

Brevard Public Schools  
21<sup>st</sup> Century Community Learning Centers  
Brevard After School Academy Programs

Parent Handbook

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2017-2018

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## **What is the 21<sup>st</sup> Century Community Learning Centers (CCLC) Program?**

Florida's 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) program is an opportunity for students and their families to continue to learn new skills and discover new abilities after the school day has ended. The focus of this program is to provide expanded academic enrichment opportunities for children attending Title I or Title I eligible schools. The 21<sup>st</sup> CCLC grant is authorized under Title IV, Part B, of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

The 21<sup>st</sup> CCLC program, along with community partners deliver hands-on academic and personal enrichment opportunities to each student enrolled in our programs.

## **Enrollment**

The 21<sup>st</sup> Century program looks forward to working with your family. Enrollment packets are available through the site coordinator at your school. Completed enrollment packets should then be returned to the site coordinator. You will receive a phone call once your child has been accepted into the program, and you will be provided further information about his/her schedule and upcoming events.

## **Students with Special Needs**

The program does not offer medical or nursing services, except for emergency first aid.

## **Snacks**

Students will receive a healthy USDA snack with a drink.

Please see the parent information board for a full snack menu.

## **Illness/Emergencies**

If a child becomes ill while attending the program, the parent(s) or guardian(s) will be contacted to remove the child from the program. Until the parent arrives, the child will rest in a quiet area under the supervision of a staff member. Under no circumstances will the ill child be permitted to go home alone.

In the event of a medical emergency:

- First aid shall be administered by the nearest person with first aid training.
- The student's parent(s) or legal guardian shall be notified as soon as possible.
- If the parent or legal guardian is unable to be reached, one of the persons listed as contact shall be called. 911 shall be called to arrange transportation of the child to the hospital if necessary.

## **Arrival/Dismissal Procedures**

Our programs begin at the end of the school day and provide activities until 6:00 p.m. each school day. Funding for the services are directly related to student attendance. In order for your child(ren) to take full advantage of the projects we have in place, we ask that you do not pick up your child before 5:47 p.m. Please speak to your coordinator about your child's scheduled pick up times for excused absences that include illness, emergencies and doctor visits.

Attendance will be taken immediately upon the arrival of the children at the designated area. Absentees will be verified with the office. It is the responsibility of the site coordinator to determine why a child is absent from the program within 15 minutes of their anticipated arrival. The coordinator will call the parent as soon as possible if the child cannot be located.

Parents/authorized adults are required to enter the building to pick up and sign out their child by the designated closing time (6:00 pm). No child will be released to anyone not authorized, in writing, by the custodial parent and on file with the program. Persons who are not known by the staff will be asked to show identification when picking up children. The staff will check the child's enrollment form to make sure the person is authorized to pick up the child. Authorized persons for student pick-up must be at least 18 years of age. Written parent requests for exceptions to this procedure must be approved by the principal. Transportation is the responsibility of parent or guardian.

## **Behavior Expectations and Discipline**

Discipline in the 21<sup>st</sup> CCLC program shall be consistent with the standards outlined in the Brevard County School District Code of Student Conduct and the school's discipline policy, with the exception of detention. Age appropriate, constructive and positive disciplinary practices will be followed. Children are expected to participate in center activities and behave in a manner that enables them to enjoy and benefit from the program and activities. Discipline is accomplished through a positive measure of discussion and short periods of time out. If necessary, the parents will be contacted if a child is not complying with the policy. When discipline problems cannot be resolved, discontinuation of services may occur.

## **Project Based Learning**

Students in this program participate in hands-on project based learning academic activities and enrichments. The site coordinator and paraprofessionals collaborate with the teachers to support the student's needs. Daily opportunities for wellness activities are offered to help students develop healthy lifelong lifestyles.

Please see parent information board for activity schedules.

## **Homework**

During the 21<sup>st</sup> CCLC program, staff will support an environment that allows students to work on homework for 30 minutes each day. It is expected children will work on homework during the allotted time. Students who do not have homework will be expected to use this time for quiet activities and reading. It is the parent/guardian(s) responsibility to check for completion of nightly homework.

## **Parent/Family Involvement**

An important component of your child's education is parent/family involvement. There is a wealth of evidence that shows that when parents or family members are involved:

- Children do better academically and socially.
- Parent/family-child relationships, parenting skills, parent/family feelings towards school improve.
- Teachers and staff can do more for the students.

Adult family members are expected to attend at least 2 parenting workshops during the year.

Effective programs require a close working relationship between caregivers and adult family members. Parents are encouraged and welcome to visit and observe our program at any time. If you have a talent, idea, or skill to share, please talk with your site coordinator. We welcome family members as volunteers in our programs.

