



Chester Upland School District

Students Achieve

21st CCLC Program

Parent & Family Handbook

2026 - 2027

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

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
1450 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 19013

Toby Farms School
201 Bridgewater Rd.
Brookhaven, PA 19015

Enrollment Information

Parents/guardians are encouraged to review the Enrollment Packet for additional information regarding program policies, procedures, attendance expectations, emergency contacts, medical information, transportation, and required forms.

Site Contact Information

For questions or concerns regarding the program, please contact your child's 21st CCLC Site Coordinator.

Program Director

Shakanda White
21st Century Community Learning Centers (21st CCLC)

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 student safety, family 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.

Eligibility & Enrollment

- Students must be enrolled in a CUSD school.
- Completed registration and emergency contact forms are required.
- Participation is voluntary; regular attendance is expected.

Program Days & Hours

- Programs operate on scheduled school days.
- Site-specific schedules are shared with families.
- Families are notified of schedule changes in advance.

Daily Program Schedule

- Student check-in and attendance.
- Homework help and academic support.
- Enrichment activities (STEM, arts, literacy, leadership).
- Physical activity and wellness.
- Nutritious Snack and/or meal service.
- Structured dismissal and sign-out.

Attendance Policy

- Attendance is taken daily.
- Consistent attendance supports student success.
- Chronic absences are addressed through family outreach.

Transportation

- Transportation availability is **site specific**.
- Families will be notified if **bus transportation is provided**.
- If transportation is **not provided**, parents/guardians are responsible for **prompt daily pick-up**.
- Students must follow **school bus behavior expectations** when transportation is offered.

Code of Conduct & Anti-Bullying

- All students participating in the 21st Century Community Learning Centers (21st CCLC) Program are expected to contribute to a safe, respectful, and positive learning environment.
- Students are expected to:
- Treat peers, staff, vendors, and visitors with respect and courtesy.
- Follow directions from program staff and instructors.
- Demonstrate appropriate behavior at all times.
- Respect school property and the property of others.
- Bullying, harassment, intimidation, discrimination, threats, or any behavior that creates an unsafe environment is strictly prohibited and will be addressed immediately in accordance with district policy.

Discipline Policy

Health, Safety & Medical Procedures

- Emergency contact and medical information must remain current.
- Medication administration follows district nurse procedures and written authorization.
- Staff respond to injuries or illness and complete incident documentation.
- Sites follow the district Emergency Response Plan (ERP) and conduct drills.

Drop-Off & Pick-Up Procedures

- Students must be signed out daily.
- Only authorized adults may pick up students.
- Identification may be required.

Student Personal Belongings

- Students are discouraged from bringing valuables.
- The program is not responsible for lost or stolen items.

Snacks & Meals

- Nutritious snacks and/or meals are provided daily.
- All food service follows grant and district guidelines.

Family Participation Expectations

- Support regular student attendance.
- Communicate with program staff.
- Participate in family engagement activities when available.

Civil Rights, Nondiscrimination & Accessibility

The 21st CCLC program does not discriminate based on race, color, national origin, sex, disability, or age.

- Language assistance is available upon request.
- ADA accommodations are provided for students and family members with disabilities.
- Civil rights concerns may be reported to the district office or PDE.

Field Trip Guidelines

- Field trips support enrichment experiences.
- Written parent permission is required.
- All program behavior expectations apply.

Emergency Readiness & Safety

The safety and well-being of every student is our highest priority. The 21st Century Community Learning Centers (21st CCLC) Program follows the Chester Upland School District Emergency Readiness Plan and all district emergency procedures.

A copy of the school's Emergency Readiness Plan is maintained in the school office. The plan may be reviewed with authorization from the School Principal and the 21st CCLC Site Coordinator or Program Director when appropriate.

Emergency Drills

To ensure students and staff are prepared for emergencies, emergency drills are conducted **quarterly** throughout the school year. These drills may include fire drills, lockdowns, shelter-in-place procedures, evacuation drills, and other emergency preparedness activities as required by district policy.

Parent Communication During Emergencies

In the event of an emergency requiring evacuation, relocation, or other emergency response:

- Student safety will always be the first priority.
- Parents/guardians will be notified as soon as it is safe to do so using the emergency contact information provided during enrollment.
- Communication may occur through phone calls, text messages, email, district notification systems, or other approved communication methods.
- Parents/guardians should keep emergency contact information current throughout the school year.
- Students will only be released to individuals listed as authorized emergency contacts unless otherwise approved by school administration.

Mandated Reporter

- All 21st CCLC staff are mandated reporters under Pennsylvania law.
- Suspected abuse or neglect must be reported.

Open Door Policy

- Parents and guardians are welcome to visit the program.
- All visitors must follow school safety and sign-in procedures.

Late Pick-Up Policy

Program Hours & Pick-Up Expectations

The 21st Century Community Learning Centers (21st CCLC) Program operates during designated afterschool hours. Parents/guardians are expected to pick up students promptly at the scheduled dismissal time. Timely pick-up ensures student safety, proper staff supervision, and compliance with grant-funded program hours.

Late Pick-Up Definition

A student is considered a late pick-up if they are not picked up within 10 minutes of program dismissal.

Late Pick-Up Procedures

If a student is not picked up on time:

- Staff will attempt to contact the parent/guardian using the emergency contact information on file.
- If the parent/guardian cannot be reached, staff will contact individuals listed as emergency contacts.
- All late pick-ups will be documented.

If a student remains unclaimed beyond a reasonable period of time and no emergency contacts are reachable, appropriate authorities may be contacted to ensure the safety of the child.

Repeated Late Pick-Up

Repeated late pick-up disrupts program operations and places strain on staff supervision schedules. The following steps may occur:

- First occurrence: Verbal reminder
- Second occurrence: Written notice
- Third occurrence: Parent conference
- Continued occurrences: Possible suspension or removal from the program

The district reserves the right to review continued enrollment for repeated policy violations.

Emergency Situations

Parents/guardians experiencing an emergency that may delay pick-up must notify the site immediately. Consistent communication helps prevent misunderstandings and ensures student safety.

Parent/Guardian Responsibility

Parents/guardians are responsible for maintaining updated contact information, ensuring authorized pick-up individuals are listed, and arriving on time for dismissal. Failure to adhere to the Late Pick-Up Policy may result in loss of program privileges

Parent Acknowledgement & Receipt

- I acknowledge receipt of the Chester Upland School District 21st CCLC Parent Handbook.
- Student Name: _____
- Parent/Guardian Name: _____
- Signature: _____
- Date: _____

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