

**Handy Middle School's
21st Century Community Learning Center
After School Program 2014-15**

Introduction

We are delighted that you will be a part of Handy Middle School's after school learning community. You and your family are encouraged to visit our program to be better acquainted with what we can offer our students beyond the school day. Our program consists of a director, a site-coordinator, highly qualified teachers and other staff ready to provide daily academic support and enrichment activities to your child at no expense to the family.

Our program is funded by a federal grant that is supported by the Michigan Department of Education (MDE). "The 21st Century Community Learning Centers (21st CCLC) Grant Program's focus is to provide expanded academic enrichment opportunities for children attending low-performing schools. Tutorial services and academic enrichment activities are designed to help students meet local and state academic standards in subjects such as reading and math. In addition, 21st CCLC programs provide youth development activities, drug and violence prevention programs, technology education programs, art, music and recreation programs, counseling and character education to enhance the academic component of the program". (source: MDE website)

This Parent Handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as productive and enriching as possible. Please carefully read the handbook and keep it for future reference. The 21st CCLC staff would be glad to address any of your questions or concerns. If you are unable to reach us by phone, please email or send a note with your child and we will contact you as soon as possible. Thank you for your interest and support of our program!

Important Telephone Numbers

Handy Middle School (office open 7am – 4pm)	684-1723
Media Center (call during program hours after office is closed)	684-1723 x7411
Jill Anderson, BCPS 21 st CCLC Project Director	893-9541 x1208
Email: andersonji@bcschools.net	
Craig Revette, Handy Middle School Site Coordinator	684-1723 x7101
Email: revettec@bcschools.net	

Enrollment

Program is free for all students enrolled at Handy Middle School. Registration form must be completed to be considered for program enrollment. Forms are available in the main office at Handy. If registration exceeds program capacity, then priority will be given to students that are most academically at-risk. A wait list will be maintained for students unable to get into the program due to space and the list will be evaluated every 6 weeks.

In order to service as many students as possible, students will be selected for the program as either a 4-day/week program student or a 2-day/week program student. The days that a student has been granted acceptance into the program will be indicated on the acceptance letter and confirmed on the required forms to be completed by parent to accept their placement in the program. Acceptance in the program will be reviewed on a regular basis.

A Child Information Record/Parent Consent Form will be completed for each child enrolled in the program, which must be kept up to date and on file at all times. Please notify the staff of any address and/or phone number changes you may have. Parents who may change jobs during the school year should be sure to notify the school of new emergency contact numbers.

Regular Program Hours

2:15pm – 5:00pm

Monday - Thursday

Program Calendar and School Closings

Our calendar will follow the Bay City Public Schools District schedule for in-service days, holidays, and breaks. If the district has a scheduled day off or school is canceled for any reason or there is an early dismissal, then the after school program is closed. The 21st CCLC after school program will not be held on the day of a Handy Middle School general staff meeting (typically held on the second Monday of each month).

Summer

A summer calendar will be published and distributed in the spring.

Typical Daily Routine

2:15-2:30	Students enter program, sign-in and receive a snack, which is provided by Handy food service.
2:30-3:30	Academic Assistance. Students will receive homework help from highly qualified teachers.
3:30-4:45	Students will participate in an enrichment activity staffed and presented by certified teachers.
4:45-5:00	Announcements, Clean-up, Sign-Out and Dismissal

Attendance Policy

Attendance is expected in the after school program for the days that the student is accepted into the program. If a student is absent from the school day for an excused absence (school related or parent call), then the after school program will also be notified of the absence. However, if the student is in attendance for the school day, then it is expected that they will attend the after school program. If your student has an appointment or another reason they cannot attend the after school program although in attendance during the school day, please contact the site coordinator to let them know of the absence. If a student should be released before 5pm, you must call or send in written permission. If a student needs to leave early and has parental permission, there is a 4pm late bus that can be used for transportation.

Students are expected to enter the program within 15 minutes after the school day ends (by 2:30pm). If a student is not in enrollment by 2:45, then they will be considered absent for the program and an automated phone call will go out the student's phone number that is registered through Handy Middle School. If a student is in attendance less than 70% of the days that they are accepted for enrollment, then they may be at risk to lose their placement within the program.

