



Project S.E.A.L.

Making A Difference Together

Social * Emotional
Academic Learning Centers

Parent Handbook
2019-2020

Albuquerque Sign Language Academy (ASLA)

Site-Coordinator:

Name: Savannah Rivera

Phone Number: (505) 604-5309

Email: srivera@nmcfl.org

Local Program Director:

Name: Michael Cde Baca

Phone Number: (505) 242-3353

Email: mcdebaca@nmcfl.org

School Campus Principal:

Executive Director: Raphael Martinez

Phone Number: (505) 247-1701

Email: rafem@aslacademy.com



COMMUNITY FOR LEARNING

CONTENTS



Student/Parent Handbook Acknowledgement Form (Please sign and return to Site Supervisor).....	2
Student Registration.....	3
Medical Authorization Form.....	4
Parental Permission Form.....	8
Section I: 21 st CCLC Introduction.....	11
Overview.....	11
Goals and Performance Measures.....	11
Section II: Enrollment and Attendance.....	12
Attendance Policy.....	12
Section III: Program Hours and Activities.....	13
Hours of Operation.....	13
Holiday and Storm Day Policies.....	13
Dismissal.....	13
Early Pick-Up.....	13
Late Pick-Up.....	14
Family Participation.....	14
Section IV: Behavior Policy.....	15
Section V: 21 st CCLC Staff and Volunteers.....	15
Section VI: Communication.....	16
Section VII: Additional Details.....	16
Snack Meal.....	16
Medications.....	17
Health and Safety.....	17
21 st CCLC Emergency Policy.....	17
Natural Disasters and Other Emergencies.....	18
Field Trip Permission.....	18
Personal Belongings.....	18

PARENT/GUARDIAN ACKNOWLEDGMENT FORM

21st Century Community Learning Centers (CCLC) is an out of school time program offered **free of charge** through a federal grant administered by the New Mexico Public Education Department. The program offers academic, leadership, and enrichment opportunities for students and families. Program is offered Monday through Friday, after school lets out. All **21st CCLC students must participate on a regular basis.**

Family group activities will be offered on some evenings. Please attend as many activities as possible! Family participation is very important to our grant because 21st CCCL has a dual capacity framework, meaning we serve both students AND families!

Your daughter/son is expected to meet expectations and participate. Instructors use positive reinforcement during the out of school time program to keep a positive and fun learning environment! To maintain a good learning environment, we will not allow harassment or bullying. We have a “zero tolerance” policy for any weapons or controlled substances. We follow the school district’s Code of Conduct Handbook practices and procedures. Expectations during the out of school time program are the same as during the traditional learning day. We have a behavior/discipline policy that states if a student has a discipline issue, the parent/guardian will receive a Behavioral Incident Report. If your child receives three of these forms, he/she may be suspended from the out of school time program for three to five days. The fourth notice may result in termination from the out of school time program. We reserve the right to suspend or terminate a student from the out of school time program immediately, if a student’s behavior warrants it. Please refer to the Code of Conduct Handbook on the Parents-Students section the school district webpage www.aslacademy.com or the remainder of this family handbook for more information.

The afternoon program hours are 2:45 - 6:00 P.M. Monday through Friday. We will not be open on non-school days. There won’t be program on early release days. Please read and discuss this family handbook with your child. Then, please sign this form and return it to the out of school time Site-Coordinator along with the completed registration forms. You will be notified if there is a space available in your child’s grade level.

Student Name

School

Parent/Guardian Name (Print)

____/____/____

Date

Parent/Guardian Signature

____/____/____

Date

Please return this signed form to your 21st CCLC School Coordinator with your 21st CCLC registration forms.

Child's Name: _____

School Name: _____

Signature Section



Forms in this section must be signed and returned to CFL. Please check all boxes below, attach forms and CFL Site-Coordinator will sign below acknowledging that all forms are complete and signed.

