

Student Name: _____

Date: _____ Grade Level: _____



21st Century Grant

Providing After School Programs

Registration Information

For

Enrollment in the WEVSD After School Program 2017-2018

Note:

- **All paperwork must be completed.**
- Students from grades 6 through 12 will be permitted in the program.
- The program will run Monday through Thursday after school until site dismissal time.
- Please allow your child to take advantage of this free program.

Any questions please feel free to contact:

Amy Adams
21st CCLC Program Director

Amy Adams

Coordinator, 21st Century Community Learning Centers
Community Action Council, Portage County
P.O Box 917, 1036 W. Main Street
Ravenna, Ohio 44266
(330) 297-1456 Ext. 104
aadams@cacportage.net

Revised: 6/2017

Dear Parent / Guardian of After School Programming Participant:

ALL Forms must be completed regardless of family financial status. THE CAC intake form is required due to the fact that the program is run using federal grant funds. This form is kept on file for grant auditing purposes only.

Parent signature is required on forms unless the student is 18 years old at the time of registration.

With the support of the 21st Century Learning Center Grant, the Windham Exempted Village School District and Portage County Community Action Council will host an after school program. This program is available for student in grades: 5 through 12. **The students have attend for a variety of reasons, however any Windham School or Maplewood Windham student in grades 5 thru 12 may attend (space permitting). Low income students receive first priority.**

This program offers students the chance to have fun and feel comforted, as well as be excited by learning. The program offers a comprehensive set of activities that do the following for students:

- Foster self-worth of each child, and develop the children self-care skills
- Develop their personal and interpersonal social skills
- Provide help with homework, tutoring, and other learning activities
- Provide time and space for quality study
- Provide enrichment activities

The program will be supervised by staff with appropriate training. **The start date for the program will be September 25, 2017** directly after school until the site dismissal time noted in the parent handbook. The program can serve up to 80 students from grades 5 through 12 from the Windham Exempted Village School District. There will be no cost for the program.

General Information

There will be a Lead Teacher and 2-4 staff members working at each After School Learning Center site. There will be a minimum of 2 teaching/ staff working with students during the afterschool program.

If you have any questions or concerns, please contact the site lead teacher. If you have further questions or concerns you may contact the Grant Coordinator or Director of Operations by phone or email.

All Windham Exempted Village School District Policies regarding student behavior and site policies will be adhered to.

Registration Policy

Every student must be registered before they can participate in the program. **Complete registration is required and includes liability disclaimer, photo/video release and transportation release form as well as other appropriate forms.**

Safety Policy

It is the duty of the program to provide equipment and supplies that are free of any dangerous conditions and inspect them for potentially dangerous conditions. Please see the Parent Handbook for additional information.

Discipline

Students will follow the Windham Exempted Village School District Code of Conduct.

Behavior problems will be dealt with on a case by case basis. Generally a verbal warning will be given for the first infraction, time-out from participating for a second infraction and extended disciplinary action as needed for any continuance of infractions or severe infractions. Every child receiving extended disciplinary action will

be issued a conduct report to be signed by said child's parent / guardian prior to returning to the next day's activities. Each child will be asked to sign conduct contract on the first day of the after school program. There will always be a parent conference before the problem becomes serious enough to consider expulsion. Depending upon the severity of the incident the first three steps may be skipped. A staff person in charge of the child or group of children shall be responsible for their discipline with input from the building coordinator. The children will be expected to follow these behavior guidelines.

- Using proper language
- Walking while inside the building
- Speaking at an appropriate volume and tone
- Respecting others and their property
- Listening to and following directions from all staff members
- Prompt arrival at program location after school dismissal time.
- Phones and other devices shall be kept in book bags during program activities
- Academic materials needed for homework help and other academic assistance must be brought to the program location upon arrival to the program location.

Windham Exempted Village School District Mission Statement:

The mission of the Windham Exempted Village Schools is to provide an appropriate educational program and learning environment which will effectively meet the educational needs of its students and help its students accomplish educational goals which are: significant, durable and transferable.

ALL Forms must be completed regardless of family financial status. The CAC intake form is required due to the fact that the program is run using grant funds. This form is kept on file for grant auditing purposes via state and federal regulations.

*It is important that you return the parental consent forms provided on the next pages to the school building immediately, in order to be considered for participation in the program. **Students may not participate if ALL the forms are not complete and on file.** Necessary precautions will be taken by the staff to make all Program activities safe. Current school year WESD emergency medical authorization forms will be utilized via the school offices. **Please make sure all phone contacts, numbers and addresses are correct and updated as needed.***

*Please complete the attached parent information
And return to your child's homeroom teacher or school office.*

Fill out all forms completely.

