



PROVIDENT
CHARTER SCHOOL

Funded in full or in part with a grant by the
Pennsylvania Department of Education

Provident Charter School
21st Century Community
Learning Centers
After School & Summer
Program

Family Handbook 2019-20

21st CENTURY OVERVIEW

Academic Achievement ~ Enrichment Opportunities ~ Parent & Community Involvement

An exciting, after school program is happening at Provident Charter School. It is called the **21st Century Community Learning Centers (hereafter 21st CCLC)**. The 21st CCLC will offer many opportunities for students to improve their academic skills as well as participate in fun, positive and enriching after school activities! The 21st CCLC is a state funded program, under the No Child Left Behind Act (NCLB), which is now the Every Student Succeeds Act (ESSA) and is designed to provide extended learning and enrichment opportunities for students and parents. Our 21st CCLC site will be open 3 hours after school, Monday through Thursday. CCLC activities will be held throughout the school year and in the summer. Student activities are designed to complement the daily school curriculum while also providing educational and personal development opportunities to parents and/or adult family members. Some of the services provided to the students will be (but are not limited to): math and reading interventions with mentoring, academic enrichment (reading, writing, math and science), personal enrichment, service learning, character education, physical education and recreational activities, and dropout prevention.

Contact Information

21st CCLC Program Director		
La'Shawna McHenry	lmchenry@providentcharterschool.org	412-514-6099

21st CCLC Site Coordinator	
Kaila Kachur	kkachur@providentcharterschool.org

21st CCLC Assistant	
Sophie Rice	srice@providentcharterschool.org

Office Location

Annex Building

Room A3

Ext

Program Goals

The 21st CCLC Program will provide a comprehensive after-school and Summer program with high quality and engaging activities that support students' learning and development. The program will offer a variety of activities and enrichment opportunities. To include, but not limited to: physical education/recreation; creative expression through the arts; and academic interventions in reading and math. Children will pursue their own interests in a safe, friendly environment.

Provident Charter School 21st CCLC Expectations

- Daily schedule provides activities that are engaging, varied and flexible
- Program activities enhance the positive development of youth
- The program provides a mix of well-structured activities that support and promote creativity
- Program staff work to influence learning and increase knowledge for participants
- The program builds upon community resources
- The program offers opportunities for age appropriate learning, physical activity, skill building, and development

Program's Expectations of Parents/Guardians

The Program expects that parents/guardians will:

- Attend parent meeting sessions and special functions
- Keep the child's records up to date
- Pick up their child on time
- Contact the Site Coordinator if the child will not be attending the program
- Be attentive of correspondence that comes from the 21st CCLC program

General Rules for Participants

- Follow all school rules, as defined by the provident charter school Code of Conduct found on the district website will be enforced
- Follow all directions from staff
- Ask permission when leaving a program area (i.e. to restroom gym, etc.)
- Students must comply with school and classroom policies
- Respect all staff, other participants, and property
- No inappropriate language, fighting, or stealing will be tolerated
- All school sign out procedures will be enforced for 21st CCLC
- Dangerous, unsafe, or frequent misbehavior will not be tolerated and will result in immediate dismissal from the program
- Do not miss more than ten unexcused days away from the program

Operational Hours

The after-school program begins at 3:30pm and ends at 6:30pm Monday through Thursday. Registered students will be expected to report directly to the cafeteria of Provident Charter school once after school students are dismissed. Children must remain at their assigned locations for 21st CCLC Program activities until a parent/guardian signs them out and/or written permission by the parent (s) has been recorded on the child's registration form identifying another adult to sign them out.

After School Dismissal Changes

Once you have decided on the days your student will be attending after school it will be communicated with all necessary staff on the day(s) that your student will be staying. All after school changes should be communicated with the program director and the front office before 2:30 pm daily. All changes included are, not staying for after school during a scheduled after school day, or deciding to stay after school on a day you are not regularly scheduled to stay.

Attendance Policy

If your child is enrolled in the 21st CCLC program, he/she is expected to **attend the program regularly (at least 1 day or more per week)**. ***In order for students to benefit from the 21st Century After School Program, regular and consistent attendance is required. Regular and consistent attendance is defined as attending scheduled after school days every week unless ill or other unavoidable conflicts. Once a child is enrolled, attendance will be monitored, and inconsistent or sporadic attendance will be documented and placed in the student's file. The program site serves a limited number of students. There may be a waiting list for students who qualify for the program. If a student is not going to attend regularly, that "spot" needs to be made available to the students on the waiting list. Research done on 21st CCLC Programs indicate that

students who attend regularly experience much more academic and behavioral benefits than those whose attendance is irregular.

