

21st Century Community
Learning Centers
After School
Childcare Program



PARENT
HANDBOOK



*Thank you for choosing to utilize the 21st Century
Community Learning Center, After School Program!*

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Quick Tips for Parents

1. Completed Registration Form, Registration Fee (nonrefundable), and Tuition Fee for the first week are due before the child can attend the program.
2. The program begins on the first day of the school session and ends on the last day of school.
3. The 21st CCLC Program operates on the same schedule as Baldwin County Public Schools.
4. The CCLC Program closes on those days recognized by the schools as holidays, including teacher workdays.
5. Hours are from 3:00 to 5:30 p.m. or 3:00 to 6:00 p.m. as stated, Monday through Friday, except on school holidays.
6. Each day's program schedule includes supervised academic support, a snack, supervised outdoor activities, tutoring, and enrichment opportunities such as guitar and art.
7. If your child has a special need, please document on the Registration Form.
8. **Payment Policy: NO cash, checks, or money orders.** Payment must be made online.
9. There is a 2-day delay between Registration and the student being able to attend.
10. **Tuition rates are based on Registration and are not influenced by attendance.**
11. ASCC Registration is good for any Baldwin County Public School. If you relocate, you will not need to pay the registration fee again during the same school year.

12. If you relocate, acceptance into Afterschool is NOT guaranteed at the new school. If the Program is full at the school you move to, you will be added to the WAIT LIST.
13. If your child has any special needs, please document on the Registration Form. If additional staff is needed for your child, there may be a delay in starting the Program until adequate staff can be put in place to meet the child's needs.
14. **WRITTEN NOTIFICATION of withdrawal from the program is required. Charges continue until notification is received.**
15. Cost is \$5.00 per week per child.
There is no daily rate. You may pay by the month.
16. **PAYMENT is due on Friday for the coming week for After School Childcare services.**
17. On Early Dismissal days the After School Program is NOT offered. The Afterschool Program follows the same calendar as the school system and is closed when schools close.
18. Late Payment Fee is incurred end of the day on Sunday, if the account does not have a balance to cover the cost for services for the coming week, based on registration; \$5 per child.
19. If payment is not received by CCLC on Monday or prior - and the student attends on Monday; Tuesday the student may not return to CCLC until tuition for the week is paid in full.
20. The fine for late pick-up will be charged at \$2.00 per minute per child after end of the program - due when you arrive to pick up the child.

21. Repeated late pickup may result in dismissal from the Program. The Program ends as stated at either 5:30 or 6:00 based on Registration.
22. It is the sole duty and responsibility of the parent or guardian to update contact information should address or phone numbers change.
23. If a student account ended the previous year with a balance, the student may not be registered in the Program until the balance has been paid in full.

Board Policy

It shall be the policy of the Baldwin County Board of Education (“Board”) that no student shall be denied the benefit of any educational program or educational activity on the basis of race, color, national origin, age, sex, disability, limited English proficiency, immigrant status, migrant status or homeless status. A free and appropriate education is available to all students with disabilities. It shall be the policy of the Board that barriers to enrolling and retaining homeless students shall be removed. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.



**Pam Magee, Federal Programs
Coordinator**

Dear Parents,

We appreciate you entrusting your child to our care. Please read this handbook with your child before signing and submitting your program registration form so we may know you fully understand our policies. The term “parent” within this handbook shall encompass “parent(s)” or “legal guardian(s)”. It is the sole duty and responsibility of the parent or guardian to update contact information should it change and to notify After School Childcare should eligibility change.

This handbook outlines the policies and procedures followed by the 21st CCLC After School Childcare Program in Baldwin County Public Schools. These policies and procedures are subject to change as needed at the discretion of the Board of Education.

A registration form and the first week’s tuition must be received by the 21st CCLC After School Childcare Program Site Manager at your child’s school before he/she may begin participating. We also recommend you keep this handbook in a convenient place for future reference. If you have questions, please call us at (251) 972-8518, (251) 379-3962, (251) 928-0056, or (251) 943-1618. You are welcome to ask any After School Childcare Program staff member for additional information, as well. We look forward to serving you and your family in the months ahead.