**CAC Intake form MUST be completed per
government requirements for grant funding.**

EXPLANATION OF CAC INTAKE FORM REQUIREMENT:

This 21st Century grant is funded through the federal and state government (National Department of Education/Ohio Department of Education). As a result of managing grant funds, Community Action Council is audited by federal and state auditors annually or bi-annually to be sure that compliance regulations are met. Due to the partnership between CAC and the School District to provide free after school programming, any students in the school district who participate in any or all of the 21st Century Community Learning Centers program activities must be enrolled completely and are considered a “client” regardless of economic status per federal and state regulations. This has no bearing on any other programs outside Community Action Council of Portage County.

This enrollment form is only used to meet required compliance standards for operating this grant. The form is only checked by the program director to see that it is filled out and signed. It is then **placed in a locked file and is only pulled if a federal or state auditor requires a visual check to see that it is on file.**

Your information is not shared with any other parties, nor is it available to anyone except federal and state auditors upon request during audits.

If you have any additional concerns or questions, please contact:

Amy Adams

Amy Adams
Director of Operations
Community Action Council of Portage County
P.O. Box 917
1036 W. Main Street,
Ravenna, Ohio 44266
330-297-1456 ext. 104
aadams@cacportage.net



Offices: CAC Youth & Family Center, PO Box 917, 519 North Walnut Street, Ravenna, OH 44266
Amy Adams, Grants Coordinator & Director
330-297-1456 Extension 104, aadams@cacportage.net
An equal opportunity employer and provider of services

COMMUNITY ACTION COUNCIL OF PORTAGE COUNTY, INC. INTAKE FORM

SS# _____ LAST NAME _____ FIRST NAME _____

DOB _____ ADDRESS _____

CITY _____ ZIP CODE _____ TELEPHONE (____) _____

GENDER <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	DISABLED <input type="checkbox"/> YES <input type="checkbox"/> NO	ETHNICITY <input type="checkbox"/> B. BLACK/AFRICAN AMERICAN <input type="checkbox"/> H. HISPANIC <input type="checkbox"/> A. ASIAN <input type="checkbox"/> WHITE <input type="checkbox"/> N. NATIVE AMER. <input type="checkbox"/> O. OTHER
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EDUCATION <input type="checkbox"/> A. 0-8 <input type="checkbox"/> D. 12+ <input type="checkbox"/> B. 9-12 (NON-GRAD) <input type="checkbox"/> E. UNKNOWN <input type="checkbox"/> C. HS GRAD/GED <input type="checkbox"/> F. COLLEGE GRAD.	FOOD STAMPS <input type="checkbox"/> YES <input type="checkbox"/> NO	HEALTH INSURANCE <input type="checkbox"/> A. MEDICAID <input type="checkbox"/> D. SELF-INS <input type="checkbox"/> B. MEDICARE <input type="checkbox"/> E. NONE <input type="checkbox"/> C. PRIVATE <input type="checkbox"/> F. UNKNOWN	FARMER <input type="checkbox"/> A. FARMER <input type="checkbox"/> B. MIGRANT <input type="checkbox"/> C. SEASON
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VETERAN <input type="checkbox"/> YES <input type="checkbox"/> NO	# IN HSHLD	FAMILY TYPE <input type="checkbox"/> F. SINGLE PAR/FEMALE <input type="checkbox"/> S. SINGLE <input type="checkbox"/> M. SINGLE PARM/MALE <input type="checkbox"/> C. COUPLE <input type="checkbox"/> T. TWO PARENT <input type="checkbox"/> O. OTHER	HOUSING <input type="checkbox"/> OWN <input type="checkbox"/> RENT <input type="checkbox"/> HOMELESS	CLIENT INCOME <input type="checkbox"/> A. WEEKLY <input type="checkbox"/> D. ANNUAL <input type="checkbox"/> B. BI-WEEKLY <input type="checkbox"/> E. 13-WEEKS <input type="checkbox"/> C. MONTHLY <input type="checkbox"/> AMOUNT: _____
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SOURCES OF INCOME					
<input type="checkbox"/> A. EMPLOYMENT	<input type="checkbox"/> C. SOCIAL SECURITY	<input type="checkbox"/> E. DA	<input type="checkbox"/> G. PENSION	<input type="checkbox"/> I. OTHER	
<input type="checkbox"/> B. UNEMPLOYMENT	<input type="checkbox"/> D. AFDC/TANF	<input type="checkbox"/> F. SSI/SSD	<input type="checkbox"/> H. DISABILITY	SITE: _____	

HOUSEHOLD MEMBERS					
SS#					
LAST NAME					
FIRST NAME					
DATE OF BIRTH					
GENDER					
DISABLED					
ETHNICITY					
EDUCATION					
HEALTH INS.					
VETERAN					
INCOME PERIOD					
AMOUNT					
SOURCE					

ID#								NEW		INTAKE	NAME	DATE
UNITS								UPDATE		DATA		
DATE								SERVICE		ENTRY		

I certify that this statement is true and correct to the best of my knowledge, and authorize the release of any or all information necessary for verification purposes.

