



Introduction to the Staff Handbook

Session Objectives



- Understand the basic components of the program
- Explain the policies and procedures for staff and students
- Understand the guidelines for students and families



Icebreaker Activity



YOU FOR YOUTH



- I've Done That! Bingo
- Superlatives



What is a 21st CCLC program?

Federally-funded 21st CCLC Programs can include:

- Remedial education
- Tutoring and mentoring
- STEM instruction
- Recreational activities
- Programs to promote parental involvement and family literacy





Program Overview



- **Mission**
 - (Include your mission statement here)
- **Vision**
 - (Include your vision statement here)
- **Goals**
 - (Include your goals here)

Staff Handbook



- Program Logistics/Information
 - Hours
 - Contact information
- Staff Policies and Procedures
 - Attendance
 - Pay schedules
- Student Policies and Procedures
 - Security
 - Student Safety and Behavior
 - Curriculum and homework
 - Enrichment activities
 - Assessment



Staff Handbook Scavenger Hunt Questions

- How many family involvement opportunities are there in October?
- Who should a caretaker get in contact with from your program if their student needs to be dismissed early?
- What should a family member do if their student will be absent from the program?





Next Steps

Questions?

What else is needed to successfully implement our 21st CCLC program?