Sincerely,
PAM MAGEE,
Federal Programs Coordinator

Getting Started

The CCLC Program is open to students at schools that have received 21st Century Community Learning Center grants. Eligible students must not be dangerous, disruptive, or a threat to self or others.

The following items are needed to complete the registration process:

- Completed Registration Form
- Emergency contact person(s) other than parents
- Non-Refundable registration fee (\$10)
- Tuition payment for first week

Personal Property

Personal property such as toys, games, and jewelry should not be brought to the After-School Childcare Program. Parents are responsible for securing book bags, lunchboxes, coats, etc. when picking up their child. We make every attempt to help children stay organized; however, we are not responsible for the loss of personal items.

Program Rules

Students must follow the same rules that apply to the regular school program. Basic expectations include, but are not limited to, the following:

- Obedience to all staff and respect for students and adults;
- Running and playing in designated areas only;
- Remaining with supervising adult at all times;
- Leaving the program site ONLY with parents OR their written designees.

ADMISSION:

- If a student account ended the previous year with a balance, the student may not register in the Program until the balance has been paid in full.
- All students must attend the After School Childcare program on the campus where they attend school during the day.
- Student must be able to participate in group activities with other children.
- Student must be enrolled in a Baldwin County school where the service is provided.
- Pre-K students may attend After School Childcare with prior approval. A waiting period may be required to address hiring additional staff.
- Must respond to first name (for safety reasons).
- Must be fully toilet trained.
- Must interact with other children and adults in a nonaggressive manner.
- The criteria for participating in the After School Childcare Program and the policies by which the program is governed are subject to change at any time at the sole discretion of the Baldwin County Board of Education.
- Any extenuating circumstances must have approval from the Afterschool Programs Supervisor at the Bay Minette office.

REGISTRATION:

- CCLC Registration is good for any Baldwin County Public School. If you relocate you will not need to pay the registration fee again during the same school year.
- Parents must complete all registration requirements, and pay the first week's tuition before the 2-day wait begins for them to attend the program.
- **If your child has a special need please document on the Registration Form.**
- If absent or checked in after 11:30 a.m. (without a doctors excuse or excused absence) the student cannot attend the After School Childcare Program.

Payment Policy

- **Payment Policy: NO CASH, CHECKS, OR MONEY ORDERS**
- **Fees can be paid online** through our EZ Child Track software. You can access the Parent Portal using the web address given below:
<https://www.ezchildtrack.com/bcbe/parent>
- If a child is pre-paid and does not attend CCLC for the week paid (for whatever reason) no credit or refund will be issued because a place and staffing were reserved for that child for that week.
- An overdue account will result in the suspension of your child from the program until full payment is received.

- Payments must be made online by midnight Sunday for the coming week; if the account does not have a balance to cover the cost for services for the coming week at end of day on Sunday, a late fee of \$5 per child will be assessed.

Late Payment Fee

Late Payment Fees are assessed at the end of the day on Sunday, if the account does not have a balance to cover the cost for services for the coming week. Late Fees are assessed at \$5.00 per child per incident.

Late Pickup Fees

Late Pickup Fee will be charged at \$2 per minute after 5:30 p.m. per child; due when you arrive to pick up the child (unless the site is a 6 p.m. site and you have selected 6 p.m. pickup; then the fee goes into effect at 6 p.m.).

The CCLC Program ends promptly as stated on Registration information. After close of the program, staff members will call someone from the parent's emergency list to come for the child. If no one can be reached, the police department or emergency caseworker with the Department of Human Resources will be contacted.

Only two late pickups are admissible before dismissal of your child from the program is considered.

Staff members are not permitted to transport students.

On-line Payment Instructions

Registration and payment are now made online utilizing our EZ Child Track software. You must use Google Chrome or Mozilla Firefox as your browser (others cause problems with the software.) This is a computer software; issues may arise trying to register or pay utilizing a cell phone. You can access the Parent Portal using the web address: <https://www.ezchildtrack.com/bcbe/parent> OR you can find the link on the Baldwin County Public Schools website.

