

Brevard Public Schools
21st Century Community Learning Centers
Brevard After School Academy Programs

Parent Handbook



NITA M. LOWEY 21ST CENTURY
COMMUNITY LEARNING CENTERS
F L O R I D A



What is the 21st Century Community Learning Centers (CCLC) Program?

Florida's 21st Century Community Learning Centers (21st CCLC) program is an opportunity for students and their families to continue to learn new skills and discover new abilities after the school day has ended. The focus of this program is to provide expanded academic enrichment opportunities for children attending Title I or Title I eligible schools. The 21st CCLC grant is authorized under Title IV, Part B, of the Elementary and Secondary Education Act (ESEA), as amended by **Every Student Succeeds Act (ESSA)**.

The 21st CCLC program, along with community partners deliver hands-on academic and personal enrichment opportunities to each student enrolled in our programs.

Enrollment

The 21st Century program looks forward to working with your family. Enrollment packets are available through the site coordinator at your school. Completed enrollment packets should then be returned to the site coordinator. You will receive a phone call once your child has been accepted into the program, and you will be provided further information about his/her schedule and upcoming events.

Students with Special Needs

The program does not offer medical or nursing services, except for emergency first aid.

Snacks

Students will receive a healthy USDA snack with a drink.

Please see the parent information board for a full snack menu.

Illness/Emergencies

If a child becomes ill while attending the program, the parent(s) or guardian(s) will be contacted to remove the child from the program. Until the parent arrives, the child will rest in a quiet area under the supervision of a staff member. Under no circumstances will the ill child be permitted to go home alone. Families will be notified of injuries. Efforts will be made by telephone to a parent or emergency contact person if the injury requires additional treatment.

In the event of a medical emergency:

- First aid shall be administered per BPS guidelines by the nearest person with first aid training.
- The student's parent(s) or legal guardian shall be notified as soon as possible.
- If the parent or legal guardian is unable to be reached, one of the persons listed as contact shall be called. 911 shall be called to arrange transportation of the child to the hospital if necessary.

Arrival/Dismissal Procedures

Our programs begin at the end of the school day and provide activities until 6:00 p.m. each school day. Funding for the services are directly related to student attendance. In order for your child(ren) to take full advantage of the projects we have in place; we ask that you do not pick up your child before 6:00 p.m. Please speak to your coordinator about your child's scheduled pick up times for excused absences that include illness, emergencies, and doctor visits. Continued absences/early pick-ups (9/semester) and late pick-ups (2/semester or 3/school year whichever comes first) may result in the discontinuation of services.

Attendance will be taken immediately upon the arrival of the children at the designated area. Absentees will be verified with the office. It is the responsibility of the site coordinator to determine why a child is absent from the program within 15 minutes of their anticipated arrival. The coordinator will call the parent as soon as possible if the child cannot be located.

Parents/authorized adults are required to enter the building to pick up and sign out their child by the designated closing time (6:00 pm). No child will be released to anyone not authorized, in writing, by the custodial parent and on file with the program. Persons who are not known by the staff will be asked to show identification when picking up children. The staff will check the child's enrollment form to make sure the person is authorized to pick up the child. Authorized persons for student pick-up must be at least 18 years of age. Written parent requests for exceptions to this procedure must be approved by the principal. Transportation is the responsibility of parent or guardian.

Behavior Expectations and Discipline

The 21st CCLC discipline plan is consistent with the elementary school's discipline policy. Staff members use positive reinforcement to encourage appropriate behavior. Corporal punishment is not permitted. Parents will be notified of recurring behavior problems. I understand that, at the principal's discretion, program services for a child may be terminated for repeated or severely disruptive behavior. The BAS Participation Consequences of Inappropriate/Dangerous Behaviors forms may be found on the Brevard After School website under Parent Forms.

Program Activities

Students in this program will have daily academic enrichment activities that will include enhanced learning opportunities, mentoring, remediation, and tutoring services that will align to Florida Standards for ELA, Mathematics and Science. Activities will also embed the 21st Century Skills of critical thinking, communication, collaborations, and creativity. Academic learning opportunities in reading, math and science will be facilitated by certified teachers aided by activity leaders and be provided in support of the regular school day. Personal enrichment activities will also be provided by trained activity leaders throughout the afternoon.