SIGNATURE OF CLIENT

DATE

COMMENTS _____

Cell Phone Policy

Cell phones will be kept in book bags or held by 21CCLC staff during operating hours and may be used only in case of emergency and with permission of 21CCLC staff. Students will not be keeping phones on their person during after-school program hours.

Non-compliance with cell phone policy will result in the confiscation of the cell phone which will be stored in the school office.

21st Century Community Learning Centers After-School Program Permission for Participation

The After-School Program meets Monday through Thursday, starting September 25, 2017 until approximately April 30, 2018 (depending on funding). The program is designed to provide students with a safe place to go after-school, receive help with homework and enjoy enrichment and remediation activities.

It is important that you return the parental consent and emergency medical authorization forms provided below or by the school district to the school building immediately in order to participate in the program. Students may not participate if the forms are not complete and on file. Necessary precautions will be taken by the staff to make all After-School Program activities safe.

Parental Consent Form

My child, _____, has my permission to participate in the After School Program at
(Student's name)

_____ School. I do hereby acknowledge and grant permission for my children to participate in all program activities to be conducted by the after school program and its employees.

My Student will: Check one: ride the bus _____ My child will provide his own transportation _____ (WHS Only)

I/ _____ will pick my child up _____
(Print name of adult)

Alternate pick-up persons

1) _____ (name)	_____ (relationship)	_____ (telephone)
2) _____ (name)	_____ (relationship)	_____ (telephone)
3) _____ (name)	_____ (relationship)	_____ (telephone)

Waiver of Liability

I hereby accept all responsibility for and assume the risk of any injury or damage to my person or dependent children who might arise directly or indirectly as a result and or participation in an after school program. I hereby expressly release, discharge and hold harmless from any liability whatsoever the After School Program, and all employees. I certify that I am familiar with the contents of this release that I have read and understand the same, and that is my intention by signing this release that the same is binding not only by my heirs, administrators, executors, successors and assigns.

I agree to all of the above.

Signature _____
Parent / Guardian

Date _____

Field Trip & Special Event Consent Form

Name of Youth

Emergency Contact Name & Phone #

In consideration of my child (or ward) being permitted to participate in 21CCLC activities/events, I voluntarily agree to the following:

1. I understand that only youth with current CAC Youth Center, 21CCLC and up-to-date and accurate membership information (i.e., telephone numbers, addresses, emergency contact information, etc.) are permitted to participate in field trips and special events. By signing below, I acknowledge that my child (or ward) is a current member of the 21CCLC Program and that all membership information provided to the Youth Center is correct.
2. I understand the anticipated times of departure and return for field trips/special events and will ensure that my child (or ward) is at the departure location at least fifteen (15) minutes prior to the time indicated and that arrangements have been made for someone to pick up my child (or ward) at the anticipated time of return. I understand and agree that my child (or ward) must be picked up upon return from the field trip/special event, unless return will be during afterschool program hours.
3. I have explained to my child (or ward) the expectations for conduct outlined in the Ravenna School District Code of Conduct.
4. I understand that all activity has a degree of risk associated with it and agree to hold harmless and indemnify the Community Action Council of Portage County and its employees and volunteers from and against any claims, demands, liability, costs of suit, damages, loss and/or judgments in connection with the Youth Center activities, field trips/special events which may be asserted by me, my child (or ward) or anyone else on our behalf and assume the responsibility for any losses, costs, and/or damages that may arise from any injury to my child (ward).
5. **I understand and agree that the 21CCLC cannot and will not administer prescription or over the counter medications of any kind to my child (or ward), with the exception of Epi-pen or Inhaler provided via the family and authorized by a medical professional via school district medical forms. If my child (or ward) requires medical attention and I cannot be reached in a timely fashion, I give permission to the staff/designees of the CAC Youth Center and /or 21CCLC /EPIC to transport, hospitalize, and secure any medical treatments they deem necessary including, but not limited to, X-rays, routine test, injections, and surgery. I accept full financial responsibility for such treatments or medical attention.**

The undersigned represents that he/she is the parent and/or legal guardian of the minor named above, and represents that he/she has the legal authority to execute this consent and release. If the child/applicant is signing for him or herself, the undersigned warrants that he/she has reached the age of legal majority according to the State of Ohio.

Signature of Parent/Guardian

Date

Phone #

PHOTO/Video RELEASE FORM

I, _____, am the parent or guardian of _____
Parent/Guardian Name Student full name

who is enrolled in the 21st Century Community Learning Centers Program.

By signing this form, I am indicating that my child's photo(s) from the program 2017-2018, may be used for publication by the Community Action Council of Portage County and Windham Exempted Village School District.

