



COMMUNITY FOR LEARNING



## 21<sup>st</sup> Century Community Learning Centers Family Handbook

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### Hodgin Project SEAL Out-of-School Time Program

Project Director

Name: Michael Cde Baca

Phone Number: (505)242-3353

Email: mcdeBaca@nmcfl.org

Site Coordinator

Name: Autumn Martinez

Phone Number: 505-379-5066

Email: amartinez@nmcfl.org

Campus Principal

Name: Cory Donley

Phone Number: (505)881-9855

Email: cory.donley@aps.edu

Disclaimer: The Hodgin Project SEAL Learning Center and partnered 21st Century Community Learning Centers and Programs will adhere to all normal Hodgin School COVID 19 regular school day safety precautions and protocols for the safety of students and staff during the out-of-school time program. If you would like to review the school's plan, please contact the Learning Center Coordinator at your site.

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## Parent/Guardian Acknowledgement Form

21<sup>st</sup> 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 evenings. All **21<sup>st</sup> CCLC students must participate on a regular basis.** If program is offered both morning and afternoon, students are not required to attend both sessions.

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 21<sup>st</sup> CCCL has a dual capacity framework, meaning we serve both students AND families!

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 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. Our behavior/discipline policy states that if a student has a discipline issue, the parent or guardian will receive a copy of the incident report. If your child receives three of these forms, he or she may be suspended from the program for three to five days. The fourth notice may result in termination from our 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. Please refer to the Code of Conduct Handbook on the Parents-Students section the school district webpage <https://hodgin.aps.edu/handbook> or the remainder of this family handbook for more information.

The afternoon program hours are Monday through Friday 2:30 - 6:00 P.M. Meals will be served during this time. We will not be open on non-school 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 learning center 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)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_/\_\_\_/\_\_\_  
Date

**Please return this signed form to your 21<sup>st</sup> CCLC School Coordinator with your 21<sup>st</sup> CCLC registration forms.**

# STUDENT REGISTRATION

## Hodgin Project SEAL 21<sup>st</sup> CENTURY COMMUNITY LEARNING CENTER PROGRAM

### Student information:

Name (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_ Preferred

Nickname (if applicable) \_\_\_\_\_

Grade student will be in during Academic Year 2021/2022 \_\_\_\_\_

Name of School \_\_\_\_\_

Date of Birth \_\_\_\_\_ Race (optional) \_\_\_\_\_ Age \_\_\_\_\_

Gender (select one)  Female  Male  Transgender

### Mailing Address:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### Parent/Guardian Information:

	Parent/Guardian 1 Information	Parent/Guardian 2 Information (if applicable)
Name		
Cell Phone		
Home Phone		
Work Phone		
Email Address		

How will your child get home from the program? (select one)

Walk  Parent/Guardian Pick-Up  Other: \_\_\_\_\_

Person(s) authorized to pick up child besides parent/guardian(s)

Name

Contact Phone Number

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

## MEDICAL AUTHORIZATION FORM

Student's name (please print):

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Person to be contacted in case of emergency:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_

Alternate person to be contacted in emergency:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_

Please list below any health-related condition the director of the program should know about your child.

*(Reporting such conditions will not prevent your child from participating and will be kept confidential.)*

Allergies/food (explain) \_\_\_\_\_

Allergic to any drug(s) (explain) \_\_\_\_\_

Diabetes \_\_\_\_\_

Heart Condition \_\_\_\_\_

Epilepsy \_\_\_\_\_

Convulsions \_\_\_\_\_

Emotional Upsets \_\_\_\_\_

Asthma \_\_\_\_\_

Other Conditions? \_\_\_\_\_

List below any medication being taken now (including aspirin):

Circle any medications that your child will be bringing to the program.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Are there any activities in which the child should not participate?

\_\_\_\_\_

Are there any physical restrictions?

\_\_\_\_\_

I, being a person authorized by law to give such permission, do hereby give my permission for emergency medical treatment to be given to the student listed on this form. I understand that all reasonable attempts will be made to contact me as soon as possible after the condition necessitating treatment arises, and, if unable to reach me, all reasonable attempts to contact the alternate listed above will be made. I understand that all reasonable precautions will be taken for safety at all times. I further release 21<sup>st</sup> Century Community Learning Centers and all persons associated with this organization from any liability associated with any accident, injury or disease to the person who is the subject of this form.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## PARENTAL PERMISSION FORM

Student's name (please print):

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

The 21<sup>st</sup> Century Community Learning Centers (CCLC) program must provide documentation to the New Mexico Public Education Department and U.S. Department of Education concerning progress of the program. We may need to access attendance records, test scores, report cards, and/or transcripts. Additionally, we will distribute surveys to collect information in order to help improve program quality. All information will be strictly confidential. Please select one of the following choices for accessing this information for program quality enhancement purposes.