- Enter www.bcbe.org in your browser
- Select tab titled: Departments
- Select After School Child Care
- Select Registration and Payment
- Then select the link to Register or make a payment
- Days of participation cannot be changed from your Registration form without written notification one week prior to the change.
- You will receive an email confirmation as proof of payment.
- There is a small fee associated with your transaction.

Sign-In Policy

Students who will be in Afterschool Care are released to an assigned place when released from their classroom or are escorted to the assigned Afterschool Care Program Area, where they are met by Afterschool Program Staff.

Sign-Out Policy

In the interest of safety and security, **all children must be signed out daily by parents, guardians, or someone listed on the registration form at least 16 years of age.**

Each person designated as Approved for Pickup will be assigned a PIN (Personal Identification Number) for check out.

The Site Manager or Lead Worker will provide access to an iPad or computer for PIN check out daily.

Parent Check-in/Check-out using PIN

The screenshot shows the 'Check In / Check Out' interface for November 07, 2012 - Wednesday at 11:07:27 AM. It prompts the user to 'Enter your PIN to continue' with a text input field. Below the input field is a numeric keypad with buttons for digits 1-9, 0, 'Clear', and 'Enter'. A red arrow points to the PIN input field, and a red circle highlights the 'Enter' button.

This will open the screen where the parents can enter the PIN and click on [Enter]. Once this is done, the children associated with the parent will show up on screen. The parent can then click on [Check-Out] to check-out the child. Click on [Done] once you have finished recording the check-out time(s).

The screenshot shows the 'Check In / Check Out' interface for November 13, 2012 - Tuesday at 03:47:51 PM. It displays a list of three children with their profiles, DOB, Grade, Account, and check-in status. Each child has a 'Check-Out' button. A red arrow points to the 'Check-Out' button for the first child. A red circle highlights the 'Done' button at the bottom of the screen.

| Child Name | DOB | Grade | Account | Check-in Status | Action |
|--------------------|------------|----------|--------------------|---------------------------------------------|-----------|
| Adetunji, Amani | 9/22/2012 | Grade: 5 | Account: P1-A65422 | Checked-In @ 03:47 PM By Adetunji, Karly | Check-Out |
| Adetunji, Jasmine | 10/12/2011 | Grade: 5 | Account: P1-A65422 | Checked-In @ 03:47 PM By Adetunji, Karly | Check-Out |
| Adetunji, Khylahoy | 8/23/2012 | Grade: 5 | Account: P1-A65422 | Checked-In @ 03:47 PM By Adetunji, Karly | Check-Out |

If the site is experiencing internet issues they may utilize a paper Sign-Out Form. A complete signature is required (No Initials).

As a safety precaution -a driver's license may be requested as identification from those persons picking up a child. Failure to sign out a child will be considered a serious rule infraction.

In addition, it is a parent's duty and responsibility at all times to provide a fit, responsible, and unimpaired person to pick up the child from the After-School program. By placing the child in the program, the parent agrees and certifies that any person who picks up the child shall be fit, responsible, unimpaired and shall not endanger the child. Law enforcement officials will be notified if anyone impaired by drugs, alcohol, or any other reason attempts to pick up a child.

Participation in other Programs during CCLC Hours

Students must first come to CCLC before attending other programs if the student will be returning to CCLC at any time during the afternoon.

Communication

We work to maintain effective communications with all parties to ensure that quality care is given to children, and we encourage parents to offer suggestions and ideas that would enhance the program. To keep you informed, calendars, or newsletters are sent home detailing schedules and special events. Announcements are posted at the site for your convenience when picking up your child.

Health, Medication, Illness

Parents are responsible for any accident that may occur during the After School Program. The Board of Education does not provide insurance coverage.

CCLC Staff do not normally administer medications. Other arrangements must be made through the school office prior to child coming to the After School Program.