Parent /Guardian Name

____/____/____
Date

Parent Statement Verification

Parents after reading the handbook please sign and return this page to the administrator. This is due before the child attends the center. Please feel free to ask the administrator questions about any of the policies in the handbook.

I acknowledge that I have received a copy of the parent handbook for the 21st Century after-school Program or EPIC Program. I have had the policies reviewed with me. I agree to follow all policies outlined within

Signature of Parent / Guardian _____, Date _____



21st Century Community Learning Centers After School Program

**Windham Exempted Village School District
Community Action Council of Portage
County**

Parent Handbook

21st Century Grant Program

This handbook contains information regarding the after school program(s). It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about the 21st Century After-School Program(s) & EPIC Programs. This program works to provide students in the Ravenna School District middle school and high school additional support and opportunities to enhance their skills and personal development.

Philosophy and Goals

The 21st Century Community Learning Centers Program was established to provide quality, loving care for students. The staff recognizes the importance of balanced growth so they provide opportunities for mental, physical and emotional growth through a variety of creative experiences. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased that you have chosen to allow us to be a part of the growth and development of your children.

License/Documentation

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take your time to read this information.

Admissions

A student is considered to be enrolled in the after school program only after the program site administrator confirms the availability of space, transportation arrangements and the required paperwork is received. This includes basic enrollment and health forms being updated and returned immediately so that the current information is always on file. This is for the safety of your student. You or your student may check with the site coordinator, but **typically the wait to attend is 24 hours if the paperwork is turned in Monday thru Thursday. Paperwork turned in on Fridays will result in a wait until Tuesday or in the case of a Monday holiday, the following Wednesday.** All students in grades 6 through 12, of varied abilities are welcome in the afterschool program, however first consideration is given to low income and at risk students. The program is also available to students with special needs. After school programming staff will consult with district special education staff to make needed program modification for the student when possible. Non-public students are also offered after-school programming through the annual consult between the non-public school and the Windham Exempted Village School District. If you have any question about whether your child may attend, please contact Greg Isler at Windham Board of Education (330) 326-2711 or Amy Adams, 21CCLC Director of Operations at (330) 297-1456 ext. 104.

Hours and Days of Operation

The after school program will be in operation Monday through Thursday 2:45 until 5:45 when school is in session starting on September 25, 2017. Enrolled students are expected to stay the full three hours unless they are attending another evening activity and early dismissal is approved by the parent via a written note. The program will be closed to observe the following holidays: Spring Recess, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Day, and New Year's Day as well as all other days designated by the school system as non-student days. Please see the calendar on the Windham Exempted Village School District web site for specific dates.

Staff / Child Ratios and Maximum Group Size

The 21st Century After School Program will not exceed the following state required ratios:

1:15 school ages (eligible for school)

Because we desire to provide a higher level of quality care we will maintain the required minimum staff /child ratio at all times.

The maximum group sizes are as follows:

Grades 5-8: 3 : 45 Grades 9-12 3 : 45

The **21CCLC afterschool program** will serve grades 5 through 8 at Windham Exempted Village Middle School and grades 9 through 12 at Windham Exempted Village High School.

Daily Schedules

The student's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

Windham Exempted Village High School Schedule: 21CCLC Afterschool Hours

2:15-2:35pm	School Dismissal, Snack and Restroom
2:35-5:15pm	Academic and Enrichment Activities
5:20pm	Departure

Windham Exempted Village Middle School Schedule: 21CCLC Afterschool Hours

2:45- 3:25pm	School Dismissal, Snack and Restroom
3:25-5:45pm	Academic and Enrichment Activities
5:45pm	Departure

Staffing

The After-School Program is staffed with members related to the teaching profession at each site. The Lead Teacher is a certified teacher, responsible for curriculum planning and implementation. The teaching assistants are educators from the Windham Exempted Village School District; retired teachers or college students from the educational field or qualified hired personnel. All staff report to the Coordinator, 21st Century Community Learning Center. Staff is trained in program policies and procedures. In addition, staff receives training in ongoing and data based professional development including topics that address diverse needs of students and families. Mentors are volunteers from community partner companies and must pass a background check and are fully trained as mentors. All students in these programs are generally supervised by employees of Windham Exempted Village School District or Community Action Council of Portage County. All staff undergoes background checks and is trained as qualified program providers.

Curriculum

Our curriculum addresses a multitude of facets: personal discipline, social development and emotional well-being, and health and safety skills. We also address individual needs, personal interests and developmental levels. Personal choice and self-initiated learning experiences shall be encouraged and supported in curriculum planning.