- I give my permission for the 21<sup>st</sup> CCLC program to access my child's grade/assessment and attendance data through my child's school.
- I DO NOT give the 21<sup>st</sup> CCL program my permission to access my child's grade/assessment and attendance data through my child's school.

Sometimes there may be activities during which your child uses the internet for tutoring and/or other academic activities. Students will always be monitored and supervised when they are on the internet. Please select one of the following choices:

- I give my permission for my child to access the internet.
- I DO NOT give my permission for my child to access the internet.

During the program, photographs or video recordings may be made of students performing various activities. These might be used in the newspaper, a flyer/brochure, and/or our web sites for promotion of the program. Please select one of the following choices:

- I give permission to use my child's photos/videos in the manners described above.
- I DO NOT give permission to use my child's photos/videos in the manners described above.

Parent or Guardian's Name (Please print):

\_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section I: 21<sup>st</sup> CCLC Introduction

**Vision:** [Hodgin Project SEAL](#) 21<sup>st</sup> Century Community Learning Centers program creates happy, engaged, future-ready learners.

**Mission:** [Hodgin Project SEAL](#) 21<sup>st</sup> 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 social studies, and build critical thinking skills and positive character traits. To honor youth voice, activities are designed to be innovative, hands-on and relevant. They are built on learning goals that are shared with youth. 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.

The minimum program requirement at each site is 8 hours per week for a minimum of 30 weeks. This provides an additional 240 instructional hours for students. This is approximately 34 additional school days.

### Goals and Performance Measures

1. Maintain and improve student academic achievement in language arts and math.
  - a. Of students earning a passing grade after the first grading period, 75 percent will maintain a passing grade by the close of the academic year.
  - b. Of students earning below a passing grade after the first grading period, 50 percent will raise their grades by the close of the academic year.
2. Design and deliver a 21<sup>st</sup> CCLC program to meet the needs of all constituent groups.
  - a. Of all survey participants, 85 percent will agree or strongly agree that the 21<sup>st</sup> CCLC program offered in their community is high quality.
3. Implement a program that engages students.
  - a. The program will meet 75 percent of the target enrollment goal each academic year.
  - b. The program will maintain an average attendance rate of 75 percent throughout the academic year for enrolled classes.

## Section II: Enrollment and Attendance

### Attendance Policy

This learning program is provided *free of charge* to students (and their families) attending Hodgin Elementary School. Enrollment is on a first-come, first-served basis, while also reserving space for students who are identified as most in need of support. This is possible because the program is funded through a 21<sup>st</sup> CCLC grant, administered by the New Mexico Department of Education and provided through the [Hodgin Project SEAL Program](#).

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

Attendance is a very important part of our program. To get the most out of the program, your child should attend daily for the full program year. **Parents are responsible for contacting the Learning Center Coordinator, Ms. Autumn, if their child will be absent 505-379-5066 or [amartinez@nmcfl.org](mailto:amartinez@nmcfl.org)**. If a child has a prior commitment, written notice containing the parent's or 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 21<sup>st</sup> CCLC file. Frequent absences may result in your child's removal from the program.

### 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 contact the parent or guardian of any student who has more than 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

Please contact the site coordinator in advance if you know your child will be absent from the 21<sup>st</sup> 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 the program. That is why communication with the site coordinator is so important. It's about your child's safety!



## Section III: Program Hours and Activities

### Hours of Operation

The 21<sup>st</sup> CCLC program begins on August 03, 2023, and ends on May 30, 2024.

### After School

The out of school time program operates from 2:30 P.M. – 6:00 P.M. Monday – Friday. The last day of program during the academic year will be on Wednesday, May 30<sup>th</sup>.

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, service learning and community field trips.

### Holiday and Bad Weather Policies

During the regular academic year, the calendar for the 21<sup>st</sup> CCLC program follows the calendar of the school district. On days when there is no school, including bad weather days, the 21<sup>st</sup> CCLC program is not in session. If school is released due to bad weather, the program will not be provided. On school days when regular classes are in session but bad weather is predicted for late afternoon, the afternoon program hours may be canceled.