Program Plan

The 21st CCLC program will consist of two parts each day: academic support and enrichment activities. The academic support portion will look like a very active "study hall" period that is chunked into two 25 segments of "focused learning". During each focused learning segment, students will either choose to work on homework that is assigned to them while receiving academic assistance as needed, or they may choose to do an academic focused activity, such as visit an academic computer site, participate in silent reading, or to play an academically focused game. All academic support activities are supervised and supported by highly qualified teachers.

For the enrichment activities, the students will choose which activities they would like to participate in each day of the week. These activities are grouped into "clubs" and students select a Monday, Tuesday, Wednesday, and Thursday club. These clubs will change about every 6-8 weeks allowing kids to have several experiences throughout the year. A complete club course book will be available in the media center and also in room 114. Examples of clubs are: Minecraft, Arts and Crafts, Lego Robotics, Cooking, Computer Coding, Video and Board Games, Indoor/Outdoor Recreation, Anime, Survival Skills, and many more! Not all clubs are available during each 6-8 week time period.

Transportation

Late bus transportation is available free of charge to students who wish to use the Bay City Public School transportation option. The late bus has a limited available stops. If choosing to use the late bus, then the parent is responsible for the student once he or she is dropped off at one of the locations on the chart below. A 4:00pm late bus is also available most days for student transportation, but written permission must be received in order to be released early from the program. The 4pm bus has the same stops as listed below, but all stops are one hour earlier.

Students who are getting picked up will be escorted to the exit at the end of the SE wing facing Blend Street. This is the exit near the red benches on Blend. If you are picking your child up, please pick up your child on time. As a courtesy, please call if you are running a few minutes late. If your car is not on Blend Street (5) minutes after pick up, then your child will be taken back to the media center where you will need to come in to get him or her. If we have not heard from you (10) minutes after pick up, we will call emergency numbers provided by you. If after (30) minutes we cannot get a hold of any of the emergency contacts and/or have not heard from you, the police and Children's Services will be contacted.

If a student is to walk home, they will be required to exit out the door directly across from the media center which opens into the main courtyard on Blend Street where they can walk from there.

Regular method of transportation must be indicated on the child information record that is turned in at time of enrollment. Unless you indicate permission, your child will not be allowed to use a different form of transportation or be allowed to stay at the school for an activity, event, or athletics. If you would like to change your transportation at any time please contact the site coordinator. To grant a one-time request, you may send in a signed note or call or email the site coordinator to request for this change. Email: revettec@bcschools.net or call 684-1723 x7114.

Late Bus Schedule:

Pick up at Handy:	5:00 p.m.
Drop off @ Smith Street/Keystone	5:05 p.m.
Drop off @ Wenona Alternative School	5:11 p.m.
Drop off @ Dolsen School	5:15 p.m.
Drop off @ Central High School	5:18 p.m.
Drop off @ 803 21st. Street (Fraser/Fitzhugh)	5:23 p.m.
Drop off @ MacGregor Elem. School	5:26 p.m.
Drop off @ Whittier School	5:31 p.m.
Drop off @ Riegel School	5:37 p.m.

*For direct questions about bussing, please contact transportation at 989-662-4416

Family/Parent Involvement

Parents are encouraged to participate as actively as possible in the program and in their child's education. The 21st Century Community Learning Center welcomes you to come and visit the after school program to see what we offer our students and to learn how you can become involved. We also invite you to contact us any time to discuss your child's progress in the program and to share any concerns that you may have. Volunteering in the program is another way to become involved. Parents are encouraged to volunteer to help when your schedule permits. This is an invaluable experience to come in and spend some time with your child and his/her peers. If you wish to volunteer or become involved, it will be necessary to complete volunteer screening.

Opportunities for parent education workshops, family activities, field trips, speakers, and other events will be scheduled throughout the year. We encourage you to attend these family workshops and activities as they will provide valuable information for parents and will also encourage family involvement in the students' growth.

Volunteer Screening

To volunteer or to help in the 21st CCLC after school program, you must complete a District Volunteer Application that is available at the Bay City Public Schools website or may be obtained from the site coordinator. The Bay City Public Schools are required to obtain a complete criminal background check through the Central Records Division of the Michigan State Police, Lansing, MI.