- Registration Form (Enrollment Form)
- Enrollment Agreement
- Medical Authorization
- Non-School Foods Permission and Release
- Handbook Acknowledgement Form
- Guidance Policy
- Travel Permission Form

***Indicate the program you wish to register, please check ALL that apply**

AM & PM care	AM care only	AM drop-in	PM care only	AM drop-in
--------------	--------------	------------	--------------	------------

Site-Coordinator (Print): _____

Site-Coordinator (Signature): _____ Date: _____





PROJECT SEAL REGISTRATION FORM
One Form Per Child



Childs Name / Date

Last First MI Nick Name

Sex: Age: Date of Birth: Grade: School:

State School Id #: Child's primary language: Ethnicity/Hispanic: Yes No (optional)

Race: White African American Asian Native Hawaiian American Indian or Native Alaskan Other race

Is your child in any of the following educational program? Bilingual ESL/LEP Special Education Gifted

If yes, please describe program:

* No changes to last year's Registration Form - Signature:

Primary Guardian/Contact Name:

Mailing Address: City: State: Zip Code:

Home Phone: Work Phone: Cell Phone:

Employer: E-mail Address: Authorized to pick up? Yes No

Secondary Guardian/Contact Name:

Mailing Address (if different):

Home Phone: Work Phone: Cell Phone:

Employer: E-mail Address: Authorized to pick up? Yes No

Child lives with: Both Parents Mother Only Father Only Guardian Other:

IMPORTANT - State law requires: Two relatives/friends who are authorized to act on your behalf in case you cannot be reached.

Name: Relationship: Address:

Home Phone: Work Phone: Cell Phone:

I authorize this person to pick up my child from the CFL PROGRAM: Yes No

Name: Relationship: Address:

Home Phone: Work Phone: Cell Phone:

I authorize this person to pick up my child from the CFL PROGRAM: Yes No

MEDICAL INFORMATION

Physician Name: Address: Phone:

Preferred Hospital: Location:

Initial Below: READ CAREFULLY

I authorize the CFL staff to take my child to the aforementioned physician or facility for medical treatment in the event of an emergency, in which neither parent/legal guardian can be reached.

I assume full financial responsibility for any medical attention or treatment provided.

I authorize CFL to obtain assessment/test data from teachers and/or school administration for my child.

I authorize any licensed physician or medical treatment center to treat my child in case of an emergency if the aforementioned physician cannot respond.

I certify that I have received a copy of the parent manual, understand and agree to abide by the policies of Community For Learning as outlined in the Parent Handbook.

I give my permission for my child to be photographed and for these photographs to be used in educational and/or promotional materials produced by Community For Learning. I understand that neither my child's name nor any other identify information will appear with the photographs. Further, I understand that neither I nor my child will receive and monetary compensation for the use of these photographs.

Parent/Legal Guardian Signature Printed Name Date Starting Date of Enrollment

AUTHORIZATION FORMS

**ALL SECTIONS MUST BE FILLED OUT COMPLETELY. IF A SECTION DOES NOT APPLY
PLEASE ACKNOWLEDGE WITH "N/A"**

MEDICAL INFORMATION

Does your child have a special need/disability that requires accommodations? YES NO

If YES, please explain _____

Describe any behaviors that might be affected or caused by the above _____

What shall we do if behavior becomes an issue? _____

Does your child currently take any medication? YES NO

If YES, please list _____

Does your child have any allergies? YES NO _____

Does your child have any type of medical, physical, or mental conditions? YES NO

If YES, please provide the following information. Use additional sheet of paper if necessary.

Condition: _____

Current Treatment: _____

AUTHORIZATION FOR EMERGENCY MEDICAL SERVICES

I agree to the administration of emergency medical treatment to my child by a qualified health practitioner in my absence. I authorize CFL to arrange for such emergency medical treatment until such time as I can be present. I authorize any licensed physician or medical treatment center to treat my child in case of an emergency in which the aforementioned physician cannot respond. I assume full financial responsibility for any medical attention or treatment provided.

