



## **Welcome!**

***We are thrilled to welcome you and your family to the 21<sup>st</sup> Century Community Learning Centers Cohort 9 East End United Community Center Margaret Bell Miller Middle School Afterschool Program. Our goal is to partner with you to prepare your child for a great future.***



### **East End United Community Center**

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Check out our website: [www.21stcclc-eeucc.com](http://www.21stcclc-eeucc.com)

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# **21<sup>st</sup> Century Community Learning Centers Cohort 9 East End United Community Center Parent Handbook**

## **Margaret Bell Miller Middle School 2022-2023 Afterschool Program**

The 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) is an afterschool and summer school program funded through a Pennsylvania Department of Education grant. The program is designed to deliver engaging and enjoyable hands-on projects to help meet the academic and social needs of students in our partner districts. The program strives to improve school day attendance and encourage positive behaviors in academic and social settings as well as complement the regular school day curriculum. This project design emphasizes critical thinking, STEAM of Sports programming (Science, Technology, Engineering, Art, Math, and sports and recreation) and Positive Action (character building) skills. Our district and agency partnerships include:

- Albert Gallatin School District
- Central Greene School District
- Touchstone Center For Crafts
- EQT REC Center
- Fayette County Drug and Alcohol
- Greene County Department of Human Services
- Cornerstone Care – CATCH/HONEY & TOP
- Penn State University/Fayette Extension & 4H

### **Program Goals**

Students will engage in hands-on learning, increase career and college readiness, and improve science, technology, engineering, math, communication, literacy, exercise and fitness, and critical thinking skills.

## **Staff**

Pennsylvania certified teachers and trained paraprofessionals comprise our staff.

## **Eligibility**

All middle school students (Grades 6-8) living within the Central Greene School District are eligible to participate in our program regardless of race, color, national origin, gender, age, disability, religion, or sexual orientation. However, enrollment is on a first come, first served basis according to facility space and staffing.

## **Student Applications**

All students must be registered to attend the program and student applications must be completed with parent consent and submitted to a staff member, or district personnel. Applications can be submitted electronically through email, sent via mail, or turned in in person. Please note that the student application includes student photograph specifications, and an academic and attendance records acknowledgement.

## **Internet Use**

The Internet will be used to do research, participate in educational games and activities, and to attend live instructional webinars. Internet use will be closely monitored by the 21<sup>st</sup> CCLC staff. The students will follow the Internet policy of the school district.

On the registration form, there is a section for parents to sign regarding their child's use of the Internet.

## **Permission to Photo/Video**

Throughout the program, there will be occasions to photo or video students, and share photos/video related to afterschool programming. The school district's policy will be adhered to and parents must approve (via signature on student application) for his or her child to be photographed. These photos or videos can appear in newsletters, Google Classroom, 21<sup>st</sup> CCLC literature, and on our website: [www.21stcclc-eeucc.com](http://www.21stcclc-eeucc.com).

## **Attendance**

Regular attendance is encouraged so your child can receive the full benefits of the program. Attendance for each student is recorded daily to meet grant requirements. Please speak with your child's Site Coordinator if attendance becomes a concern for any reason.

To meet grant attendance goals and requirements all students enrolled in the afterschool program are encouraged to complete daily activities. It is also a goal of the program for 85% of our enrolled students to attend at least 30 days of programming.

### **Maintaining Enrollment**

We will make every effort to work through any attendance issues. But please notify your Site Coordinator if your child will be absent for an extended period or is dropping out of the program. It is the parent's responsibility to keep 21<sup>st</sup> CCLC staff informed during a prolonged student absence. Parents can also relay any attendance-related issues to Program Director Ashley Deurlein (412-714-6586).

### **Bus Behavior**

Students are required to follow transportation rules established by the school district to ensure safety for all students. Short to long-term suspension is a possible consequence of poor bus behavior.

### **Parent Pickup**

Children will be released only to persons who are authorized to pick them up as listed on the student application. The parent or authorized person will be required to sign the child out on the daily sign out sheet, and may be asked to show a picture ID.