Registration

Students may NOT attend the program until all registration materials are received. Please communicate the registration plan to parents and students who express an interest to submit signed completed forms immediately to the 21st CCLC program director.

Registration Process

Registration is as follows:

- Students and parents/guardians fill out a 21st CCLC Registration Form (form is online, assistance will be available if needed).
 - This form captures all basic information like name, grade, address, etc.
 - This form needs to be completed for a child every year in the program
 - This form requires a parent/guardian signature

- Students and parents/guardians will complete 3 other forms for 21st CCLC (These are paper documents, electronic copies will be available if needed)
 - Emergency form - allows us to know who to contact in case of emergency
 - Transportation form - allows us to know how your child will be getting home
 - Code of Conduct - allows us to know that all families understand behavior expectations at the program. This form requires a parent/guardian signature

- Students are not allowed to stay for programming until their registration form/materials are completed and received by the program director

- Registration link and forms are available on the Provident Charter School webpage

Dismissal

Parents/Guardians will provide a list of people who have permission to pick up their student on the transportation form. They also can give written permission on the registration form for their son or daughter to walk home if they are in 6th grade or above. Staff members may request photo identification at any time. The program dismisses students during the last 15 minutes of programming. Each enrolled student will travel home according to the method indicated on the transportation form. Once a student signs out from the program, they are no longer the responsibility of the program.

Parent Pick-Up Policy

Parents can pick up their child at the identified location (the doors with the Blue provident charter school sign at the top) and time at the school site during the regular school year. For the child's safety, we request that parents come in and sign out their child from the afterschool program. We will not release any child to anyone who is **NOT** on the registration form. Anyone signing out a child will also need to show proof of identification including a photo (i.e., driver's license, etc.). Once the child has signed out and leaves the school grounds, the child is no longer the responsibility of the 21st Century Afterschool Program.

Meal & Snack

An after-school dinner is provided to all registered participants of the program free of charge. Dinner is provided by the Nutrition group. Calendars with what meals are being served by month will be emailed. Calendars will always be available upon request as well. Snacks, a fruit or vegetable will always be an option for all students upon arrival at the after school program. Parents may donate snacks for the program. All food provided at the program is not funded by the grant.

Standard Photography Release

On the Provident Charter School 21st CCLC After School Registration form is an option for photography release. But, please contact the program director if you do not wish to have your child in any 21st CCLC related photographs.

Student Record Access

As part of the 21st CCLC grant requirements, we must collect data on each student participant. Some of these items will be taken from the registration form which parents/guardians complete and return to 21st CCLC staff. Other information, such as grades, test scores, and demographic statistics, will be received from Provident Charter School . More information is provided on the registration form.

Cell Phone Policy

If you choose to participate in the after school program you are also agreeing to obey by our cell phone policy. Similar to Provident's cell phone policy, we are asking that students in the after school program are not to have their cell phones out unless instructed to do so. If you were to need to contact your child in the case of an emergency at any time, please feel free to contact the program director. If your student does not follow this policy their current teacher will take their phone for the remainder of the program. The phone will be returned to them during dinner or dismissal whichever occurs first.

Field Trip Permission

The 21st CCLC Program will take field trips as time and resources allow. All parents will be required to sign a field trip permission slip giving permission for their child to participate. Sometimes the field trip may last until the end of the Program. When this is the case, information on the time frame students can be picked up will be included on the permission slip and sent home with students before the field trip. Field trips are fun, educational ways to broaden the horizons of students who attend the program. However, the discipline expected during traditional program activities are expected while on field trips. The Center Coordinator needs to be notified in the case of students who are not behaving on field trips. Depending on the offense, the student may **NOT** be allowed to take other field trips with the program.

Accidents/Emergencies

Each 21st Century Program site has devised several procedures to follow in the event an emergency should occur while a child is in the care of 21st CCLC staff.

In the event of a fire, staff will follow the written instructions located in the school's safety plan. The instructions provide emergency evacuation routes and procedures to follow to assure children arrive at the designated safety location . In order to prepare children for the unlikely need to evacuate, the 21st Century Program conducts periodic fire drills.