If a child becomes ill during his/her stay in the program, these procedures will be followed:

(1) The site leader will call the parent/guardian and discuss the child's symptoms; (2) If symptoms persist or worsen, the parent will be called to pick up the child; (3) No child will be admitted or

kept in the program if he/she has a temperature exceeding 100.5 degrees Fahrenheit with symptoms.

Communicable Disease

If a child has a contagious illness, in some cases, a doctor's release may be required for re-admission into the program. Site leaders and staff will work closely with parents to keep the illness from spreading.

Emergency Procedures

In the event of a medical emergency:

- CCLC staff will call 911.
- A parent or guardian will be contacted.
- The CCLC Programs Manager will be contacted.
- The School Principal or Assistant Principal will be notified.

Summer Program

- A Summer Program is offered at every 21st CCLC Grant site.
- Length of summer programs vary – check with your Afterschool Program Site Manager for Summer Program dates.
- Students must be 5 years old and have attended a Baldwin County Public School during the current school year, to attend summer program.
- Summer Program Registration is online and will open during April each year.

Discipline/Dismissal/Suspension

Because children are entitled to a pleasant and harmonious environment, we cannot serve those 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 the staff, inflicts physical or emotional harm on other children, abuses the staff, involves willful destruction of property, or that which ignores or disobeys program rules. If a child cannot adjust to the rules of the program and behave appropriately, he/she may be dismissed or

suspended from the program. Reasonable efforts will be made to assist the child in making needed adjustments. Disruptive behavior will be dealt with in a fair and consistent manner including:

- Implementation of an in-house discipline procedure an (i.e. “time-out;” Corporal punishment is never used by CCLC Program staff.)
- Notifying the parents of his/her child’s unacceptable behavior.

Following the first (1) offense (“offense” shall be any incident resulting in a Notice of Student Behavioral Incident Form being completed), the student will be separated from the group and taken to a designated area where he/she will not be allowed to participate in activities for the remainder of the class time. Parents will be notified with the Notice of Student Behavioral Incident form at time of pickup or sign out from the program that day.

Following the second (2) offense, a discussion by Site Supervisor and parents is required before the student will be considered for re-admission to regular activities. Parents will be notified with the Notice of Student Behavioral Incident form at time of pickup or sign out from the program that day.

Following the third (3) offense, the behavior of the student will be discussed with the parent/legal guardian. The School Principal will be notified. Parents will be notified with the Notice of Student Behavioral Incident form at time of pickup or sign out from the program that day. The parent will be notified that suspension will be forthcoming if behavior is not rectified. Date of impending suspension will be reflected on the third Student Behavioral Incident form.

Suspension may be for 1 to 5 days.

Following re-admission to the Program, if the student again receives disciplinary action the student may be permanently dismissed or receive an additional suspension from the After School Childcare Program based on guidance from Program Supervisor.

Notwithstanding the foregoing, the CCLC Programs Manager or School Principal may at any time, at his or her sole discretion, permanently dismiss a student from the CCLC Program should a student’s conduct merit dismissal.

De-escalation Procedures for Discipline Issues

De-escalation processes exist in the event of disruption among students. Crisis Prevention Institute training has provided the staff with the Crisis Prevention Model. Our staff will recognize the student's level of disruption and respond appropriately to deescalate the disruption. If a high level of anxiety is present the staff will be empathic by offering nonjudgmental assistance to help the student(s) remain in control. If the student(s) has become defensive (verbally abusive) the staff will become directive by offering choices, using three to five words for redirection (repeating as needed), will avoid verbal power struggles, and will remove the audience.

If the student becomes a physical danger to self or others every attempt will be made to physically stop the aggressive act and the coordinator will be notified immediately. After the event has occurred and the student experiences tension reduction, therapeutic rapport will be established to problem solve and goal set in hopes of preventing another disruptive episode.

