



Chester Upland School District

Students Achieve

21st CCLC Program

Staff Handbook

Pennsylvania Nita M. Lowey
21st Century Community
Learning Centers Program



Funded in full or in part with a
federal USDE grant provided by
the PA Department of Education

Revised 2026

Welcome to Students Achieve 21st CCLC

After School Site Locations

Chester High School
232 W.9th Street
Chester , PA 19013

Chester Upland School of Arts
501 W.9th Street
Chester, PA 19013

Edgmont Scholars Academy
1450 Edgmont Ave.
Chester, PA 19013

Edgmont Scholars Academy - MS
1350 Edgmont Ave.
Chester, PA 19013

STEM Academy Chester
1100 W. 10 Street
Chester, PA 19013

Main Street Elementary
704 Main Street
Brookhaven, PA 19015

Stetser Elementary School
808 E 17th Street
Chester, PA 190

Toby Farms School
201 Bridgewater Rd.
Brookhaven, PA 19015

Chester Elite Transportation – 484-482-6139

Shakanda White – Grant Manager – K-12
swhite@chesteruplandsd.org
(610) 424-4294

Chester Upland School District

21st Century Community Learning Centers (21st CCLC)

Welcome to the Program

The Chester Upland School District (CUSD) 21st Century Community Learning Centers (21st CCLC) Afterschool Program provides a **safe, structured, and engaging learning environment beyond the regular school day**. The program supports **academic achievement, youth development, wellness, and family engagement** for students in grades **K–12** enrolled in CUSD schools.

This handbook outlines program expectations, policies, and procedures to ensure students safety, staff and volunteers communication, and compliance with federal and state requirements.

Program Overview

- Funded through the **Pennsylvania Department of Education (PDE)** under the **federal 21st Century Community Learning Centers grant**.
- Designed to:
 - Improve student **academic performance** in reading, math, and science.
 - Provide **enrichment opportunities** including STEM, arts, literacy, leadership, and physical activity.
 - Strengthen **family engagement and community partnerships**.

Staff and Professionalism

You have a very important role as an employee of the Students Achieve 21st CCLC. We are providing a great service to the students of Chester Upland School District throughout our entire community. All staff members are expected to portray themselves in a positive professional manner.

Staff Policies

Professionalism

- ☐ Meet and greet children, parents, and co-workers every day.
- ☐ Maintain a pleasant, calm and professional attitude at all times.
- ☐ Communicate with children, families, co-workers, and school personnel in positive and friendly manners at all times.

Attendance and Punctuality

- All staff is expected to report to their site at their scheduled time. If for some unforeseen reason, or an emergency, you are late, you are expected to contact your Site Coordinator.
- Daily attendance must be reflected on your timesheet. Tardiness and frequent absences will be reflected in your annual performance review and may lead to disciplinary measures and possible termination.
- It is important to have staff consistency. In order to do this, time off must be kept to a minimum. We must **all** be willing to help out as needed

Time off

- Requests for time off must be submitted to the program coordinator in writing two weeks in advance.
- If an emergency arises and you need to call off, contact your Site Coordinator immediately.

Mandatory Staff Meetings

Staff meetings are mandatory. Meetings will be scheduled as needed. All staff is expected to make every effort to attend scheduled meetings and must notify the Site Coordinator if they are unable to attend for any reason.

Personal Cell Phones

Cell phone use at work is prohibited. Personal calls should be kept to a minimum while on duty and should not be made in front of students.

Staff Responsibilities

Your job is very important. Staff is expected to be highly interactive and hands-on with children in their day-to-day activities. It is important to provide a safe, supervised, fun and nurturing atmosphere where children feel respected and valued for their individuality.

Daily Responsibilities

Children must be supervised at all times. Staff is expected to be on time in staff shirt and nametag. Immediately upon arriving, staff should set up, check staff bulletin board new memos, and set up for shift. Meet and greet every child and parent at drop off and pick up. Engage children in safe, organized, and structured activities.