Preferred Doctor: _____

Preferred Hospital: _____

Parent/Guardian Signature: _____ **Date:** _____

TOPICAL MEDICATIONS

I understand it is my responsibility to provide the items listed below. I also understand it is my responsibility to inform the CFL staff when I bring the (se) item(s) and to give the (se) item(s) DIRECTLY to the staff to ensure they are kept out of the reach of the children. I hereby release CFL from all liability for any complications resulting from the administration of the above medication as described. I give CFL Staff permission to apply as necessary.

(Please initial by each item you give approval for)

- | | |
|---|--|
| _____ Sunscreen (outdoor play) | _____ Calamine Lotion (insect bites) |
| _____ Petroleum Jelly (chapped lips & dry skin) | _____ Antibiotic Ointment |
| _____ Chapstick, Carmex, Etc. (chapped lips) | _____ Hand and/or body lotion (dry skin) |
| _____ Aloe Vera (sunburned skin) | _____ other, please explain _____ |

Parent/Legal Guardian Signature: _____ **Date:** _____

AUTHORIZATION FORM FOR EPINEPHRINE AUTO-INJECTOR (EPI-PEN)

The above named student has had a prior severe allergic reaction and must have the following emergency medication:

- Epi-pen Jr. 0.15 mg Epi-pen 0.3 mg

The student has had allergic reactions to the following: **(please be specific)**

Food: _____

Insect: _____

CHECK ALL THAT APPLY:

- My child has been properly trained on the use/administration of the Epi-pen and should self-administer the epinephrine (unless unable to)

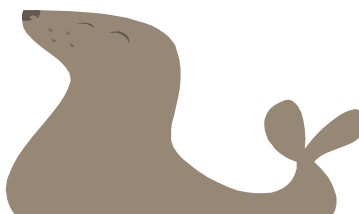
The Epi-pen should be administered under the following “specific” conditions:

- Immediately post exposure to the allergen

Emergency (911) Services will be called if the student uses or is administered the Epi-pen so that proper follow-up treatment can be completed.

_____ Parent/Guardian Signature

_____ Date



Community For Learning

STANDING ORDERS

I, _____, authorize the following adults listed below to
(Contracting Parent's Name)

pick up my child/ren.

(Child/ren Name)

In addition to the parents, the following people are authorized to pick up my child from CFL:

Name: _____ Relationship: _____ Home phone: _____ Work phone: _____

Name: _____ Relationship: _____ Home phone: _____ Work phone: _____

Name: _____ Relationship: _____ Home phone: _____ Work phone: _____

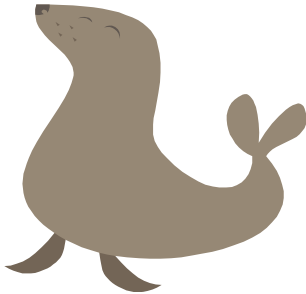
Legal Status Issues (please check all that apply):

Restraining Order ___ Guardianship ___ Court Orders ___ CYFD Custody/Involvement ___

Powers of Attorney ___

***Please provide a copy of written documentation providing the above status.**

I understand I am giving full responsibility to this/these individual(s) to pick up my child when I have indicated.



Fall/Spring

Contracting Parent Signature Date

Summer

Contracting Parent Signature Date

****Please remind the people listed above that they need to always have some form of identification to pick up your child. We will NOT release a child to someone who has not been authorized to pick up or is NOT 18 years of age or older.***

CFL BEFORE/AFTER SCHOOL PERMISSION FORMS

ACADEMIC PERMISSION

I give permission for my child's attendance, grade, and assessment data to be shared with CFL Staff members.

Parent/Guardian signature _____ Date: _____

PHOTOGRAPH PERMISSION

I give permission for photography of my child to be taken while he/she is involved in the CFL Before/After School Program, to be used for public relations purposes for the CFL school programs.