Complaint Procedure

In the event of a complaint, initial contact should be made with the CCLC Programs Site Supervisor. After the incident or complaint has been discussed, the Site Supervisor will forward documentation to the CCLC Programs Manager. Upon receiving the written documentation, the CCLC Programs Manager will contact the Site Supervisor to review the complaint/request. If the parent or guardian does not feel the situation reached agreeable resolution; they may contact Ms. Cherry Penn, CCLC Programs Manger at the Bay Minette Afterschool Programs Office: (251) 972-8518. If the situation remains unresolved, the Federal Programs Coordinator over CCLC Programs will be apprised of the problem and how it has been handled. Our desire is that all problems be resolved to the satisfaction of parent, student, and CCLC Staff.

21st Century Community Learning Center (CCLC) After School Grant Programs

A community learning center is an entity that:

Assists students in meeting state and local student academic achievement standards in the core academic subjects of science, reading, language, and mathematics by providing students with opportunities for academic enrichment activities and a broad array of other activities during non-school hours or periods when school is not in session, such as before and after school or during summer recess, that reinforce and complement the regular academic programs of the schools attended by the students served.

Activities may include drug and violence prevention, counseling, art, music, science, recreation, technology, and character education. The community learning center also offers families of students served by the center opportunities for literacy and related educational development.

Community Education is the umbrella under which After School Childcare Programs operate in the State of Alabama.



Elberta Elementary students Trinity Smith and Peyton Roberts participated in cooking class.

Thank you for choosing the After School Childcare Program!



**Cherry Penn, Supervisor
After School Childcare Program**

Baldwin County has twelve 21st CCLC Grant sites this year. They include: Baldwin County High, Bay Minette Elementary, Elberta Elementary, Elsanor Elementary, Gulf Shores Elementary, Loxley Elementary, Pine Grove Elementary, Robertsdale High, Silverhill Elementary, Stapleton Elementary, and Summerdale School. The 21st CCLC After School Programs operates every school day and follows the same calendar as the public school system. 21st CCLC After School Programs operate only on campuses that have been awarded 21st CCLC grants. These grants generally run for 3 years. The goal of every CCLC Program is to provide a safe and secure place for your child to enjoy activities after day school ends and before pick up time. CCLC Programs maintains an adult to child ratio of 1 to 15. Safety remains the #1 issue and focus for all After School Childcare Programs. All students must attend on the campus where they attend day school. After a student is registered in the CCLC Program, parents will have access to pay on-line through the BCBE website. CCLC rates are \$5.00 per week per child; the most reasonable childcare in Baldwin County. The CCLC Registration fee remains the same at \$10.00 per child. We look forward to serving you and your family in the 21st Century Community Learning Center After School Program.

Sincerely,

Cherry Penn

CCLC Programs Manager/Supervisor
After School Childcare Programs

Non-Grant After School Childcare Program Locations:

| | |
|------------------------|---------------------------|
| Central Baldwin Middle | Daphne East Elementary |
| Daphne Elementary | Delta Elementary |
| Fairhope Elementary | Fairhope Intermediate |
| Foley Elementary | Magnolia School |
| Newton Elementary | Perdido Elementary |
| Robertsdale Elementary | Rockwell Elementary |
| Rosinton Elementary | W.J. Carroll Intermediate |

Non-grant After School Childcare Programs serve 1150 students each school day. The combined grant and non-grant student attendance in After School Programs in Baldwin County exceeds 1700 students most school days.

**CCLC Grant Afterschool Childcare Program
Locations include:**

Baldwin County High, Foley Middle/High,
Robertsdale High,
Bay Minette Elementary, Elberta Elementary,
Elsanor Elementary,
Gulf Shores Elementary, Loxley Elementary,
Pine Grove Elementary, Silverhill Elementary,
Stapleton Elementary and Summerdale School

PARENT HANDBOOK



Baldwin County

(251) 972-8518 Afterschool Program Office

(251) 379-3962 Afterschool Program Cell

(251) 937-0238 Afterschool Program Fax

(251) 928-0056

(251) 943-1618

After School Childcare Program
2600 A Hand Avenue, Bay Minette, AL 36507



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