In the case of a minor accident/injury, staff will administer basic first aid. If the injury/illness is more serious, first aid will be administered, and the parents will be contacted to assist in deciding an appropriate course of action. If any injury/illness is life threatening, EMS will be contacted, parents will be notified, and a 21st Century staff member will accompany the child to the hospital with all available center records. Staff **WILL NOT** transport children in staff owned vehicles. **ONLY** parents or EMS will transport students. All District policies and procedures regarding injury shall be followed with appropriate reporting

Children's Belongings

Parents are advised not to allow their children to bring valuables to the program. If they do, it is at their own risk. The After School and Summer Camp Program is not responsible for lost or stolen items. Please check for child's belongings each day before leaving the program. All items and belongings should be labeled with the child's name.

Children's personal property such as coats, clothing, school bags, etc. must be taken home daily. Any personal property left at the program sites will be placed in a "Lost and Found" area. Although staff attempts to help children stay organized, the program cannot be responsible for lost personal property.

Open-Door Policy

Each of our sites maintain an open-door policy with parents to have the opportunity to observe the programs their students participate in. For safety and security reasons, we hold parents at the sign-out tables when picking up children so as not to have people roaming the halls unaccompanied. Parents may inform coordinators when they would like to observe programs and accommodations will be made.

Evening Programs

From time to time, there may be special events as part of the 21st Century Program grant requirement. This may include evening family programming. The 21st Century grant requires each site to conduct family nights that emphasizes reading, math, writing, and science which are all fundamental to academic success. Parent participation is expected during periodic evening activities at each site location. Parents must attend parent workshops as a requirement of the 21st Century grant. Information about special events will be included in 21st CCLC flyer.

Interventions

Students need to have time every day to work on their reading and math skills during the after-school program. We strongly encourage communication regarding student's educational needs between after-school program staff, school teachers, and parents. The program's certified teachers will be working with students directly with all interventions. In order for intervention time to be used effectively, it must consistently be a part of the after-school program schedule. Students are responsible for participating in their data driven groups. Center Coordinators and staff members will be trained using all intervention materials. Student progress will be monitored.

Interventions: 40 mins for Reading and 40 mins for Math

Academics: Enrichment

One of the main purposes of the 21st Century Program is to enhance and extend the learning that goes on during the school day. Teachers will work with the Center Coordinator and Program Director to create Project Based Learning Lesson plans that meet students' needs while making learning fun.

Special Needs / Accommodation

We will make reasonable accommodation for the inclusion of any student who is able to benefit from the program, so long as their presence and accommodation made for them do not significantly hinder or lessen the benefits other students experience in the program.

Removal from Class/Program

Participation in 21st CCLC programming is a PRIVILEGE. Consequently, if a student disrupts the learning process, disciplinary actions will be taken. If multiple disruptions occur, the student will be referred to the Program Director and may lose the privilege of attending. Always call the Program Director to assist you in dealing with severe discipline issues. Staff should report all disciplinary issues to the Center Coordinator so detailed disciplinary records can be kept and so the Program Director can subsequently relay that information to the parents.

Discipline and Discharge

It is our desire to serve all children who are in need of the program's services; however, certain situations may require that a child is 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 grant 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 21st CCLC Schools program cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as a 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 21st CCLC Program.

Our rules and regulations are based on those in the Provident Charter School Student Code of Conduct. The standards of behavior are expected by the school system and will not stop at dismissal time. We expect the same behavior and respect during the 21st CCLC after-school program. Students are expected to comply with all regular school rules and regulations.

Advisory Board Meetings

All 21st CCLC Programs are encouraged to establish a local 21st CCLC Advisory Board comprised of at least:

- two (2) parents,
- one administrator
- two (2) students (if middle and/or high school students are served),
- one (1) regular school day teacher from each target school, and
a diverse group of members of community agencies and the private sector

The advisory board must hold a minimum of three (3) meetings per year, with minutes taken and attendance recorded.

FAMILY ACKNOWLEDGEMENT FORM

2018-2019 2019 - 2020

**I hereby acknowledge and confirm that I have read the 21st Century
Community Learning Centers Family Handbook. I understand and agree to
comply with the policies stated in the Handbook.**

Student (please print):

Signature (if applicable):

Date: _____

Parent/ Guardian (please print):

Signature: _____

Date: _____

**** RETURN FORM TO PROGRAM DIRECTOR***