**Chickasaw City Schools**



**Tribe Time**

21st Century Community Learning Center

After School Program



**Parent Handbook**

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# Parent/Guardian Acknowledgement Form

The Chickasaw City School’s 21st Century Community Learning Center (21st CCLC) program site is an out-of-school time program offered through a federal grant administered by the Alabama Department of Education. The program offers academic support, academic enrichment, college and career readiness, and recreational opportunities for students, and it also serves students’ families. To get the full benefit of the program, your child should attend daily.

Your child and family are expected to meet program guidelines and participate regularly. Instructors use positive reinforcement during the out-of-school time program to keep a positive and fun learning environment. To maintain that positive environment, we will not allow harassment or bullying. We have a “zero tolerance” policy for any weapons or controlled substances. We follow the practices and procedures described in the schools’handbook. Expectations during the out-of-school time program are the same as during the regular school day. Our behavior/discipline policy states that if a student has a discipline issue, the parent or guardian will be notified. If your child receives three of these notifications, he or she may be dismissed from the program. We reserve the right to suspend or terminate a student from the program immediately if a student’s behavior puts staff or other students in danger.

The program hours go from school dismissal until 5:45 p.m. Monday through Friday at the elementary school and until 4:45 p.m. Monday through Thursday at the middle and high schools. We will not be in session on non-school days. Please read and discuss this family handbook with your child. Then, please sign this form and return it to our Site Coordinator, with the completed registration form, to confirm your understanding and acceptance.

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Student Name School

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Parent/Guardian Name (Print)

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Parent/Guardian Signature

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**Program Information**

**Vision:** Chickasaw City Schools’ 21st Century Community Learning Centers program creates happy, engaged, future-ready learners.

**Mission:** Chickasaw City Schools’ 21st CCLC program provides a high-quality out-of-school time program that engages students in exploration of academic content in interesting and innovative ways.

Program activities are designed to support student academic, social and emotional growth. The program focuses on activities that help students meet state learning standards in language arts, mathematics, science, and build critical thinking skills and positive character traits. To honor youth voice, activities are designed to be innovative, hands-on and relevant. The program strives to create strong, transparent connections to college and career exploration and readiness. It also includes sessions that promote health and wellness and support a student’s success in school.

Program Goals:

* 1. Help students achieve standards in core academic subjects such as reading, STEM and math.
	2. Offer enrichment programs and activities that develop socially and emotionally strong students.
	3. Engage students in community service projects.

Important Contacts:

21st CCLC Program Director : Jodie McPherson 380-8114

Middle / High School Site Coordinators:

Donna Morgan and Kim Michelle Graham -380-8120

Elementary School Site Coordinators:

Amy Lowe and Juwan Withers – 452-6452

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**Quick Tips for Parents**

1. Completed registration form, registration fee (non-refundable is due before the student can attend the program. It is the responsibility of the parent to update contact information should phone number or address change.
2. The Tribe Time program operates on the same schedule as Chickasaw City Schools.
3. The Tribe Time program closes on those days recognized as holidays, including teacher workdays, and may close due to dangerous weather conditions.
4. Clubs / activities are offered after school from 2:45 p.m. – 4:45 p.m., Monday through Thursday at the middle and high schools and from 3:00 – 5:45 p.m., Monday through Friday at the elementary school.
5. Each day’s programs schedule includes supervised academic support or club meeting. If your student has a special need, please document on the registration form.
6. All students must be picked up by the ending time. If you agree for your middle school student to walk home, please give written permission to do so. Any late pick-ups may result in dismissal from the program.
7. There is a $5.00 weekly fee per student for participating in the 21st CCLC programs.

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**Getting Started**

The Tribe Time program is open to eligible students who are enrolled in Chickasaw City Schools. Eligible students must not be dangerous, disruptive, or a threat to self or others.

The following items are needed to complete the registration process:

* Completed registration form
* Emergency contact person(s)
* Non-refundable registration fee($5)

**Personal Property**

Personal property such as toys, games, and jewelry should not be brought to the Tribe Time program. Parents are responsible for securing book-bags, lunchboxes, coats, etc. when picking up their student. We make every attempt to help the student stay organized; however, we are not responsible for the loss of personal items.

**Program Rules**

Students must follow the same rules that apply to the regular school program. Basic expectations include, but are not limited to, the following:

* Obedience to all staff and respect for students and adults
* Running and playing in designated areas only
* Remaining with supervised adult at all times
* Leaving the program site only with parent or their written designees

**Admission**

* Student must be able to participate in group activities with other students.
* Must interact with other students and adults in a non-aggressive manner.
* Any extenuating circumstances must have approval from the Tribe Time Director

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**Late Pick Up Fees**

Late pick up fees will be charged at $2 per minute after the dismissal time for each school; due when you arrive to pick up student. After close of the program, staff members will call someone from the parent’s emergency contact list to come for the student. If no one can be reached, the police department or emergency case worker with the Department of Human Resources will be contacted. Students will be dismissed from program if picked up late 3 or more times.

**Sign-Out Procedure**

In the interest of safety and security, all students must be signed out daily by parent, guardian, or someone listed on the registration form at least 18 years of age. Students in grades 6-12 are allowed to sign themselves out / walk home with the written permission from a parent/guardian.

In addition, it is a parent’s duty and responsibility at all times to provide a fit, responsible, and unimpaired person to pick up the student from the after school program. By placing the student in the program, the parent agrees and certifies that any person who picks up the student shall be fit, responsible, unimpaired and shall not endanger the student. Law enforcement officials will be notified if anyone impaired by drugs, alcohol, or any other reason attempts to pick up a student.

**Communication**

We work to maintain effective communication with all parties to ensure that quality care is given to students, and we encourage parents to offer suggestions and ideas that would enhance the program. To keep you informed, calendars or newsletters are sent home detailing schedules and special events. Announcements are posted at the site for your convenience when picking up your student.

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**Health, Medication, and Illness**

1. Medications are not normally administered by Tribe Time staff. Other arrangements must be made through the school office prior to the student coming to the program.
2. If a student becomes ill during his/her stay in the program, these procedures will be followed:
* The site leader will call the parent/guardian and discuss student’s symptoms
* If the symptoms persist or worsen, the parent will be called to pick up the student
* No student will be admitted or kept in the program if he/she has a temperature exceeding 99.9 degrees Fahrenheit

**Emergency Procedures**

In the event of an emergency:

1. Tribe Time staff will call 911.
2. A parent or guardian will be contacted.
3. The Tribe Time program director will be contacted.
4. The school administration will be contacted.

**Discipline/Dismissal/Suspension**

Because students are entitled to a pleasant and harmonious environment, we cannot serve those who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical actions which may include, but not limited to, behavior that requires constant attention from staff, inflicts physical or emotional harm on other students, abuses the staff, behavior which involves willful destruction of property, or that which ignores or disobeys program rules. If a student cannot adjust to the rules of the program and behave appropriately, he/she may be dismissed or suspended form the program. Reasonable efforts will be made to assist the student in making needed adjustments, however after 3 dismissal referrals to the director, the students will be dismissed from the program.

**Chickasaw City Schools do not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in its programs, activities, or employment and provide equal access to the Boy Scouts and other designated youth groups.**