



# **North Florida Educational Institute 21<sup>st</sup> CCLC Program Handbook**

Welcome to North Florida Educational Institute's 21<sup>st</sup> Century Community Learning Center (CCLC) After School/Summer Program. Information provided in this handbook will help guide you to understand the operations of our sites, the responsibility of our site staff and your role in helping provide a quality experience for your child. Our program is located at both the Upper (North) Campus as well as the Lower (West) and is available for all students in grades 6-12.

What is 21<sup>st</sup> Century Community Learning Centers? Florida 21<sup>st</sup> Century Learning Center Centers is a federally funded program that provides students in low-performing schools with an array of academic enrichment activities outside the regular school day at no charge to participants. Adult family members of students participating in the 21<sup>st</sup> CCLC Program are also offered educational and personal development opportunities.

This handbook has been written to describe our program, policies, and other details that make our days productive and enriching as possible. Please make sure you review this handbook with your child and keep for future reference. If you have any questions or concerns, please feel free to reach out to any of our 21<sup>st</sup> CCLC program staff via email or phone. We thank you for your interest and support of our program!

### **Important Contacts**

NFEI Westside Lower Campus (office open 7:00AM – 4:00PM) 0084 x1	904-764-
NFEI Northside Upper Campus (office open 6:30AM – 3:00PM) 0084 x2	904-764-
Stacey Poole, NFEI Executive Director    spoole@nfei.org	904-764-0084 x103
Erica Hunter, 21 <sup>st</sup> CCLC Program Director    ehunter@nfei.org	904-764-0084 x217
Suzanne Cruz, 21 <sup>st</sup> CCLC Site Coordinator    scruz@nfei.org	904-764- 0084

### **Enrollment**

The NFEI 21<sup>st</sup> CCLC Program is free for all students enrolled at NFEI and eligible surrounding private schools. Registration forms must be completed in its entirety before each student participates. If at any time registration exceeds program capacity, priority will be given to students who are most at-risk academically. A waitlist will be maintained for students unable to get into the program due to space.

A completed registration packet will be kept on file for each child enrolled in the program. Please notify the staff of any address and/or phone number changes you may have. It is the responsibility of parents/guardians to make sure all contact information is up to date.

## **Program Dates and Times**

The 21<sup>st</sup> CCLC program dates will follow the published 2016-2017 NFEI School Calendar for in-service days, holidays, and breaks. Any changes made to the NFEI school calendar will reflect onto the 21<sup>st</sup> CCLC Program as well.

Program Days: Monday-Thursday

Program Times: Upper Campus 2:15 – 5:15PM

Lower Campus 3:00 – 6:00PM

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

## **Attendance**

Regular attendance is expected from all students that participate in the program. If a student is absent from the school day for an excused absence\* then the after school program will also be notified of the absence. A student may not attend the after school program if they were not present for the regular school day.

If a student is in attendance for the school day, then it is expected that they will attend the after school program. If for any reason your child is unable to attend the after school program although in attendance during the school day, please contact the front office prior to the conclusion of the regular school day so that it can be communicated to the site coordinator.

Students are permitted a maximum of three (3) unexcused absences from the after school program. Students who miss an excess of three program days may be involuntarily withdrawn from the program.

\*Excused absences include:

1. Participation in an approved school related activity
2. Absence due to illness, health condition, family emergency, or religious purposes
3. Absence resulting from disciplinary actions or short term suspension

## **Sign In/Out**

Students are required to sign and out of the program daily. If a student needs to be signed out early from the program, a parent or guardian listed on the registration form must come to the front office to sign them out. Students will not be released to unauthorized individuals for any reason.

## **Parent Participation**

Throughout the program there will be designated enrichment activities and Parent Nights scheduled to assist program parents. Parents are strongly encouraged to participate in 21<sup>st</sup> CCLC parent activities as much as possible. A list of all parent activities is provided at the start of the program.

Conferences: Parent conferences are scheduled by your child's regular classroom teachers. 21<sup>st</sup> CCLC staff provide input to your child's classroom teacher on a continuous basis regarding academic and behavioral performance.

## **Behavior and Discipline**

The 21<sup>st</sup> CCLC Program and its staff strive to provide a safe environment for your children. It is expected that all students will engage in the program activities and respect the rules of the program.

All students are expected to abide by the North Florida Educational Institute Student Handbook. 21<sup>st</sup> CCLC staff will take regulatory disciplinary actions set forth by the NFEI Student Handbook

If a student is consistently not fulfilling the expectations set forth by program staff and administration, your child may be permanently dismissed from the after school/summer program.

## **Field Trips/Transportation**

Parents will receive written notification and be required to sign authorization forms prior to any field trip requiring transportation. 21<sup>st</sup> CCLC staff members chaperone all off-site field trips. These trips are a privilege to your student as a member of the program and can be revoked due to disciplinary reasons.

## **Meals and Snacks**

Snacks provided to program participants each day. Please include all food allergies on your child's registration form.

During the 21<sup>st</sup> CCLC summer program, breakfast will be provided to students each day upon arrival.

## **Accidents/Emergencies**

In the case of an emergency or illness, program staff will administer basic first aid. If the injury/illness is more serious, first aid will be administered and the parents will be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is threatening, the EMS will be contacted, and parents will be notified.

Documentation of all student-involved incidents are produced by program staff and provided to parents upon request.

In the event of threatening or severe weather, 21<sup>st</sup> CCLC participants will follow the emergency procedures in place by the North Florida Educational Institute Emergency Site Plan.