

# 21st CLC Programs

## Parent Handbook

**2026-2027 Academic Year**



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## **Daily Activities**

Lighted School House is here to empower students and their families through extended day learning. We

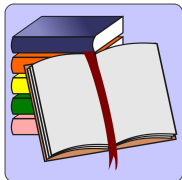
encourage you to take the time to come in and experience your child's growth with us. Also, if you have a unique talent that you would like to share with students, please get in touch with your LSH coordinator.

### **Healthy Snack & Recess**

The afternoon program begins with a healthy snack that follows district guidelines. Once students have finished their snacks, they are dismissed to recess. If your children have dietary restrictions or food allergies, please provide documentation from your doctor so that we may provide an alternative snack for your student.

### **Homework/Academic Help**

Students will focus on academics for approximately one hour, Monday—Thursday, working with classroom leads on homework assignments and participating in individual skill-building activities designed to complement their day-school learning.



**\*The academic hour may not always be dedicated to homework. Time may be spent on academic interventions, tutoring, and practicing specific skills. Parents must check homework nightly to make sure everything has been completed.**

### **Enrichment Hour**

Students participate in activities that expand learning differently from methods used during the school day for approximately one hour, Monday-Thursday. They often are interactive and project-focused. These activities are fun and allow participants to apply knowledge and skills stressed in school to real-life experiences. Lighted School House has various community partners who provide enrichment activities for all grades. Lighted School House delivers fun and educational activities on days without community partners.

### **Friday Fun Day**

Fridays will not include an academic hour but will be an afternoon of engaging enrichment activities. Student interest will determine which clubs are available, and students can choose their activities.

### **Extended Pick-up**

From 5:15—6:00 p.m., students can participate in team-building activities and physical recreation in the gym with staff members.

## **Parent/Guardian Communication**

Communication between parents/guardians and Lighted School House staff is vital to meeting your child's academic and social needs. Meetings may be scheduled with Lighted School House staff by parents/guardians. It is helpful to keep our team informed about changes affecting your children, such as a move, a parent's or sibling's hospitalization, divorce, or any other event that could have a profound impact on your child's behavior. Knowing this information can help us to be more aware of changes in our child's mood, behavior, personality, or physical health. All information is kept confidential by Lighted School House staff and can be communicated by phone, in writing, or at a face-to-face meeting. Please inform the staff to make the appropriate party available if a translator is needed before setting up an appointment.

## **Student Behavior**

Students participating in the Lighted School House program must follow the same PBIS rules as during the



school day. Students are expected to:

- **Be Respectful**
- **Be Responsible**
- **Be Safe**

Some examples:

- Keep hands, feet, and other objects to themselves.
- Use acceptable language
- One snack per student
- No stealing from classrooms or other students
- Follow the line basics in the hallway.
- Keep your arms at your sides
- Stay in line when walking in the hallway as a group
- Walking feet
- Look forward
- No talking
- Follow dress codes by season
- Follow school playground rules
- No toys permitted
- Bikes, skateboards, and rollerblades should be secured and out of reach during Lighted School House
- Put forth their best effort
- Make good choices

**REMINDER: Student possession of cellular phones is not permitted. They should be turned off and not used during school hours or on school grounds.**



### **Discipline Procedures**

Parents must remember that their child's participation in Lighted School House is a privilege. Lighted School House reserves the right to suspend or expel a child at any time. Students' behavior will affect their ability to participate in the program.

Discipline problems will be handled using the same PBIS procedures as during the school day. Lighted School House staff will reteach, model, and offer choices to students when applicable.

If behavior warrants it, an LSH staff member will issue consequences. A parent/guardian will be notified. Such consequences may include

- loss of 1 or more field trips
- suspension from the program,
- dismissal from LSH.

Immediate suspension from Lighted School House may be necessary, depending on the severity of the offense. In the case of suspension, LSH will reach out to parents to set up a meeting and develop an improvement plan. Lighted School House has the right to suspend students for the following reasons, including, but not limited to

- Continued disobedience
- Destruction of property,
- Any act that endangers a person's health or safety.

Actions like those listed above may require Lighted School House staff to contact parents for early pick-up. If we cannot reach someone from our contact list, or if the student is not picked up in a reasonable amount of time, we will notify the police.

If the student has been removed from the program for behavioral issues, they will not be eligible to return during that semester; however, they can sign up again, but may be put on a waiting list if no room is available.

### **First Aid/Accidents**

If a child is slightly injured while attending Lighted School House, first aid will be given. The Lighted School House staff is trained in First Aid and CPR.

### **Serious Injury**

If a child is seriously injured or has a medical emergency, emergency services will be contacted, and the child will be transported to the hospital. We will make every effort to contact parents and emergency contacts listed on your child's registration form.

**Emergency information must be kept current regarding your child's medical conditions.**



### **Illness**

If a child is ill, they will be sent home from Lighted School House. A Lighted School House staff member will contact you (or your child's emergency contacts) and ask you to pick up your child.

## **Attendance Policy**



As an extended-day learning program, LSH staff want to ensure your child receives the full benefits of our programming. To do so, **we require an average attendance of at least 2 FULL days per week** (2:35—5:00 p.m.). Students who **consistently** fall short of the requirement will be removed from the program after being given a warning.

Lighted School House expects your child to attend on the days selected when you registered. If you called your child sick for the school day or signed them out early, we would not allow them at LSH. If your child did attend the school day and you would like to excuse them from Lighted School House only, **please contact the site coordinator or school office by 2:00 pm** or send a note to school with your child.

You must send a message or call the office to let us know your child will not be attending. If your child is not at Lighted School House and we were not informed about the absence, we will call every contact you have given us to ensure your child is safe.

If your child rides the bus home from school, it is also important that you call Kobussen, (920) 424-7575, to schedule or cancel the bus according to the days your child will be attending Lighted School House.

### **Pick-Up Policy**

We ask that you *only pick your child up at 5:00 pm*. Having children leave before then can be a disruption to community partners and can impede time for academics. If there is an emergency where your child needs to be picked up before 5:00 pm dismissal, they will need to be signed out.

The site coordinator must check all students at pick-up time (5:00 p.m.). If your child does not walk or bike home, someone from the pre-approved pick-up list will need to **meet the child inside the school** to escort them home. If your child has not been picked up by 6:15 pm, we will contact the Oshkosh Police Department.

**\*\*Please contact LSH staff if alternate transportation methods are required.**

**\*not allowed in the building, expected 5 pm unless communicated otherwise.**

### **Missing Child**

If your child is supposed to come to Lighted School House and forgets to come, we will look for them by checking the school hallways and playground, making an all-school announcement, calling home, and calling all emergency contacts. If we cannot find your child or cannot reach you or your listed emergency contacts, we will assume that your child has made it home safely unless otherwise communicated to us by you.

\*Contact us if they will walk home and not be in LSH

### **School Cancellations**

If the school day has been canceled due to weather or emergencies, there will be no Lighted School House.

Parents and guardians should monitor local radio and TV stations and the district website for announcements if the weather is questionable.



**If school closes early or the school district cancels after-school activities, there will be no Lighted School House.**

## **Parent Acknowledgement Form**

I have read through the handbook and understand and accept the policies at LSH (Lighted School House) or MELT (Middle Extended Learning Time). I have reviewed this handbook with my child/children participating in the CLC programs this school year, and they understand the expectations at LSH and MELT.

Parent Signature:

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