Afternoon Responsibilities

- Treat all children and adults with respect by demonstrating that they value and care for them every day.
- Arrive as early as possible.
- Set up for shift.
- Get sign in/out sheets ready.
- Meet and greet every child, parent, and staff everyday.
- Follow all schedules, lesson plans, homework assistance procedures, and snack procedures as planned.
- Complete all required paperwork (attendance, tracking sheets, meal count forms, behavior reports, accident/incident reports, late pick up forms, etc.) daily.
- Have parents/family members sign children out daily. ID must be checked. This person must be listed as a pick up person on the enrollment application. **Under no circumstances can we release a child to someone that is not listed on the enrollment application. Safety is our #1 priority.**
- Clean up – This includes wiping the tables, sweeping the floors; putting everything away in cabinets. Please help keep areas clean and organized at all times.
- Sign time sheet daily and record daily hours. Your time sheet should reflect the time you actually started work and the time you finished work.

Ratios and Group Sizes

- For all school-age programs the staff to child ratio and group size maximum is 1:20.
- For off-site experiences the ratio is 1:10.

Bathroom Policy –Safety is #1

- Children must go into the bathroom one at a time and staff must remain vigilant by keeping track of who went out when and checking on students as needed.
- Should a child need assistance with bathroom needs, one staff should remain with students while one staff person (same gender) should assist the child with their needs.
- Children and staff should wash their hands after using the bathroom, blowing their nose, playing sports or outside and before and after eating.

Minor Injuries

Parents will be notified of the injury when they pick up their child or by phone the same day as the incident. An accident report must be completed the same day and immediately forwarded to the Site Coordinator.

Serious Injuries

- If Students Achieve has suspected that a child has broken a limb, requires stitches, or has otherwise seriously injured him/herself, a staff will stay with the group while the other staff calls 911 and the Site Coordinator. Provide appropriate first aid.
- An ambulance must be called to transport the child.
- One staff person should accompany the child.
- The Site Coordinator must be notified immediately.
- An accident report must be completed that same day and forwarded to the Program Director immediately.

Medication

Medication may only be given to children if it has been provided by the parent with written permissions by the School Nurse .

Release of Children

Children may only be released to a custodial parent or guardian, or other person listed as authorized by the parent/guardian on the child's registration paperwork located in the child information binder. Staff must verify the person picking up with a photo id (driver's license, passport, military id, etc.). If staff is unable to verify the person attempting to pick the child up the child is NOT to be released.

Behavior and Emergency Management

Staff members must guide children in a manner consistent with our social and emotional learning training and the character values of caring, honesty, respect, and responsibility. Children will be encouraged to think about choices they make on a daily basis. Staff members must use positive reinforcement techniques and discussion to guide children in making positive and appropriate choices.

Minor Behavior Issues

Redirection - Children will be redirected to another activity when needed.

Major behavior issues

- ☐ **Removal from an activity** Children behaving aggressively will immediately be removed from the activity. Social and Emotional Staff or Program Support Staff should work with students. All efforts should be made to resolve issues peacefully and allow the child to return fully to the program as quickly as safely possible.
- ☐ Site Coordinator should be made aware of incident.

Aggressive behavior

- Aggressive behavior should be handled in a manner consistent with school day operations.
- Continuing escalation warrants the child to be removed from activities. Should behaviors escalate or continue parents and the Site Coordinator will be notified and appropriate disciplinary actions taken.

Zero Tolerance Policy

Students Achieve will not tolerate any violence or threats of any kind. If a child is involved in any inappropriate physical contact (which is determined by the Principal and Site Coordinator and he/she will immediately be suspended from the program.

Chester Upland School District
21st Century Community Learning Centers (21st CCLC)
Staff Clearances and Compliance

Required Staff Clearances

As employees of the Chester Upland School District (CUSD), all staff assigned to the 21st Century Community Learning Centers (21st CCLC) Afterschool Program are required to obtain and maintain all clearances required by the District and applicable Pennsylvania law.