Programming has been developed that strengthens the connection between academics and college preparedness/technical/ or post-secondary job preparedness/enrichment. This happens through careful planning and designing lessons that address that linkage taking into consideration individual needs, personal interests and developmental levels. Personal choice and self-initiated learning experiences are encouraged and supported in all curriculum planning. Our desire is for schools to provide programming that is creative and makes that connection through the development of learning centers and hands on real world activities. Offering opportunities for tutoring and academic support in reading and math skills via research based *Achieve3000* or *ReadTheory* and *ALEKS* computer software; enrichment activities centering around (STEM) science, technology, engineering and math as well as other post-secondary education, training, college access and youth development activities. Our staff takes in to consideration your child's strengths and abilities and adapts curriculum and activities to the needs of the individual child regardless of their disability or learning style.

Tuition / Fees:

There is no charge for the programs. They are funded through grants provided by the Ohio Department of Education and the National Department of Education.

Withdrawals

Parents wishing to withdraw their student may do so at any time. A one week notice, in writing, is required.

Inclement Weather

On rare occasions, it may be necessary to close the after school program due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise it will be posted on Channel 3 and reported on WKYC as per Windham Exempted Village School District policy. The Windham Exempted Village School District uses the phone system to alert parents of any closures. If closure is needed during the day, the students will receive an announcement during the school day and will travel home via the school transportation system or be picked up by their designated transportation provider.

School Cancellations

The programs will be closed when school has a cancellation. Please check local television news stations; Windham Exempted Village School District usually has a call off notification to school age households using the phone notification system or via school announcements.

Transportation

Windham Exempted Village School District buses will transport students to their neighborhood drop-off location. If a parent so desires, they may pick up their child at the school at the designated time. Parents must inform the site coordinator of the intent to pick up their child.

If a parent realizes that circumstances are beyond their control and they are going to be delayed pick-up or if another individual not on the registration form is to pick a child up, a phone call is required. This is important.

Afterschool Arrival / Departure

Students will report to the assigned program area at the end of the school day. The building site coordinator will take attendance and provide students with snack. Students will be directed to the first session. At the end of this classroom time, program staff/teachers will assist students in transitioning to the next activity. At the end of the program day the after-school staff will facilitate dismissal.

The After-School staff will be responsible for assuring that students depart promptly and safely via school bus or parent pick-up.

Should a parent pick up their child at the end of the programming day, parents are to make contact with their child's supervising staff member to ensure that the staff is aware that the student has been picked up. No child is permitted to be passed over a playground fence for pick up or drop off.

Transportation from the center at the end of the programming day will be provided for students. Transportation will be provided to designated neighborhood sites via Windham Exempted Village School District Bus Transportation. The schedule of drop off sites can be provided to parents through the district transportation department. Permission to transport forms must be completed and signed prior to students being transported.

Cell Phones

Cell phones must be kept in book bags or held by 21CCLC staff during operating hours and may be used only in case of emergency and with permission of 21CCLC staff. Non-compliance with cell phone policy will result in the confiscation of the cell phone which will be stored in the school office.

Supervision of School age Children

School age children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met: children are within hearing distance of a staff member / teacher, the staff check on the children regularly until they return to the classroom and the restroom is for the exclusive use of the center. One group of no more than six school children, sixth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member, as long as the teacher can see or hear the children at all times and checks on the children periodically.

Confidentiality

All volunteers and staff members have signed confidentiality agreements signifying their commitment to keeping each child's record and those of each family member confidential; this includes comments of conversations regarding children of their families. To determine the possible impact of our program we do keep academic and behavioral records of participants. At no time will any personal information specific to an individual other than educational needs be shared with other students or other organizations other than Portage County Community Action Council; Windham Exempted Village School District and representatives of the Ohio Department of Education/National Department of Education for purposes of program evaluation.

Release of Students

Staff will release students only to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick up their child. Staff will check IDs on anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority! Staff will not release students to anyone, including parents, who appear to be under the influence of drugs and

alcohol. Emergency contacts will be called to transport the student's home. Police will be notified if necessary.

Custody Agreement

If there is custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child and who may be able to discuss student concerns and progress or access records. The center may not deny a parent access to their child without proper documentation on file. Parents may be asked to show identification at any time.

Visitors:

The center may occasionally have visitors, who may be interested in the program or may assist with program activities. All visitors must sign in with the site coordinator upon entry and sign out upon leaving the program each day. If visitors are regular long term volunteers, a volunteer registration is required, and the volunteer (s) may be asked to submit to a background check. At no time are visitors allowed to be alone with students and a center staff member will remain in attendance. Any visitor who may cause staff to be concerned for student/staff safety or well-being or create disruption of program in any way will be asked to leave and barred from future involvement. Refusal to leave may result in authorities being called for assistance. Visitors who are barred from school district premises for daytime activities may not enter program sites after- school.

Child Abuse Reporting

All staff members and volunteers are mandated reporters of child abuse. If staff/volunteer has suspicions that a student is being abused or neglected, they must make a report to the local children's service agency. The safety of the student is always our first concern. (State Law enforced).

