

21st Century Schools reserves the right to cancel all programs: extended day, enrichment, camps, and or early dismissal services that do not meet minimum attendance numbers the week prior to services being rendered. Generally minimum attendance will be 8-10 per attendance day, unless otherwise posted.

Parent Handbook

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**21<sup>st</sup> Century Schools  
Tazewell County Health Department  
Policies & Procedures**

This manual is a continuation of policies outlined in your School District Policy manual and is designed to be specific to the afterschool setting. All student policies of the school districts are still in effect. The Tazewell County Health Department / 21<sup>st</sup> Century Schools may change, modify or eliminate the policies and/or procedures listed in these guidelines at any time.

**Section I. Program Overview**

It is the mission of 21<sup>st</sup> Century Schools, in partnership with home and community, for all students to obtain the necessary knowledge, skills and self-motivation to become life-long learners, socially responsible citizens and active participants in the ever-changing world. 21<sup>st</sup> Century Schools provides before and afterschool services in several schools throughout the county. Program components focus on academics, life skills education, parental involvement, service learning, positive adult mentors and recreation/cultural activities. The programs are run as a partnership between the Tazewell County Health Department, the individual school and school district. 21<sup>st</sup> Century Schools currently offers the following programs:

**Extended Day:** This structured latch key program is offered mornings and afternoons each day that school is in session. Extended day brings children each of the 6 program components above through homework help, free play, group games and engaging activities. Breakfast and afternoon snack are provided. Extended Day students may be eligible for free Enrichment classes, please see your Site Coordinator for details.

**Enrichment:** Enrichment brochures/flyers are sent out to students 3 times a year offering a large variety of classes. These afterschool activities are offered both on and off site and generally run for 6-8 week sessions. Students gain quality life skills through participation in a variety of enrichment classes focusing upon a targeted academic curriculum, team sports, cultural education, and or service learning experiences. In addition, the program includes afternoon snack and homework time before each activity. Example classes may include Silly Science, Spanish, Swim Lessons, Martial Arts, Creative Crafts, and Lego Lab.

**Tutoring:** The tutoring program provides a more extensive academic assistance to participating students. The guidelines of our tutoring program vary, as they are set to meet the needs of each school. Classroom teachers and/or assistants are hired to tutor the students. Afternoon snack is included.

**Summer Camp:** Summer camp is designed to incorporate academics with fun for area students exiting kindergarten through 6th grade. Each week, students engage in each of the 6 program components above through themed activities. Themed activities include but are not limited to crafts, reading, outdoor fun, field trips, and much more. Breakfast, lunch, and snack are provided.

## Section II. Enrollment Forms

Parents will be asked to complete the following:

- Registration Form (double sided)
- Agreement to Terms and Conditions
- Emergency Medical Consent
- Medication Release Form (if applicable)
- Behavior Contract
- E-Cornerstone Consent Form (if applicable)
- Field Trip Permission Slips (if applicable)

The program expects all forms to be kept current. The parent/guardian must provide the program staff with information updates such as address, phone numbers, emergency persons, medical information, arrival/departure changes, etc. Notifying the school office is not adequate, these updates must also be provided to the 21<sup>st</sup> Century Schools program. Keeping student records up to date and accurate is vital for your child's safety.

## Section III. Hours of Operation & Fees

**Extended Day:** The before and after school program will be offered everyday that school is in session. The before school program will begin at 6:30 am with the exception of Bethel Lutheran's program which will begin at 7:00 am. Parents may not under any circumstances drop off students earlier. Parents are expected to sign each student in for the morning session. The program will not be held accountable for students dropped off prior to 6:30 am. Program services may be withdrawn if students are dropped off early (3) times. Morning services will end at the school bell.

The after school program begins at school dismissal and ends at 6:00 pm. Students will be expected to report directly to the 21<sup>st</sup> Century School program as soon as possible after school is dismissed. Students must stay at their required locations until signed out by an authorized individual indicated on the Registration Form. Once a parent signs their child out, the parent is then solely responsible for supervising their child while at the program premises. Once signed out from the program you are not permitted to wander through hallways, bathrooms, other classrooms and/or playground. Every effort needs to be made to pick up your child by 6:00 pm. If, for any reason, you will be late picking up your child, please let us know as soon as possible. Under no circumstances are staff allowed to transport children home in their private vehicles.

If, for any reason, you do not pick up your child by 6:00 pm, a written warning will be issued. If your child has not been picked up by 6:30 pm and we have not been notified, the local Police Department will be called and your child will be released to the responding officer. A fee of \$1.00 per minute will be charged to the family after the first late pick-up. Program services may be withdrawn if three (3) late pick-ups occur.

Extended Day fees have been determined and will be available upon registration. Checks must be made payable to Tazewell County Health Department (TCHD). Parents are expected to turn in a schedule and prepay for requested services. Schedules and payment are due no later than 6:00 pm each Friday for the following week. Parents will be assessed an additional \$5.00 fee if a schedule is not

received for their child. If payments fall behind two weeks without arrangements being made, services will be discontinued. Refunds/Credits will be given only when your child is absent from school or leaves early due to medical reasons.

