan to keep families updated, and a way for families to contact program staff.

Homework: Staff will assist your child with assigned homework. However, based on the daily program schedule, there may be times when not all homework is completed. (This is a learning engagement program, not just a homework program!) Staff will let you know the status of your child's homework by using a planner.

Program activities: A newsletter will be sent home once a month. A monthly program schedule will be included in each newsletter.

Questions, concerns, suggestions: Please contact the Site Coordinator, Mr. Bob Jones, 555-555-5556, bjones@y4y.org.



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Section VII: Additional Details

Snack

A nutritious snack will be provided daily at no charge through the Food and Nutrition Services Department. Students are welcome to bring their own snacks from home. Candy, gum and soda are not allowed. The site coordinator must be notified of any special dietary concerns.

Medications

The 21st CCLC program staff are not responsible for giving medications to students. Arrangements must be made to have medications administered before students arrive at the program. Exceptions to this rule include EpiPens for allergic emergencies or inhalers for asthma treatment. Students should have these supplies with them. The 21st CCLC program does not have a supply of EpiPens or inhalers.

Health and Safety

Our staff provides a safe and healthy environment for all youth. Please list your child's medical conditions on the registration paperwork. If your child has a known medical or health condition (such as asthma, diabetes, ADD, autism, seizure disorder), be sure the site coordinator knows what to do if a problem should occur during program hours. Please notify us of your child's physical or health condition so we can do our best to serve your family. If a child becomes ill while in the out-of-school time program, the parent, guardian or approved adult will be notified. Depending on the nature of the illness, the adult may be asked to pick up the student. If a child has any of the following symptoms or behaviors, the parent or guardian will be notified to pick up the child immediately:

- Any communicable disease
- Chills and/or fever over 100 degrees Fahrenheit
- Nausea, vomiting or diarrhea
- Undiagnosed rash
- Cough
- Head lice
- Ringworm
- Pink eye
- Accident requiring medical attention

21st CCLC Emergency Policy

In case of an accident or illness, we will call the parent or guardian of a child. Please be sure we have your correct phone numbers and address on file. In serious emergencies, you will be contacted and 911 may be called. Directions from the Emergency Medical Technician (EMT) will be followed until you have arrived. If the EMT determines the need to transport the student and you have not yet arrived, the student will be transported to the hospital and accompanied by a staff member. Once you arrive on campus, you will be updated on the transportation of the student. The parent(s) or guardian(s) of the student will be responsible for the cost, if any, of the emergency vehicle and/or emergency room.



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Natural Disasters and Other Emergencies

21st CCLC follows the emergency action plan procedures of the ABC School District in the event of a natural disaster or other emergency. If you would like to review the school or district plan, please contact the site coordinator.

Field Trip Permission

You will be notified of plans for any field trips. Permission slips are required if a student is taken off campus. The usual district and school policies for field trips will carry over to the 21st CCLC program.

Personal Belongings

We assume no liability for lost/damaged items. Students should keep personal belongings, including cell phones and other electronic devices, in their backpacks. These devices should not be used during program hours unless there is an emergency or a student has permission from the program staff. Students are *not* permitted to return to their classrooms once the school day is over.

On behalf of the entire ABC Elementary 21st CCLC team, we look forward to an outstanding year of learning and fun!