School Cancellations

The programs will be closed when school has a cancellation. Please check local television news stations; Windham Exempted Village School District. If a decision is made to cancel after-school programming during the school day, the students will hear an announcement and will be expected to go home following school day transportation plans.

Fieldtrips / Transporting of Children

Emergency Situations: The center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted.

Fieldtrips: We may be taking periodic field trips, which will also be done with a trained staff member in a van / bus or via walking to a nearby location. Completed and signed parent permission forms are required for field trips. Special Field Trip permission forms will be sent home with students, otherwise the field trip permission slip attached to the registration packet will be used. Before departing the school, a count will be taken of all of the children, and they will be marked on a attendance sheet. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination and returning to the school. During the course of field trips, each staff member will have specific children that they are responsible for supervising.

Students who do not have permission to attend a field trip will be provided with an alternate activity on site or be advised otherwise.

Guidance Policy/Discipline

Policies noted in the Windham Exempted Village School District Student Code of Conduct shall be adhered to with the following Learning Center policy being included:

The 21st Century After school program staff and the mentoring volunteers believe that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the staff members and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirecting (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom or school office. Staff will not impose punishments for failure to eat or toileting accidents. This discipline policy applies to all staff, volunteers and parents while they are at the center.

If a situation arises, where a child is consistently endangering himself, peers or staff, or causing disruption, acts defiant or non-compliant, it may become necessary to dis-enroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However the safety and well-being of children is always our primary concern. For any discipline infractions that go beyond what the staff deem reasonable, the custodial parent, school district administration, 21CCLC administration & any other appropriate individual will receive a written copy of the behavior infraction(s). The 21CCLC program typically follows a "three infractions and your out" policy. The

21CCLC Administration reserves the right to remove a student with less than three infractions, should the negative behavior merit an immediate dismissal from the program. The 21CCLC staff will recommend either a multi-week suspension or a suspension for the remainder of the school year. The program administration would be in communication with the parents should this occur. If the child demonstrates behavior that requires frequent “extra attention” from the staff member, we may choose to develop and implement a behavior management plan.

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to punching, pinching, shaking, spanking or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine each child by any means other than holding a child for a short period of time, such as in a protective hug, to soothe child until her or she may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
5. No child shall be subjected to profane language, threats; derogatory remarks about himself/herself or his/her family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, and toilet use.
9. Separation, when used as discipline shall be brief in duration and appropriate to the child’s age and developmental ability and the child shall be within sight and hearing of a school – age child care staff member in a safe, lighted, and well ventilated space.

Windham Exempted Village School District administration receive written reports of all disciplinary infractions and actions. The school administration and 21CCLC administration and staff work together to address behavior concerns.

Meals and Snacks

The school provides an afternoon snack. Each of the snacks will contain at least two nutritional foods. **Please let us know ahead of time if your child is not permitted to have any type of foods due to allergies or religious beliefs.**

Food Supplements or Modified Diets

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with program administrator for more details regarding this. We will need to make special arrangements with food services to accommodate your child.

Accidents / Emergencies

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the after school program. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct at least one fire drill and tornado drill. The school district provides periodic drills for the same areas used by the afterschool and mentoring programs. Should we need to evacuate due to fire, weather conditions, or the loss of power, heat, or water to the emergency destination, we will evacuate to a designated site recommended by the school district. A sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child. If a parent cannot be reached, we will contact the emergency contact as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report can be provided to the parents.

There is always one staff member present that has received training in First Aid/Communicable Diseases. In the case of a minor accident / injury staff will administer basic first aid and TLC. If the injury / illness would be more serious, first aid would be administered and the parent would be contacted immediately to assist in deciding an appropriate course of action. If any injury / illness are life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records if a parent has not yet arrived. Staff may not transport children in their vehicles. Only parents or EMS will transport.

Each after school program site will have an emergency first aid kit that will be kept on site and taken on field trips. First Aid supplies will be reviewed and replaced annually.

An incident / injury report will be completed and given or shared with the person picking up the child on the day of the incident / injury if any of the following occur. If the child has a serious illness, accident, or an injury which requires first aid from a medical professional, the child has to be transported by emergency squad to prevent jeopardizing the safety of the child. If a child requires emergency transportation, the report shall be available within the 24 hours when there is a general emergency, serious incident, injury or illness. The report will be provided to licensed staff within 3 days of the incident.

When an incident/injury report is completed the original copy is intended for the parent or guardian and a copy will be logged in a notebook that will be located at the building site or in the student files.

Management of Illness

The 21st Century After-School Program provides students with a clean and healthy environment. However, we realize that students become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illness at the beginning before their immune system became more active. We observe all students as they enter the program to quickly assess their general health. We ask you not to bring a sick child to the center. They will be sent home! Please also plan ahead and have a backup care plan in place if you are not able to take time off from work/school.