## **Volunteering**

Effective programs require people just like you who have found meaningful ways to give back as a volunteer. We have students from area high schools, colleges, and the local community who make a difference for our children every day. If you or someone you know would like to discover how you can make a difference through volunteering, please contact your school's main office. We welcome our community to volunteer in our 21<sup>st</sup> CCLC programs.

## Parent Agreement Contract

The Brevard After School Academy Program is committed to increasing student academic achievement and promote adult family member involvement in their students' education. In an effort to ensure that the 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) program can support your child and family we ask that you take an active role in your child's participation with the 21<sup>st</sup> CCLC program. We thank you for your support and look forward to working with you and your child.

I (the parent/guardian): \_\_\_\_\_

- 1) Agree to communicate with 21<sup>st</sup> CCLC program staff when my child will be absent from the program and prior to withdrawal from the program.
- 2) Agree to communicate any changes in contact information to 21<sup>st</sup> CCLC program coordinator (change of address, phone number etc).
- 3) Agree to communicate relevant information to 21<sup>st</sup> CCLC program staff which may affect the attitude/behavior of my child so that 21<sup>st</sup> CCLC staff can better support my child and family (changes at home, difficulties at school etc).
- 4) Agree to attend parent meetings and Family Night events.
- 5) Agree to support my child by attending a **minimum of 2** adult workshops over the course of the school year.
- 6) Agree to participate in the 21<sup>st</sup> CCLC parent surveys to help the program monitor my child's progress and gain feedback to improve programming.
- 7) Agree to pick my child up between 5:47-6:00pm each day to support my child's learning through 21<sup>st</sup> CCLC academic and personal enrichment activities offered during the program.

Inability to support student participation in the 21<sup>st</sup> CCLC program and/or not meeting attendance requirements will result in dismissal from program.

# PARENT COPY



## NON-DISCRIMINATION NOTICE

The School Board of Brevard County strictly prohibits discrimination on the basis of race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information or any other factor protected under applicable federal, state, or local law. This notice applies to all educational programs, activities, or employment practices/procedures of the School Board of Brevard County. The School Board of Brevard County is in compliance with the Americans with Disabilities Act of 1990 (ADA) and the Amendment Act of 2008 (ADAA), the Florida Education Equity Act of 1984, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973, Civil Rights Act of 1964 including: Title II, Title VI, and Title VII, United States Education Amendments of 1972 - Title IX, Age Discrimination in Employment Act (ADEA), Individuals with Disabilities Act (IDEA), and the Boy Scouts of America Equal Access Act.

Students, parents, or the public with inquiries regarding this non-discrimination policy are encouraged to review Board Policy 2260.01 - Nondiscrimination Grievance Procedure and Board Policy 5517 - Harassment. Students, parents, or the public with questions or wish to file a grievance may contact their school administrator directly or if there is an issue in doing this, you may contact:

Student Equity Coordinator

Ms. Stephanie Archer  
Asst. Supt. Equity, Innovation, and Choice  
2700 Judge Fran Jamieson Way  
Melbourne, FL 32940  
(321) 631-1911, Ext. 395  
CSC@Brevardschools.org

Exceptional Education/504 Coordinator

Dr. Patricia Fontan  
Director, Exceptional Student Education  
2700 Judge Fran Jamieson Way  
Melbourne, FL 32940  
(321) 631-1911 Ext. 505  
Fontan.Patricia@Brevardschools.org

Employees or job applicants with inquiries regarding this non-discrimination policy are encouraged to review Board Policy 3122 - Equal Employment Opportunity and 3362 - Anti-Harassment. Employees or job applicants with questions or wish to file a grievance may contact their school/department administrator or if there is an issue in doing this, you may contact:

Employee/Job Applicant Equity Coordinator

Mr. Rivers Lewis  
Director, Human Resources and Labor Relations  
2700 Judge Fran Jamieson Way  
Melbourne, FL 32940  
(321) 631-1911 Ext. 265  
Lewis.rivers@brevardschools.org

Reasonable accommodations are available for persons with disabilities to complete the application and/or interview process. Applicants/Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may contact the Employee/Job Applicant Equity Coordinator for assistance. All policies and procedures of the School Board of Brevard County as indicated above can be located on the World Wide Web at the following web address: <http://www.neola.com/brevardco-fl/>. This Publication or portions of this publication can be made available to persons with disabilities in a variety of formats, including large print, braille or audiotope. Telephone or written request should include your name, address, and telephone number. Requests should be made to Kim Parker, Exceptional Education Projects, (321) 633-1000, ext. 535, at least two (2) weeks prior to the time you need the publication.