Required clearances include, as applicable:

- Pennsylvania Child Abuse History Clearance
- Pennsylvania State Police Criminal History Record Check
- Federal Bureau of Investigation (FBI) Criminal History Background Check
- Mandated Reporter Training
- Any additional clearances or training required by Chester Upland School District

All required clearances must remain current and on file with the District. Staff are responsible for completing required renewals within established timelines. Staff may not work with students in the 21st CCLC program without the required current clearances and approvals.

EMERGENCY READINESS AND SAFETY PROCEDURES

The safety of students and staff is a priority of the Chester Upland School District 21st CCLC Program. All staff are responsible for knowing and following the emergency procedures established by their assigned school and the District.

Emergency Readiness Plan

Each 21st CCLC program site operates in accordance with the Emergency Readiness Plan established for the school in which the program operates.

The Emergency Readiness Plan is maintained in the **school office**. The plan may be reviewed or shared with appropriate staff with authorization from the **School Principal and Site Coordinator/Program Director**.

All 21st CCLC staff are responsible for familiarizing themselves with site-specific emergency procedures, including:

- Emergency exits and evacuation routes
- Designated evacuation and meeting locations
- Student accountability procedures
- Emergency communication procedures
- Reunification procedures
- Procedures for contacting parents/guardians

Staff must follow all directions provided by school administration, the Site Coordinator/Program Director, District administration, and emergency personnel during an emergency.

Quarterly Emergency Drills

Emergency preparedness drills will be conducted **quarterly** at each 21st CCLC program site.

All staff and students are expected to participate in scheduled emergency drills. Drills may include evacuation, fire, lockdown, shelter-in-place, or other emergency procedures consistent with the school's Emergency Readiness Plan.

The Site Coordinator will ensure that staff understand emergency procedures and that students are accounted for during each drill.

Documentation of completed drills should be maintained in accordance with 21st CCLC and District procedures.

Evacuation Procedures

In the event that an evacuation is necessary, staff must:

- Follow the school's established evacuation procedures.
- Remain calm and provide clear instructions to students.
- Take the current student attendance/sign-in and sign-out records when safely accessible.
- Escort students to the designated evacuation location.
- Conduct an immediate head count and compare it with the day's attendance records.
- Immediately report any missing or unaccounted-for student to the Site Coordinator and/or emergency personnel.
- Keep students together and supervised at all times.
- Remain at the designated location until further instructions are provided.
- Re-enter the building only after an authorized school official or emergency responder provides clearance.

Students must remain under staff supervision throughout the emergency.

Emergency Contact Information

Current emergency contact information for students must be maintained and accessible to authorized program staff during program operating hours.

During an evacuation or emergency, the Site Coordinator/Program Director will ensure that appropriate staff have access to student emergency contact information and current attendance/sign-in and sign-out records.

Emergency contact information is confidential and must only be used for authorized program, safety, and emergency purposes.

Parent/Guardian Notification During an Emergency

In the event of an emergency or evacuation requiring parent/guardian notification, communication with families will be coordinated by the **Site Coordinator/Program Director and school administration** in accordance with Chester Upland School District emergency procedures.

Parents and guardians will be contacted using the emergency contact information provided on the student's enrollment/registration documents and/or through an authorized District or school communication system.

Communication may include information regarding:

- The nature of the emergency, when appropriate;
- The safety and status of students;
- The location of students if they have been evacuated;
- Reunification or student pick-up instructions; and
- Any additional directions provided by school or District administration.

Staff members should not independently communicate emergency information to the public, media, or through personal social media accounts unless specifically authorized by District administration.

During an evacuation, students may only be released to a parent, guardian, or other authorized individual in accordance with the program's student release procedures.

Mandated Reporter Responsibilities

All employees, contractors, volunteers, and program staff working within the Chester Upland School District's 21st Century Community Learning Centers (21st CCLC) Program are considered Mandated Reporters under Pennsylvania's Child Protective Services Law (CPSL).

A mandated reporter is required by law to report any reasonable suspicion of child abuse immediately.