Parent/Guardian signature: _____ Date: _____

TRIP PERMISSION

Many times during your child's attendance at the CFL Before/After School Program groups will be taking trips to nearby places of interest. In order for your child to participate in these trips, you must sign the blank permission from below. Your signature enables the instructors to take groups on trips without seeking permission each time. Parents will be notified in advance of all field trips taken by the program. As appropriate, seat belts and restraints will be available for children transported.

My child has permission to go on all trips sponsored by the CFL Before/After School Program. This permission covers walking, trips taken in vans, buses, and/or private vehicles. In all cases CFL Staff members will not be held liable for any accident incurred.

Parent/Guardian Signature: _____ Date: _____

SWIMMING PERMISSION

- I hereby grant my child permission to participate in water play and water related enrichment activities.
- I **DO NOT** grant my child permission to participate in water play and water related enrichment activities.

Parent/Guardian Signature: _____ Date: _____



CFL Guidance Policy

CFL programs use positive discipline with firm but fair guidance and behavior management. The program's philosophy of discipline is based on respect for the child's self-esteem, setting reasonable limits, consequences, and encouraging increased self-discipline. Our role in guidance is to teach children how to make good choices and help them develop self-discipline, a sense of fair play, and maturity. We encourage individuality and independence, but each child must be able to interact with the group's limits. Limits will be clear and consistent, and only constructive methods of discipline shall be used to promote good behavior. Corporal punishment, which is a disciplinary action taken with the intention of producing physical pain, will not be used with your child. The staff will work with your child and strive to cooperate with parents to resolve any problems that may arise.

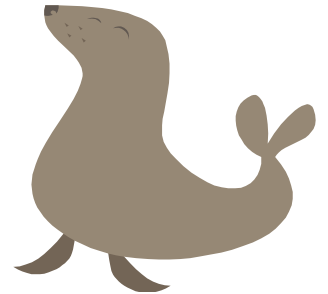
However, if a child's behavior consistently disrupts the flow of the program, physically or emotionally harms others, or otherwise conflicts with the program rules and guidelines, parents will be notified. In cases of severe discipline problems, parents may be called to pick up their child immediately and the child may be suspended at the time and/or eventually asked to dis-enroll from the program.

Rules of Conduct for Students/General Program Rules

Every child is expected to learn and follow the CFL Before/After School Program rules, and is expected to follow the school's rules as well. The staff will explain what is expected of each child to help them understand limits.

CFL BEFORE AND AFTER SCHOOL PROGRAM RULES

- Follow the instructions of CFL staff the first time given.
- Respect and care for other people and their possessions.
- Respect and care for the supplies, the equipment and the facility.
- Be responsible for your own actions, possessions, and messes.
- Walk slowly and speak softly in the room.
- Use playground equipment the way it's meant to be used.
- Stay in areas that are supervised by CFL staff.
- Show citizenship by participating in site cleanup activities.
- Be honest and trustworthy in all you do.
- Be fair when playing games and using equipment.
- Have Fun!



Consequences for Minor or Single Offenses:

Verbal Warnings:

We will let the child know specifically what he/she is doing that we want to stop and we will let them know what action we will take if this behavior continues. (Note: When children break rules that they know and understand, they don't get warnings.)

Follow Through on Warnings:

Staff may utilize one or more of the following:

Reparations: A child who causes another child to be injured may be asked to help administer first aid, etc. A child who vandalizes property or destroys equipment will be asked to restore or replace the item.

Restitution: After reparations, a child will be asked to compensate the victim. The victim may be an individual child, the agency or the childcare community. The child will be involved in deciding what action will "make it right," creating a personal solution. A child who insults another child may be asked to think of and say a number of things that are good about that child.

Receive a Logical Consequence: A child who is vandalizing will correct the damage and be given community service, such as washing tabletops. A child who throws trash on the ground will have to pick up that trash and extra trash. A child running in a walk slowly area may have to go back to where they started and walk slowly.