A student with any of the following symptoms will immediately be isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F – In combination with any other signs of illness
- Diarrhea (more than three abnormally loose stool within a 24 hour period)
- Severe Coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or gray or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficult swallowing

Any student demonstrating signs of illness not listed above will be isolated and carefully observed. The parent will be notified. If a student does not feel well to participate in center activities the parent will be called to pick up the student. Anytime a student is isolated they will be kept within sight and hearing of a staff member. The cot and any linen will be washed and disinfected before being used again.

Parents will be notified if students have been exposed to a communicable illness. Students will be readmitted to the program after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the student is not contagious.

Medications

The after school program/mentor program does not administer medication to children with the exception of a medically required inhaler or epi-pen.

Parents must sign a release form stating that they are permitting their child to have access at all times to an inhaler or Epi-pen. The student must keep the inhaler or Epi-pen on his or her person at all times or remain in the possession of the site coordinator/teaching team in a secure location. It may not be stored in a cubby or book bag. Anytime the student is unable to maintain control of the inhaler must be handed directly to the staff member responsible for the student.

Parent Participation & Involvement

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for student activities during hours of operation unless otherwise documented by the courts and/or school district. Parents may wish to attend field trips, parties, and special luncheons or simply stop in to join the daily fun. Staff is available to discuss a student's progress or needs, however, **due to staff responsibility and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations.** Staff and volunteers want to be able to focus on the children during program times. Please keep in mind that parent involvement should be conducive to the learning of your child and the other children and not disrupt the program or students in any way.

Each Windham Exempted Village School District building has a planning team. The planning team identifies the needs of the specific building based on data for that school and formulates steps to be taken to meet those needs. After-school programs are a specific way in which these needs are met. In after-school programs, buildings tailor the programming to meet goals and parent suggestions for programming for their children. The Parent & Community Partnership Group meets regularly and solicits parent input and involvement for programming.

If parents have any concerns or questions at any time, it is recommended that the following chain of command be used until an answer or solution is found.

1. Child's Teacher
2. Building Site Coordinator, Lead Teacher or Principal
3. After School Program Site Coordinator
4. Program Manager/Director of Operations

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems before they grow into bigger problems. Staff fully realizes that you trust us with your child and we want our relationship to be a good one.

Parents will be provided with both formal and informal opportunities to be involved with their child's participation in the after school program/mentoring program. Parents are invited to attend workshops and training sessions or other events related to helping their child improve academically and/or to help with post-secondary preparedness. Parents are welcome to attend the After-School Program and must inform staff of their intent to attend and sign in /sign out. Parents may be asked to provide identification. Parents are also welcome and encouraged to attend the Parent Advisory meetings held twice each year.

Dates for the 2017-2018 Parent & Community Partnership Meetings: **TBA. See district web page for dates, times and locations. All are welcome.**

If you would like details about parent engagement please contact the Parent & Family Engagement Coordinator, Kathy Battaglia at 330-297-1456 ext 304 or kbattaglia@cacportage.net

CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility operates under limited exemptions to ODJFS licensing in accordance with RC 5104.02. RC5104.02(B) includes nine categories of programs exempt for ODJFS licensing. A youth development program operated outside of school hours by a community-based center is exempt if: (1) the children enrolled in the program are under nineteen years of age and enrolled in or eligible to be enrolled in grades K-12; (2) the program provides for informal child care and at least two of the supervised activities: educational, recreational, culturally enriching, social and personal development activities; and (1) the program is eligible in the child and adult care food program as outside school-hours care centers per RC3318.813.

A telephone number is listed (Ohio Department of Education, School Age Child Care Program Licensing: Marlene Fields (614) 644-2604) and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator or staff of his/her presence.

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not to be included.

The licensing information and complaint investigation reports, for the current licensing periods, are maintained at the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Education. The department's website is: www.education.ohio.gov

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C 12101 et seq.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.



21ST CENTURY

COMMUNITY LEARNING CENTERS

PARENT RESOURCES

*A partnership between the Community Action
Council of Portage County and the
Windham Exempted Village School District*

WINDHAM EXEMPTED VILLAGE SCHOOL DISTRICT

www.windham-schools.org

- **WINDHAM EXEMPTED VILLAGE HIGH SCHOOL – (330) 326-2711 OR**
- **BOARD OF EDUCATION – (330) 326-2711**
- **WINDHAM EXEMPTED VILLAGE MIDDLE SCHOOL - (330) 326-3490**