Reportable Conduct

- Physical abuse
- Emotional or mental abuse
- Sexual abuse or exploitation
- Serious physical neglect
- Imminent risk of harm

Staff are not responsible for investigating or proving abuse. If there is reasonable suspicion, a report must be made immediately.

How to Make a Report (Pennsylvania)

Mandated reporters must make a report immediately through one of the following methods:

- Call ChildLine: 1-800-932-0313
- Submit an electronic report via the Child Welfare Portal: www.compass.state.pa.us/cwis

If an oral report is made, an electronic report must be completed within 48 hours if required by law.

Internal Notification Procedure

After making a report to ChildLine, staff must immediately notify the following individuals:

- Site Coordinator
- Program Director
- School Principal

Internal notification does not replace the legal obligation to report directly to ChildLine.

Confidentiality and Protection from Retaliation

All reports and related information are confidential and must only be shared with appropriate authorities and supervisory personnel as required by law. Retaliation against any employee who makes a good faith report of suspected abuse is strictly prohibited.

Failure to Report

- Criminal penalties under Pennsylvania law
- Disciplinary action, up to and including termination

PROGRAM ATTENDANCE, PARTICIPATION, AND NUTRITION

Student Attendance and Participation

Consistent student attendance and participation are important components of the 21st CCLC Program.

Staff are responsible for accurately documenting student attendance each program day. Attendance records must reflect actual student participation and must be completed according to established 21st CCLC procedures.

Site Coordinators and program staff will monitor student participation and work with students and families, when appropriate, to encourage consistent attendance.

The program will provide **interesting, engaging, age-appropriate academic and enrichment activities** designed to encourage student participation and support the goals and objectives of the 21st CCLC grant.

Activities may include academic support, literacy, STEM, arts, physical activity, leadership development, social-emotional learning, college and career readiness, and other approved enrichment opportunities.

The Chester Upland School District 21st Century Community Learning Centers (21st CCLC) Program recognizes the importance of supporting student health and wellness during afterschool programming.

Students will be provided with a snack during the afterschool program in accordance with established Chester Upland School District and 21st CCLC procedures.

Staff are responsible for following all established snack procedures, including:

- Ensuring snacks are distributed appropriately to participating students.
- Maintaining accurate snack counts and required documentation.
- Being aware of documented student food allergies and dietary restrictions.
- Following appropriate food safety, sanitation, and handwashing procedures.
- Ensuring students are appropriately supervised during snack time.
- Maintaining a clean and orderly area before, during, and after snack service.
- Immediately reporting any concerns related to food allergies, reactions, or student safety to the Site Coordinator.

All snack documentation must be completed accurately and submitted according to established program procedures.

Future Supper Program

The Chester Upland School District 21st CCLC Program will continue to explore opportunities to establish a supper program through the Child and Adult Care Food Program (CACFP) or another eligible meal program.

Until a supper program is formally established and approved, staff should follow the current 21st CCLC snack procedures and any additional nutrition guidance provided by the District or Program Director.

STAFF ACKNOWLEDGMENT OF HANDBOOK AND SAFETY PROCEDURES

I acknowledge that I have received and reviewed the Chester Upland School District 21st Century Community Learning Centers (21st CCLC) Staff Handbook.

I understand that I am responsible for following the policies, procedures, safety requirements, and program expectations contained in this handbook, including requirements related to:

- **Staff clearances and mandated reporting**
- **Student supervision and safety**
- **Emergency readiness procedures**
- **Quarterly emergency drills**
- **Evacuation and student accountability**
- **Parent/guardian emergency communication**
- **Student attendance and program documentation**
- **Meal and nutrition procedures**
- **Confidentiality**
- **21st CCLC and Chester Upland School District requirements**

I understand that I am responsible for asking my Site Coordinator or Program Director for clarification regarding any policy or procedure that I do not understand.

Employee Name: _____

Employee Signature: _____

Program Site: _____

Position: _____

Date: _____

Site Coordinator/Program Director: _____