Removal of Privileges: A child who is abusing equipment will lose his/her privilege to use that equipment that day. Children who are arguing will lose the privilege of playing together that day, etc. A child who is defiant will lose all privileges until he/she complies with the instructions.

Parent Notification: Parent will be notified of the problem and be asked to talk to the child on the phone, or pick up the child from program.

I have read thoroughly and agree to the above CFL Guidance Policy specified the CFL Before/After School Program.

Parent/Guardian Signature

Date

NON-SCHOOL FOODS PERMISSION AND RELEASE

From time to time throughout the program, CFL may plan parties and special events that involve food brought in from outside sources. These items are not being provided by, and are not regulated by, the strict safety guidelines exercised by CFL. As well, we may conduct gardening and culinary arts activities. Because of growing concern over children's food allergies and overall student safety, we want to make sure we have your permission for your child to participate in these and similar events and activities.

Commercially prepared and sealed products may be served at special events, but parents and relatives often wish to bring items from home. Items prepared by parents and others working at home and in private kitchens not regulated by the Health Department however, may not always meet the same sanitation standards required by commercial food preparers. For that reason, we ask that you approve or deny permission for your child to be served food that is brought in from private and non-regulated kitchens.

Please fill in the information below and sign, indicating your permission.

Student _____ Site _____



I, the undersigned parent (or legal guardian) of the student named above, give permission for him/her to be served non-commercial food prepared by parents or relatives of classmates and other students in non-regulated kitchens as indicated below. I release CFL and all employees from liability as a result of illness or injury thereunto.

Permission Granted for the Following Events / Activities:	<u>Yes</u>	<u>No</u>
Seasonal parties and special events (Thanks-Giving, Christmas, Easter, Halloween, etc.)		
Program members' birthday parties		
Program cultural events involving food		
Other parties and special events of the program Program gardening and culinary arts activities		

Please list any food allergies or food this student cannot eat:

Please list any other restrictions:

Parent/Guardian Signature

Date

SECTION I: 21st CCLC INTRODUCTION



OVERVIEW



21st Century Community Learning Centers (CCLC) out of school program help students with their schoolwork by offering them the chance to explore topics they study during the traditional learning day in interesting and fun ways.

Program activities support student academic growth in meeting the Common Core State Standards in language arts, mathematics, and science. Activities are innovative and hands-on. They are built on learning goals that are shared with youth. The program also strives to create strong, transparent connections to both college and career exploration and readiness. Additionally, it includes sessions that promote health and wellness that supports a student's success in school.

GOALS AND PERFORMANCE MEASURES

1. Maintain and improve student academic achievement in language arts and math.
 - a. Seventy-five percent (75%) of students earning a passing grade after the first grading period will maintain a passing grade by the close of the academic year.
 - b. Fifty percent (50%) of students earning below a passing grade after the first grading period will raise their grade by the close of the academic year.
 - c. Assessment results from DIBELS Next Benchmark, or other short cycle assessment selected by the district with the goal of a one point/grade level increase for 80% of students by the close of the academic year.
2. Design and deliver a 21st CCLC program, which meets the needs of all constituent groups.
 - a. 85% of all survey participants will agree or strongly agree that the 21st CCLC program being offered in their community is high quality.
3. Implement a program that engages students.
 - a. 75% of the target enrollment goal will be met each academic year.
 - b. An average attendance rate of 75% will be maintained throughout the academic year.



SECTION II: ENROLLMENT AND ATTENDANCE

ATTENDANCE POLICY

This learning program is provided **FREE OF CHARGE** to students (and their families) attending Albuquerque Sign Language Academy and enrollment is on a first come, first served basis. This is possible because the program is funded through a federal grant, administered by the New Mexico Public Education Department and provided to you through Community For Learning (CFL).

After returning the Parent/Guardian Assurance and 21st CCLC Enrollment Forms, families will be notified if their child has been accepted for participation in the 21st CCLC program.