**Enrichment/Tutoring:** Fees, dates and end times are published in the distributed brochures and/or flyers. Payment for enrichment and tutoring sessions is due in full prior to the first class. Please make checks payable to TCHD. Participants are expected to be picked up at the end time noted in the brochure/flyer. The late pick-up policy, including the fee of \$1 per minutes (see above), remains consistent for enrichment and tutoring activities. If you need your child to stay later than the designated end time, you must also enroll them in the extended day program for the evening.

**Summer Camp:** Summer Camp programs run every Monday - Friday from 6:30 am - 6:00 pm. Fees have been determined and are published on the Pre-Registration Forms. Please see the Extended Day section in regards to drop off, pick up, schedules and payment as all the summer camp policies and procedures align with those listed above.



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#### **Section IV. Scheduled & Unscheduled No-School, School Opening Delay & School Closings**

The Extended Day program is not available during Thanksgiving Break, Christmas Eve and Day, New Years Eve and Day, Good Friday, Fourth of July, Labor Day, Columbus Day, Veterans Day, Martin L. King's Birthday and Memorial Day and other applicable Federal Holidays.

Day Camps may be available on specified holiday breaks and teacher conference days. Flyers will be sent home regarding programming on these days.

There will be no program on days when school is canceled due to water main breaks, heating failure, electrical problems, weather, etc. In addition, the program will not be open in the morning if school is delayed due to water main breaks, heating failure, electrical problems, weather, etc. Refunds will not be given in these instances.

The program may or may not be available when school is dismissed early due to water main breaks, heating failure, electrical problems, heat advisories, snowy weather, etc. Please consult your local media outlets for notification. If the program is cancelled, refunds will not be given in these instances.

### **Section V. Absences**

If a change in your schedule occurs and your child will no longer be attending the program because of illness, scheduled appointments, vacations, or other planned absences you must notify the program staff as soon as possible.

If a child does not arrive at afternoon programming as intended and we have not been notified of their absence; the site staff will contact the parents. If parents cannot be reached, the staff will then contact the child's emergency persons.

If ever an uncertainty arises in regards to whether or not your child is suppose to be in attendance, we will error on the side of caution and have them remain with the program. This is necessary to ensure the safety of your child.

### **Section VI. Release of Children**

Children will arrive and leave the program according to the schedule written by the parents. Children will be allowed to leave with persons only if authorization has been given on the Registration Form. Individuals listed on the form must be 18 years of age or older. Older siblings under the age of 18 can sign out a child only if a note is on file from the Parent/ Guardian. If a one-time exception needs to be made to the Authorized Pick-Up list the parents should provide the Site Coordinator with a note prior to the date.

Photo ID's will be requested upon signing your child out of the program. Throughout the year, program staff may continue to ask for photo identification as staffing varies. This is for the safety of your child.

Individuals appearing to be under the influence of alcohol and/or drugs, will not be allowed to remove a child from the program. The local Police Department will be called and officers will respond accordingly. Any such incident will result in the Illinois Department of Children and Family Services being notified.

### **Section VII. Mandated Reporting**

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the Illinois Department of Children and Family Services. The employees of 21<sup>st</sup> Century Schools are considered mandated reporters, under this law. The employees are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report

suspected abuse or neglect. The 21<sup>st</sup> Century Schools program takes this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

### Section VIII. Health and Safety Policy

Please include any medical or mental health conditions your child has on the Registration Form. If your child has a known medical or mental health condition (asthma, allergies, diabetes, ADD, autism, seizure disorder, etc.), you must be sure the program knows what to do if a problem should occur during program hours. You must make sure that any medication needed is available and that the appropriate forms for its use have been completed. Failure to notify the 21<sup>st</sup> Century Schools program of your child's physical or mental health condition limits our ability to serve your family and may mean services cannot be rendered.

The parent will be notified to pick up the child immediately if a child has any of the following conditions or behaviors:

- contagious disease
- fever over 100°
- vomiting or diarrhea
- an accident requiring medical attention

In serious medical cases, the child will be taken to one of the local hospitals for treatment by emergency vehicle and the parents will be called as soon as possible. If you have a hospital preference, please make sure that is known noted on the Emergency Medical Consent Form.

Outdoor play will not be allowed when the temperature (including wind chill) falls below 20° or a heat advisory has been issued. Please dress your child appropriately for weather conditions.

In case of Head Lice, the 21<sup>st</sup> Century Schools program supports the recommendations of the Center for Disease Control and Prevention. A parent will be notified immediately if the program suspects a child has head lice. After effective treatment, students will be allowed to attend programming as long as they have no live head lice. The program reserves the right to check participant's heads for head lice and to notify parents as a precautionary measure if an outbreak occurs. Every effort will be made to maintain the confidentiality of the diagnosed student. For more information, please visit [www.cdc.gov](http://www.cdc.gov) and [www.headlice.org](http://www.headlice.org). *Please note: This policy may differ from the district head lice policy.*

### Section IX. Distribution of Medications

Whenever a child is to be given a prescription or over-the-counter medicine, the parent must provide a completed and signed Medication Release Form. The medication must be provided in the original or duplicate container with the child's name on it, or a container accompanied by the doctor's directions. Medication will not be given if it's in an expired container.