SEE BOARD OF EDUCATION AND CONTACT MEMBERS FOR MORE INFO

COMMUNITY ACTION COUNCIL (PORTAGE COUNTY) – (330) 297-1456

PO BOX 917, 1036 WEST MAIN STREET RAVENNA OHIO 44266

www.info@cacportage.net

- **ENERGY AND HOME REPAIR**
 - **HEAP**
 - **WINTER CRISIS ASSISTANCE**
 - **PIPP PLUS**
 - **PRC UTILITY ASSISTANCE**
 - **PROJECT HOPE**
 - **HWAP**
- **EMERGENCY ASSISTANCE**
 - **EMERGENCY FOOD AND SHELTER UTILITY ASSISTANCE**
- **WORKFORCE AND TRAINING**
 - **CTLC GLOBAL TESTING PROGRAM**
 - **CTLC**
- **YOUTH AND AFTER SCHOOL**

- **21ST CENTURY LEARNING CENTER/RAVENNA SCHOOL DISTRICT /WINDHAM EXEMPTED VILLAGE SCHOOL DISTRICT – (330) 297-1456 - EXT 104**
- **CAC YOUTH CENTER – (330) 297-1456 - EXT 265**
- **SUMMER FOOD PROGRAM**
- **PCCAN**

LAW ENFORCEMENT

- **PORTAGE COUNTY SHERRIFF – (330) 296-5100**
- **OHIO STATE HIGHWAY PATROL – (330) 297-1441**

HEALTH SERVICES

- **ROBINSON MEMORIAL HOSPITAL – (330) 297-0811**
- **PHYSICIAN WEIGHT LOSS CENTERS – (330) 626-4444**
- **CHILDREN’S ADVANTAGE – (330) 296-5552**
- **PORTAGE DENTAL CENTER – (330) 297-7009**
- **COLEMAN PROFESSIONAL SERVICES – (330) 296-8313 OR (330) 296-3555**

HELP LINES

- **AMERICAN CANCER SOCIETY – 1-800-227-2345**
- **NATIONAL SUICIDE PREVENTION LIFELINE – 1-800-SUICIDE, 1-800-273-TALK, OR 1-800-4TTY**

NATIONAL RUNAWAY SWITCHBOARD – 1-800-786-2929 OR 1-800-RUNAWAY

OHIO MISSING CHILDREN CLEARINGHOUSE – 1-800-325-5604

SOCIAL AND HUMAN SERVICES FOR INDIVIDUALS AND FAMILIES

- **BIG BROTHERS AND BIG SISTERS OF PORTAGE COUNTY – (330) 296-6655**
- **FAMILY AND COMMUNITY SERVICES – (330) 297-7027**
- **KENT SOCIAL SERVICES/LORDS PANTRY – (330) 673-6963**

ENVIRONMENTAL SERVICES

- **POISON CONTROL CENTER – 1-800-222-1222**
- **PORTAGE COUNTY SOLID WASTE MANAGEMENT – (330) 678-8808**
- **RAVENNA PEST CONTROL – (330) 296-1880 OR 24 HR SERVICE AT (330) 309-6967**
-

VINE-VICTIM INFORMATION AND NOTIFICATION EVERYDAY FREE

- **24 hour offender information/notification service for crime victims – 1-800-770-0192**

LIBRARIES

WINDHAM PUBLIC LIBRARY (WINDHAM) -(330)-892-1908

REED MEMORIAL LIBRARY (RAVENNA) – (330) 296-2827

KENT FREE LIBRARY – (330) 672-4414

KENT STATE UNIVERSITY LIBRARY – (330)672-3150

PORTAGE COUNTY DISTRICT LIBRARY – (330) 527-5082

TRANSPORTATION

- **PORTAGE AREA REGIONAL TRANSIT AUTHORITY (PARTA) – (330) 678-1287 OR 1-877-RIDE-RTA**
- **RAVENNA SCHOOL SYSTEM TRANSPORTATION DEPT – (330) 296-6828**

COMMUNITY SERVICES

- **AMERICAN RED CROSS OF SUMMIT AND PORTAGE COUNTIES – (330) 535-6131**
- **UNITED WAY OF PORTAGE COUNTY – (330) 297-1424**
- **VOLUNTEERS OF AMERICA OF GREATER OHIO – (614) 253-6100**

EDUCATION

- **FORTIS COLLEGE – (330) 297-7319**
- **HIRAM COLLEGE – (330) 569-3211**
- **KENT STATE UNIVERSITY – (330) 672-3000**
- **NORTHEAST OHIO MEDICAL UNIVERSITY (NEOMED) - 1-800-686-2511**

PARKS & RECREATION

- **PORTAGE PARK DISTRICT – (330) 297-7728**
- **CUYAHOGA VALLEY NATIONAL PARK – (330) 657-2752**
- **KENT STATE UNIVERSITY MUSEUM – (330) 672-3450**
- **SCHOOL OF THEATRE AND DANCE – (330) 672-2082**
- **PORTHOUSE THEATRE – (330) 672-3884**