Homework

During the 21st CCLC program, staff will support an environment that allows students to work on homework for 30 minutes each day with the assistance of certified teachers. It is expected children will work on homework during the allotted time. Students may also be given opportunities for academic clubs as alternative academic activity in the absence of homework not being assigned. It is the parent/guardian(s) responsibility to check for completion of nightly homework.

Parent/Family Involvement

An important component of your child's education is parent/family involvement. There is a wealth of evidence that shows that when parents or family members are involved:

- Children do better academically and socially.
- Parent/family-child relationships, parenting skills, parent/family feelings towards school improve.
- Teachers and staff can do more for the students.

Adult family members are expected to attend all Adult Family Member Educational activities during the year. This year our Adult Family Member Educational activities will be held in person and virtually.



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F L O R I D A

Parent Agreement Contract*

The Brevard After School Academy Program is committed to increasing student academic achievement and promote adult family member involvement in their students' education. To ensure that the 21st Century Community Learning Center (21st CCLC) program can support your child and family we ask that you take an active role in your child's participation with the 21st CCLC program. We thank you for your support and look forward to working with you and your child.

- 1) Agree to communicate with 21st CCLC program staff when my child will be absent from the program and prior to withdrawal from the program.
- 2) Agree to communicate any changes in contact information to 21st CCLC program coordinator (change of address, phone number etc.).
- 3) Agree to communicate relevant information to 21st CCLC program staff which may affect the attitude/behavior of my child so that 21st CCLC staff can better support my child and family (changes at home, difficulties at school etc.).
- 4) Agree to support my child by attending all Adult Family Member Educational Activities over the course of the school year that will be offered in person and virtually.
- 5) Agree to participate in the 21st CCLC parent surveys to help the program monitor my child's progress and gain feedback to improve programming.
- 6) Agree that my child must participate in this program every school day and the BASA program closes at 6:00 PM by the center's clock. This is an educational/enrichment program for services that are provided on all school days until 6:00PM. Continued absences/early pick-ups (9/semester) and late pick-ups (2/semester or 3/school year whichever comes first) may result in the discontinuation of services.

Inability to support student participation in the 21st CCLC program and/or not meeting attendance requirements will result in dismissal from program.

PARENT COPY

***You signed a copy of this form with your Registration/Enrollment form.**

NON-DISCRIMINATION NOTICE

SCHOOL BOARD OF BREVARD COUNTY

Educational Services Facility
2700 Judge Fran Jamieson Way
Melbourne, FL 32940-6601

SUPERINTENDENT

Dr. Mark Mullins, Ed.D.

SCHOOL BOARD MEMBERS

Misty Belford, Chairman
Matt Susin, Vice Chairman
Jennifer Jenkins
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**For concerns involving the public or students, including
IDEA and 504 matters contact:**

Title IX Coordinator

Stephanie Archer
2700 Judge Fran Jamieson Way
Melbourne, FL 32940
(321) 631-1911, Ext. 11395
Archer.stephanie@brevardschools.org

**For concerns involving employees or job applicants
contact:**

Director of Human Resources and Labor Relations

Karyle Green
2700 Judge Fran Jamieson Way
Melbourne, FL 32940
(321) 631-1911 Ext. 11265
Green.karyle@brevardschools.org

Reasonable accommodations are available for persons with disabilities to complete the application and/or interview process. Applicants/Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may contact the Employee/Job Applicant Equity Coordinator for assistance. In the event that the district's equity coordinators are not able to resolve your concerns, consider contacting the Office of Civil Rights for assistance. This Publication or portions of this publication can be made available to persons with disabilities in a variety of formats, including large print, braille or audiotape. Telephone or written request should include your name, address, and telephone number. Requests should be made to the Office of Exceptional Education Projects, (321) 633-1000, ext. 11535, at least two (2) weeks prior to the time you need the publication.

MISSION STATEMENT

Our Mission is to serve every student with excellence as the standard