### Section X. Meals

An afternoon snack and beverage will be provided for each student and in some cases breakfast for morning students. Parents may want to provide a treat in honor of a child's birthday or special occasion. In this case, they should contact the Site Coordinator to determine the number of children to be served and to accurately plan for that day. Only prepackaged store-bought donations will be accepted.

A snack will be provided for each student on Camp Days. In some cases breakfast and/or lunch will also be provided on these days.

Any allergies to certain foods should be noted on the required forms. It is the responsibility of parents to notify staff of any allergies on both the first page of your child's Registration Form and on the Emergency Medical Consent Form.

### Section XI. Discipline and Discharge

Children are entitled to a pleasant and harmonious environment at the program. The 21<sup>st</sup> Century Schools program cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity, which may include but is not limited to:

Behavior that: requires constant attention from staff, inflicts physical or emotional harm on other children, abused the staff, ignores or disobeys the rules which guide behavior during the school day and program time. If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged. (Refer also to the Behavior Card System).

Our rules and regulations are based on those in the District Student Handbook. These rules pertain to the playground and bus behavior as well as in general. The standards of behavior expected by the school system will not stop at school dismissal time. We expect the same behavior and respect during the before and afterschool programs.

Disruptive behavior will be dealt with in the following manner:

Students and Parents will be required to sign a behavior contract, which explains in detail the Behavior Card System per site. Violation of any rules will not be tolerated. Discipline will be handled at the Site Coordinator's discretion.

Participants will follow the Behavior Card System. The rules and punishment will be the same for all students unless there is a written discipline plan on file. The Behavior Card System will be implemented as follows:

At the beginning of each session each student will begin on Green.

Green Card	Good Behavior
Yellow Card	1 <sup>st</sup> Behavior Violation (Verbal Warning)
Red Card	2 <sup>nd</sup> Behavior Violation (Note Sent Home)
Blue Card	3 <sup>rd</sup> Behavior Violation = Strike (Incident Report)

3 Strikes/Incident Reports will result in removal from the 21<sup>st</sup> Century Schools program and parents will be notified to pick up the child immediately.

Please note: In the case of a student harming or threatening harm to property, themselves, other students or staff, continually not following staff instructions, disrupting activities, using illegal substances, or any other endangering behavior, the child may be immediately removed from the program without going through the protocol listed above. Internet offenses follow District rules and are

cause for immediate removal of computer privileges. Students may be temporarily suspended from 21<sup>st</sup> Century Schools programming pending investigation. A child may also be discharged if he/she is picked up late three (3) times.

When removal is warranted according to the protocol listed above, the 21<sup>st</sup> Century Schools Director and the School Principal will be notified prior to its implementation. The Site Coordinator, School Principal and the Director of 21st Century Schools will then determine the length of program removal. The length of program removal will be no shorter than 2 weeks. In some cases the severity of the students behavior would make return unacceptable and removal will be recommended for the duration of the school year. Children removed from the program will be unable to attend all programming offered by 21<sup>st</sup> Century Schools throughout the duration of their removal. Multiple discharges from the program are cause for permanent removal.

Refunds will not be given to those student removed from the program due to behavior issues.

### **Section XII. Children's Personal Property**

Children's personal property (coats, clothing, school bags, etc.) must be cleared from the program site after each session of the program. Personal property such as cell phones, ipods and electronic gaming devices are expected to be put away during program hours unless the site staff has authorized their use during designated free time. Any personal property that remains after the session will be taken to the school's lost and found. Although the program attempts to help children stay organized, the program cannot be responsible for lost or damaged personal property.

### **Section XIII. Insurance**

The Tazewell County Health Department does not offer insurance to program participants. However, any student participating in the after-school program may take out school insurance available to all students enrolled in the school. The insurance program is offered by the school as a service only and is

administered by the insurance company. Students may also seek insurance coverage through the State of Illinois All Kids Insurance. Additional information on this insurance program is available by calling 1-866-ALL-KIDS.

#### **Section XIV. Volunteers and Visitors**

Only parents and community members who are screened by the Site Coordinator are welcome to volunteer in the program. Parents are allowed to observe upon notification of the Site Coordinator that they are in the building. For liability and supervision reasons, it is not possible for children who visit the program to take part in the activities. All volunteers and visitors will be required to sign in with the site staff.

#### **Section XV. Parent Code of Conduct**

21<sup>st</sup> Century Schools requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of 21<sup>st</sup> Century Schools is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of our employees but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate this policy will not be permitted at the program thereafter.

The parent code of conduct prohibits the following:

- Smoking
- Swearing/Cursing
- Threatening of employees, children, other parents or adults associated with the program
- Physical/Verbal punishment of your child or other children associated with the program
- Creating confrontation with employees, parents or other adults associated with the program
- Violating confidentiality of any individual associated with the program