Attendance is a very important part of our program. In order for your child to get the most out of the program, he/she must attend daily. Attendance also impacts how the program is funded. It is important that each student attend each day for the full program length. When students are absent, funding is reduced, increasing the possibility of the loss of the program. **Parents are responsible for contacting the Site-Coordinator, Ms. Savannah, if their child will be absent (505- 219-9678 or srivera@nmcfl.org).** If a child has a prior commitment, written notice containing the parent/guardian's signature, and stating the reason for the weekly/monthly absence must be provided to the Site-Coordinator. This notice will become part of the student's 21st CCLC file. Because we may have a waiting list for available seats, frequent absences may result in your child's removal from the program.



21st CCLC EXCUSED ABSENCES:

- Illness of student
- Serious illness or death of family member
- Head lice or nits
- Doctor or dental appointments
- Legal matters
- Religious holiday or training
- Unforeseen emergencies (e.g. natural disasters)
- Prior commitment that has been documented in student file by the parent/guardian

The Site-Coordinator will phone the parent/guardian of any student having over four unexcused absences. Continued excessive absences may result in the student being removed from the program to allow space for another student on the waiting list.

UNEXPECTED ABSENCES

If your son/daughter is absent during program, and the Site-Coordinator has not been contacted regarding this absence, you will be phoned. If the primary contact cannot be reached, every person listed on the registration contact list will be phoned until someone is reached. Please contact Ms. Savannah at 505-219-9678 or srivera@nmcfl.org in advance if you know your child will be absent from the 21st CCLC program. Your child's safety is our top priority. We would never want to assume a child is with their family, while the family assumes the child is attending program. That is why communication with the program coordinator is so important. It's about your child's safety!

SECTION III: PROGRAM HOURS AND ACTIVITIES

HOURS OF OPERATION

The 21st CCLC program begins on July 18, 2019 and ends on May 21, 2020.

After School

The out of school time program operates from 2:45 P.M. – 6:00 P.M. Monday – Friday. The last day of program during the academic year will be on Thursday, May 21, 2020.

During the afternoon hours, students will participate in academic and enrichment activities. Activities will include homework help, computers, art & crafts, theatre, reading, science, math, health/nutrition, positive youth development activities.



HOLIDAY & STORM DAY POLICIES

During the regular academic year, the calendar for the 21st CCLC program follows the calendar of the school district. On days when there is no school, including snow days, the 21st CCLC programs (afternoon) are not in session. If school is released due to bad weather, program will not be provided after school hours. On school days when regular classes are in session, but bad weather is predicted for late afternoon, the afternoon program hours may be canceled, and parents will be notified.

DISMISSAL

As described in Section II of this handbook, attendance is important to our program. In order for your child to receive the full benefit of this opportunity he/she must attend each day for the full program length. The procedures outlined below will be followed during program dismissal:

- Students being picked-up will meet in the big room at designated tables where authorized adults will meet with 21st CCLC instructors to sign students out for the evening. If students are to be picked-up by persons other than those designated at the time of registration (those listed on the student's registration form), the Site-Coordinator must be notified prior to pick-up time, or the student will not be released to the individual who has arrived for pick-up.



EARLY PICK-UP

We discourage picking up your child early. Qualified instructors plan curriculum based on the full program time available. Your son/daughter will not receive the full benefit of program if they are not participating in the full program day. We understand that early pick-up may be required sometimes. Please try to limit those times as much as possible.



If you will need to pick-up your child during regular program hours, please contact the Site-Coordinator in advance to communicate the time you will be arriving to pick-up your child. If we have this information prior to or at the start of program, we can make sure your son/daughter is ready to leave the building.

When you arrive, please be sure to check-in and sign your child out for the evening before leaving the building.

A student may be dismissed from program if they are consistently picked-up early (3 times per week). Please note, this does not include prior commitments that have been documented in the student's 21st CCLC file by the parent/guardian.

If you want a person other than those listed on the registration form to pick up your student, the Site-Coordinator must be notified prior to pick-up time.