### **Afterschool Hours of Operation**

Monday through Thursday (3:15pm to 6:15pm) is official afterschool hours. The virtual portion of our program will center around instruction that allows students to independently complete activities on his or her own schedule.

### **Summer Program**

The Summer School Program dates of operation and grade levels served will be announced in the spring and are contingent upon funding. The program runs Monday through Thursday from 9am – 12:30pm. Free transportation to and from is provided as well as a meal at no cost.

### **Afterschool Dates**

The 2022-2023 Afterschool Program at Margaret Bell started on Tuesday August 30 and ends Thursday, May 25.

### **Lunch/Snack**

A free lunch or snack will be provided daily based on the nutritional guidelines of the National School Lunch Program (NSLP).

## **Homework**

Students will be provided with an appropriate amount of time to finish any homework daily. It is a goal of our staff to make sure students do not leave afterschool programming with uncompleted homework. Our staff will encourage each child to use homework time wisely and assist as much as possible. Parents are asked to ensure homework completion and accuracy.

## **Weekly Activities**

Our typical weekly schedule will include:

- A snack or meal
- Homework assistance
- Literacy activities
- STEAM hands-on projects
- Art and music instruction
- Positive Action lessons (character building)
- Health and wellness physical activities

## **Holidays**

Afterschool programming will also not occur on any days that Central Greene School District is closed (holidays, inclement weather, professional days, Act 80 days, and any other observed days off). Afterschool will be in session in instances when an originally scheduled non-student day is designated as a makeup day by Central Greene School District (providing said day is Monday-Thursday).

## **Student Behavior**

Students are expected to follow school procedures and district policies. The staff is committed to establishing an inviting environment where each individual student is valued and respected. Throughout the program, our staff uses each opportunity to model excellent citizenship for the students to emulate. It is our desire to serve all students; however, if a problem arises, the teaching staff, Program Director, and parents will meet to discuss solutions.

### **Early Dismissal Due to Inclement Weather/Emergencies**

The school district will notify the children's parents if the program is canceled due to inclement weather or if an emergency occurs during the school day. It is essential that parents/guardians keep their contact information current.

### **Extra Health & Safety Precautions**

Health and safety is the main priority in our afterschool program. We have purchased a plethora of PPE supplies (masks, hand sanitizer, thermometers, plexiglass dividers, etc.) to utilize during this current time frame. Social distancing will be employed, and 21<sup>st</sup> CCLC staff will be extra vigilant in monitoring all Covid-19-related protocol, and an abundance of caution will be exhibited.

### **Emergency Preparedness**

In the event of an emergency or crisis the staff will follow the 21<sup>st</sup> CCLC Margaret Bell Miller Afterschool Emergency Plan. The Emergency Plan is on file at Margaret Bell and with the program teachers during afterschool. Emergency drills will be scheduled throughout the year. The safety of the students and staff are of crucial importance.

There is a plan for emergency evacuation at Margaret Bell during afterschool hours.

### **Health/Accident Procedures**

By signing the attached Parent Signature page, you are giving 21<sup>st</sup> CCLC staff at AG North medical release which authorizes our staff to seek medical attention for your child in case of emergency. In this instance, the following procedures will be used:

- A staff member will carry out immediate first aid for minor accidents and will notify the parent(s).
- In case of serious accidents, a staff member will notify the parents immediately.
- If the parent or designated person cannot be reached, the staff will call 911 for treatment and/or to transport the child to the hospital. A staff member will remain at the hospital with the child until the parent or guardian arrives.

If a child becomes ill, parents will be notified. Parents are responsible for picking up children who are ill as soon as possible.

### **Contagious Conditions**

If a child has any condition or illness that affects the health or welfare of the other children and staff, the child may not come to or return to 21<sup>st</sup> CCLC programming at Margaret Bell until the condition is resolved. These conditions include but are not limited to Covid-19, pink eye, head lice, high fever, vomiting, strep throat, measles, mumps, and chicken pox. A note from the doctor stating that the child is not contagious is required before he/she is permitted to return to the program.

