

21st Century Community Learning Centers After
School Childcare Program
Gulf Shores Elementary School



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 through EZ Child Track must be completed 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 Gulf Shores City Schools.
4. The CCLC Program closes on those days recognized by the schools as holidays, including teacher workdays, and does not operate on days school releases early.
5. Hours are from 3:00 to 5:30 p.m. Monday through Friday, except on school holidays and early dismissal days.
6. Each day's program schedule includes supervised academic support, a snack, supervised outdoor activities, tutoring, and/or enrichment opportunities.
7. There is a 2-day delay between registration and the student being able to attend. You must receive confirmation of your child's acceptance prior to your child attending.
12. If your child has any special needs, you must 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.
13. **WRITTEN NOTIFICATION of withdrawal from the program is required.**
14. 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.

15. Repeated early pickup may result in dismissal from the Program. Pickup is not permitted before 4:00pm.

16. Repeated late pickup may result in dismissal from the Program. The Program ends as stated at 5:30pm. Students must be checked out PRIOR to 5:30pm.

17. It is the sole duty and responsibility of the parent or guardian to update contact information should address or phone numbers change.

Board Policy

It shall be the policy of the Gulf Shores City Schools 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.

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

Personal Property

Personal property such as toys, games, and jewelry should not be brought to the After-School 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.

Students are not permitted to use cell phones during the After-School Program. The school cell phone policy will be followed during the After-School Program.

Photography, Videography, Audio Recordings, ETC

Our program staff frequently takes photos and recordings of students while they are participating in program activities. These photos and recordings are shared on school and district platforms, 21st CCLC platforms, and with local media outlets. If you would like to opt-out of your child being photographed or recorded, submit your request to the Site Director via email (breeves@gsboe.org).

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

- Student must be able to participate in group activities with other children.
- Student must be enrolled in Gulf Shores Elementary School where the service is provided.
- 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 Program and the policies by which the program is governed are subject to change at any time at the sole discretion of the Gulf Shores City Schools Board of Education.

- Any extenuating circumstances must have approval from the GSES After School Programs Director.

Registration

- CCLC Registration is good for Gulf Shores Elementary School only.
- **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 doctor's excuse or excused absence) the student cannot attend the After School Program.

Attendance

In order for our program to effectively support students and attain goals related to our grant while also doing our best to meet the needs of GSES families, regular attendance in the after-school program is required.

If your child's after-school care attendance becomes irregular or inconsistent without notice and approval from the Program Director, your child's registration in the after-school care program will be revoked for the current school year. Revocation will not happen due to illness or involvement in other after-school events (such as swim practice). We do request notice if your child will be frequently absent due to extracurricular activities.

Early Pickup

Due to the nature of the CCLC programs, pickup before 4pm disrupts activities and limits the ability of the child to fully benefit from our offerings. We do not begin dismissal until 4pm.

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

Late Pickup

The CCLC Program ends promptly as stated on Registration information. After the 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.

Sign-In Policy

Students who will be in the After School Program report to the designated meeting area immediately following dismissal. Staff will check-in students.

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.

It is the parent/guardian's responsibility to update all pickup information through the EZChildTrack system. Program staff are not permitted to release the student to anyone who is not on his/her pickup list in the EZChildTrack system. We do not pull pickup information from the student's school records. This information MUST be updated by the parent through EzChildTrack. Parents can access their EZChildTrack account at any time throughout the school year to update information.

Program Visitors

Parents are encouraged to attend our STEAM sessions, and volunteers for tutoring are welcome. Prior to volunteering or attending you must contact the Program Director to schedule this visit unless a parent/family event is being held. Any parent or volunteer attending the program will check in with the Site Manager and be given a name tag. They must arrive before students dismiss to the program activities and must remain with the class the entire time.

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 accidents 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 readmission 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 the GSES 21st CCLC Grant site.
- Length of summer programs will be 25 days from 8am until 5:30pm.
- 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 readmission 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. A suspension from the program may be enacted at the third offense.

- 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 student may be permanently dismissed from the after-school program following the third offense.
- Serious offenses may result in immediate suspension from the program. Serious offenses may include, but are not limited to, physical assault of another student or staff member, willful destruction of property, and other Class III offenses identified in the school handbook. These offenses will be treated as a third offense.
- 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 the 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. 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 Manager. After the incident or complaint has been discussed, the Site Manager will forward documentation to the CCLC Programs Director, Brittney Reeves. Upon receiving the written documentation, the CCLC Programs Director will contact the Site Manager to review the complaint/request.

If the parent or guardian does not feel the situation reached an agreeable resolution; they may contact Gulf Shores City Schools central office. 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.

GSES After School Care Parent Handbook

Gulf Shores Elementary School

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