LATE PICK-UP

Students must be picked up within 5 minutes after program ends. This means by 6:05 pm Monday –Friday. The learning center is not staffed after these hours. **A student may be dismissed from program if he/she is picked up late three times.** Local authorities may be contacted for assistance if a student is not picked-up after program hours, and we can't contact the parent/guardian or emergency contacts.



FAMILY PARTICIPATION

Family involvement is a very important component of your child's education; we encourage each adult family member to participate in this program as much as her/his schedule allows. Twice a semester, we offer an activity in the evenings for both the parent and their child, or just for parents. Activities may include, but are not limited to the following types of workshops:

budgeting, cooking, computer, culture, effective parenting, English as a Second Language, homework assistance, and community/family events.

The community/family events are designed to be fun for the whole family! We hope you're able to attend! We will provide the schedule for these events at least one month in advance, when the family newsletter is sent home.

We select the adult workshop topics based on community feedback. Students will not be in attendance during the workshops. These sessions have been designed for adult learning.

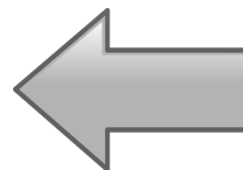
SECTION IV: BEHAVIOR POLICY

The behavior policy at our learning center was established to help students develop self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed over time by participating in activities and interacting with others. The main reasons for establishing behavior expectations are:

1. to prevent possible harm to self or others,
2. to prevent infringement on the rights of others, and
3. to prevent damage to equipment and property.

To provide a safe and secure environment for everyone, the following expectations have been developed which will be in effect at all times.

1. Follow rules of school district handbook.
2. Follow the directions of instructors the first time they are given.
3. Show respect and treat others with kindness.
4. Ask permission to leave an area.



Students will be taught to be responsible for their own actions; they make the choice to follow the rules and enjoy the rewards or to disregard the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents. Whenever possible, natural and logical consequences will be provided for inappropriate behavior.

If a student has a discipline issue, the parent/guardian will receive a Behavioral Incident Report. Parents will be informed of their child's behavior and may be called upon to participate in a partnership to resolve special situations. If your child receives three of these forms, he/she may be suspended from the 21st CCLC program for three to five days. The fourth write up may result in termination from the 21st CCLC program. We reserve the right to suspend or terminate a student from the 21st CCLC program immediately, if a student's behavior warrants it. Please refer to the Code of Conduct Handbook on the Parents-Students section the school district webpage www.aslacademy.com.

SECTION V: 21st CCLC STAFF AND VOLUNTEERS

The ASLA Project S.E.A.L. Learning Center has a teaching team of approximately six staff members. This number of instructors enables us to keep our class sizes no larger than 5 students per class. These smaller class sizes provide several benefits:

1. more one-on-one attention from the teacher,
2. students get to know each other better, and
3. teachers can tailor instruction to students' individual needs.

We also recruit volunteers to lend their skills to the program. Volunteers assist students in a variety of ways: small group tutoring for academic skill practice, apprenticeship/technical skill instruction, and arts/crafts projects. Other volunteers work behind the scenes on administrative tasks, such as helping to translate this handbook into the various languages spoken within our community.

We welcome all families who would like to volunteer to work with the 21st CCLC program! If you, or someone you know, would like to donate a few hours to assist, either in the classroom or behind the scenes, please contact Ms. Savannah, Program Coordinator, at (505) 604-5309.

All volunteers must first pass a background check.

All 21st CCLC team members, whether they're paid instructors or volunteers, are required to pass a fingerprint/background check. Your child's safety is priority so this policy is strictly enforced.

SECTION VI: COMMUNICATION



It is important to keep the lines of communication open between the 21st CCLC instructors and families of enrolled students. Listed below are ways we plan to keep families updated, and a way for families to contact program instructors, too.

HOMEWORK: Instructors will assist your daughter/son with assigned homework. However, based on the daily program schedule, there may be times when not all homework is completed. (This is a learning-engagement program, not just a homework program!) Instructors will let you know the status of your child's homework by communicating with you at pick up time.