Behavior and Discipline

A child must feel safe in an environment in order to maximize their learning. Parents/guardians expect the school and the 21st CCLC program to provide a safe environment for their children. We expect that students will engage in the program activities and respect the rules of the program. If a student is not fulfilling the expectations that are asked of them, it may disrupt the learning process and hurt the program as a whole.

In the case of on-going difficulties, a parent/guardian will be called to come in for a conference with the Site Coordinator and the student in hopes of changing the behavior of the student. If the problem continues, then the 21st CCLC program reserves the right to terminate enrollment of the child if the program staff believes that your child will not benefit socially, emotionally, or academically from program activities, or that your child may harm the social, emotional, physical, or academic growth of other children attending the program.

The 21st CCLC will never discipline a child by hitting or using physical punishment, verbally abusing or insulting the child, or withholding food. We do believe that all students should abide by the following policies:

- Be polite and respectful to ALL people and respect their property.
- Come prepared to learn and only bring necessary items.
- Behave in a safe manner everywhere that program activities take place.
- Electronic devices are only to be used during program hours with expressed permission from site coordinator or other staff.

In general, the following steps will be taken to manage student behavior:

- Positive reinforcement to encourage students to make positive choices.
- Verbal warning.
- Private conversation to discuss behavior.
- Time out or temporary break from activity.
- Removal from activity (temporary).
- Call home to parent/guardian.
- Meeting with child, parent/guardian, and site coordinator to discuss independent behavior plan.
- Possible temporary suspension from the program.
- Removal from the program.

All students are expected to abide by the Handy Middle School student code of conduct.

Staff Member and Screening – Background Check

All staff members and volunteers shall provide 21st CCLC with documentation from the Department of Human Services that he or she has not been named in a central registry case as the perpetrator of child abuse or child neglect and complete ICHAT volunteer clearance - before having unsupervised contact with a child in care. This will be done every year. A staff member will not be present in the program if he or she has been convicted of a felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire. Any volunteer that has not provided the above named clearances shall not have unsupervised contact with the students in the program. Additional forms are available from the site coordinator.

Incidents and Accidents

Occasionally, incidents or accidents may happen while your child is in your care. In fact, it is possible at this age that a child may have a bump, bruise, or scrape and not even alert our staff about it. In the event that an accident occurs during our program that our staff is aware of, we will do everything possible to provide immediate care and first aid. In some cases, this may be a bandage, an ice pack, and/or positive support.

If the injury is non-emergent in nature, but it is determined that there should be at-home follow up (a cut, a possible sprain, etc.), then an incident/accident report form will be completed and sent home with the parent to have signed and returned the following day. Depending on the seriousness of the injury, you may be notified by a phone call. If the accident requires a phone call home, but not necessarily needing immediate outside care (a deep cut potentially needing stitches, a possible fracture, a possible concussion, etc), the program staff will then make every attempt to contact the parent or guardian of the student that is indicated on the enrollment form. If they cannot successfully contact this parent, they will then proceed to call the emergency contact people in the order that they are indicated on the enrollment form. If at any point a parent seeks outside medical attention for an injury that happened during the program, please notify the site coordinator to report it.

As indicated in the enrollment/agreement form, if the emergency is such that immediate hospital attention is needed, an ambulance or emergency vehicle may take the child to the hospital. Incident/Accident forms will be completed and filed and the state licensing consultant will be notified. If outside medical attentions was obtained, then we are required to notify the Department of Human Services.

A complete copy of the written policies for incidents and accidents is located in the notebook and can be obtained by asking the site coordinator.

Health Exclusion Policy

While the 21st CCLC after school program makes every attempt to service every child on a daily basis who is enrolled in the program. If a child is infected with a communicable disease or unhealthy infestation that may infect other children (Strep infection, head lice, Flu, etc.), then the child will be expected to remain at home until the situation is deemed no longer a threat to the other children. If a child becomes ill during the program, or if a child enters the program in a manner deemed unsafe/unhealthy for the other children, then the child will be temporarily removed from activities and a parent will be contacted. Be sure we have the phone numbers of two other people whom we can contact if you cannot be reached.

Licensing Notebook:

A copy of the licensing notebook containing all inspection information and licensing rules and guidelines is available at the center and can be obtained per parent request.