### **Contact Information**

It is extremely important that parent and guardian contact information is kept up to date along with the emergency telephone number(s) of other persons listed on the registration form. Please notify 21<sup>st</sup> CCLC staff if there are any changes to the information listed on submitted student applications.

### **Parent Involvement/Visitation**

Families are a key element in all our programs. It is important for us to build a positive relationship with each of our families. Family involvement includes regular communication, volunteering, serving as advocates for children's issues, joining our Advisory Board, and getting involved in the community. We ask that you participate in one of these areas during your child's enrollment.

Open Houses, the Strengthening Families Program for Parents and Youth Ages 10-14, and other parent and family events are conducted throughout the school year for families of the children enrolled in 21<sup>st</sup> CCLC. Parents will also be surveyed regarding the content of these activities. It is a goal of the grant to meet the families' needs ranging from literacy, career skills, technology, and/or parenting skills.

The 21<sup>st</sup> CCLC grant strongly encourages visits to the program site. A parent or guardian of a child enrolled in the program is permitted access to the program during regular hours of operation. To ensure the safety and welfare of all the children, we ask you to schedule your visit with the Site Coordinator one day prior to the planned visit.

### **Surveys**

Throughout the program students, parents, and teachers are asked to



complete surveys. This data helps determine if students' academic and social needs are being met. The surveys are critical to the program's success. They enable us to improve the experience in the future.

### **Transportation**

Transportation will be provided to children registered to the 21<sup>st</sup> Century Afterschool and Summer School Programs.

Children are not permitted to walk home from the 21<sup>st</sup> Century Afterschool/Summer School Programs unless observed by a staff member/parent/authorized escort. Students of an appropriate age, and traveling a reasonable distance, are permitted to walk home unsupervised, but only with signed parental consent.

### **Disciplinary Policy**

Positive behavior is recognized by 21<sup>st</sup> CCLC Cohort 9. Unacceptable behaviors include but are not limited to: fighting, shoving, hitting, kicking, playing with the intent to hurt, leaving the group without permission, inappropriate language, being disrespectful, displays of anger, threats, pounding on the table, willful and malicious destruction of property, bullying (verbally or physically), and stealing.

First level of reprimand is to have the child identify which value was violated, have him/her explain why it was a violation and brainstorm on what he or she can do differently the next time. Physical punishment at 21<sup>st</sup> CCLC Cohort 9 is prohibited.

Depending on the seriousness of the violation, a child can be suspended or expelled from the program. There will be a parent conference in the case of any disciplinary action taken.

**STRIKING ANY ADULT OR PERSON IN AUTHORITY OR ANOTHER CHILD MAY BE CAUSE FOR DISMISSAL FOLLOWED BY LEGAL CHARGES.**

Standard misbehavior will typically be handled in the following sequence:

1<sup>st</sup> Offense: Verbal warning

2<sup>nd</sup> Offense: Written warning, call home, or meeting

3<sup>rd</sup> Offense: Dismissal from program until time to be determined

**Electronics**

Cell phone use by students is prohibited. In case of an emergency, you can call 412-714-6586 (messages left through voicemail will be promptly returned). We ask that students do not bring other electronic devices such as handheld games, MP3 players, iPods, etc. as they are a distraction and can be lost, broken, or stolen. 21<sup>st</sup> CCLC will not be responsible for any stolen property.

## Parent Signature

I, \_\_\_\_\_

the parent/guardian of \_\_\_\_\_

attest that I have read the 21<sup>st</sup> Century Community Learning Centers Cohort  
9 East End United Community Center Afterschool Margaret Bell Miller Middle  
School Parent Handbook.

Please return to your child's 21<sup>st</sup> CCLC Site Coordinator within the first two  
weeks of his or her participation.

Thank you for taking the time to learn about our program.

Date: \_\_\_\_\_