PROGRAM ACTIVITIES: A newsletter with the program schedule will be sent home at the beginning of each semester. Following the newsletter will be a schedule of special classes offered as well as dates for family engagement nights.

QUESTIONS, CONCERNS, SUGGESTIONS: Should you have any questions, concerns or suggestions regarding our 21st CCLC program, please contact the Site-Coordinator, Ms. Savannah at (505) 219-9678 or srivera@nmcfl.org.

SECTION VII: ADDITIONAL DETAILS

SNACK/MEAL

Throughout the year, a nutritious meal & snack will be provided daily at no charge through Community For Learning. No food or beverages may be brought from home unless otherwise arranged with the Site-Coordinator. Candy, food, gum, and soda are not allowed. The Site-Coordinator must be notified of any special dietary concerns. The menu will be posted at the beginning of each month.



MEDICATIONS

The 21st CCLC program is not responsible for medication administration. Arrangements must be made to have medications administered to students prior to arrival at the program. Exceptions to this rule include EpiPens for allergic emergencies or inhalers for asthma treatment. Students should have these supplies with them. The 21st CCLC program does not keep EpiPens or inhalers stocked.



HEALTH & SAFETY

Our staff provides a safe and healthy environment for all youth. Please include any medical conditions your child has on the registration paperwork. If your child has a known medical or health condition (asthma, diabetes, ADD, autism, seizure disorder, etc.), be sure the Site-Coordinator knows what to do if a problem should occur during program hours. Failure to notify the 21st CCLC program of your child's physical or health condition limits our ability to serve your family. If a child becomes ill while in the afterschool program, the parent/guardian or approved adult will be notified. Depending on the nature of the illness, the parent/guardian may be asked to pick-up the student. If a child has any of the following symptoms or behaviors, the parent/guardian will be notified to pick up the child immediately.

- Any communicable disease
- Chills and/or fever over 100 degrees Fahrenheit
- Nausea, vomiting or diarrhea
- Undiagnosed rash
- Cough
- Head lice
- Ringworm
- Pink eye
- Accident requiring medical attention
- Physically acts out
- Is verbally abusive



21st CCLC EMERGENCY POLICY



Designated program staff members are trained in First Aid and cardiopulmonary resuscitation (CPR). Our 21st CCLC program follows established procedures in administering emergency procedures. In case of an accident or illness, the parent/guardian of the child will be called. Please be sure we have your correct phone numbers and address on file. In serious emergencies, the parent will be contacted and 911 may be called. Directions from the Emergency Medical Technician (EMT) will be followed until the parent/guardian has arrived. If the EMT determines the need to transport the student and the parent/guardian has not yet arrived, then the student will be transported. Once the parent/guardian arrives on campus they will be updated on the transportation of the student. The parent(s)/guardian(s) of the student will be responsible for the cost, if any, of the emergency vehicle and/or emergency room.

NATURAL DISASTERS & OTHER EMERGENCIES

21st CCLC follows the emergency action plan procedures that Albuquerque Sign Language Academy has in the event of a natural disaster or other emergency. If you would like to review the school's plan, please contact the Site-Coordinator at your school.



FIELD TRIP PERMISSION



Parent/guardians will be notified of the intent to take any field trips. Permission slips are required if a student is taken off campus. The same district and school policies for field trips will carry over to the ASLA Project S.E.A.L. 21st CCLC program.

PERSONAL BELONGINGS

We assume no liability for lost/damaged items. Students should keep personal belongings, including cell phones and other electronic devices, in their backpack. These devices shouldn't be used during program hours unless there is an emergency or a student has permission from the instructor in the classroom. Students are NOT permitted to return to their classrooms once the traditional learning day is over.



On behalf of the entire ASLA Project S.E.A.L. 21st CCLC Team and Community For Learning, we thank you for your commitment! We are looking forward to an outstanding year of learning and fun!