### Dismissal

As described in Section II of this handbook, attendance is important. To get the full benefit of this program, your child should attend each day for the full program length. The procedures outlined below will be followed during program dismissal:

- Parents who pick up students will go to the sign-out table, where they will meet with 21<sup>st</sup> CCLC staff 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.

### Early Pick-Up

We discourage picking up your child early. Program staff plan activities based on the full program time available. Your son or daughter will not receive the full benefit if they do not participate 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.

When you arrive, please check in with the 21<sup>st</sup> CCLC staff, and be sure to sign your child out before leaving the building.

**Students may be removed from the program if they are picked up early more than five times in one semester.** Please note, this does not include prior commitments that have been documented in the student's 21<sup>st</sup> CCLC file by the parent or 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 10 minutes after program ends. This means by **6:10 p.m. Monday to Friday**. The learning center is not staffed after these hours. **A student may be removed from the program if he or 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 reach 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 your schedule allows. Each month, we plan to offer two activities in the evenings for both the parents and their children, or just for parents. Activities may include, but are not limited to, the following types of workshops: GED, English as a second language, parenting, how to help with homework/studying and community/family events.

The community/family events are designed to be fun for the whole family, so we hope you will attend! Please let the site coordinator know if there are workshops that would be of interest or benefit to you.

## **Section IV: Behavior Policy**

The behavior policy at our site 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 these:

- to prevent possible harm to self or others;
- to prevent infringing on the rights of others; and
- to prevent damage to equipment and property.

To provide a safe and secure environment for everyone, the following expectations will be in effect at all times:

- Follow the rules of the school district handbook.
- Follow the directions of staff the first time they are given.
- Show respect and treat others with kindness.
- 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 ignore 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 or guardian will receive an incident report. Parents will be informed of their child's behavior and may be asked to participate in a discussion to resolve special situations. If your child receives three of these forms, he or she will be suspended from the 21<sup>st</sup> CCLC program for three to five days. The fourth write-up will result in termination from the 21<sup>st</sup> CCLC program for this school year. We reserve the right to suspend or terminate a student from the 21<sup>st</sup> 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 <https://hodgin.aps.edu/handbook>

## Section V: 21<sup>st</sup> CCLC Staff and Volunteers

The [Project SEAL Hodgin](#) Out-of-School-Time Program has a teaching team that consists of approximately 8 teachers and paraprofessionals from the school day and part-time staff hired specifically for the Out-of-School-Time Program.

Each activity adheres to a 1 to 15 staff-to-student ratio, which provides several benefits:

- more one-on-one attention from the staff;
- students get to know each other better; and
- staff can tailor instruction to students' individual needs.

We also recruit volunteers to assist students in a variety of ways: small-group tutoring for academic skill practice, apprenticeship or technical skill instruction, and enrichment projects. Other volunteers work behind the scenes on administrative tasks.

We welcome all family members who would like to volunteer with the 21<sup>st</sup> CCLC program! If you or someone you know would like to donate a few hours in the classroom or behind the scenes, please contact [Ms. Autumn](#), Site Coordinator, at [505-379-5066](tel:505-379-5066).

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

## Section VI: Communications

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

**Homework:** Staff will assist your child 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!) Staff will let you know the status of your child's homework.

**Program activities:** A newsletter will be sent home with a program schedule and activities included in the newsletter.

**Questions, concerns, suggestions:** Please contact the Site Coordinator, [Ms. Autumn](#), [505-379-5066](tel:505-379-5066), [amartinez@nmcfl.org](mailto:amartinez@nmcfl.org)

## **Section VII: Additional Details**

### **Snack/Meal**

A nutritious snack/meal will be provided daily at no charge through the Food and Nutrition Services Department. No food or beverages may be brought from home. Candy, gum and soda are not allowed. The site coordinator must be notified of any special dietary concerns.

### **Medications**

The 21<sup>st</sup> CCLC program staff are not responsible for giving medications to students. Arrangements must be made to have medications administered before students arrive 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 21<sup>st</sup> CCLC program does not have a supply of EpiPens or inhalers.

### **Health and Safety**

Our staff provides a safe and healthy environment for all youth. Please list your child's medical conditions on the registration paperwork. If your child has a known medical or health condition (such as asthma, diabetes, ADD, autism, seizure disorder), be sure the site coordinator knows what to do if a problem should occur during program hours. Please notify us of your child's physical or health condition so we can do our best to serve your family. If a child becomes ill while in the out-of-school time program, the parent, guardian or approved adult will be notified. Depending on the nature of the illness, the adult may be asked to pick up the student. If a child has any of the following symptoms or behaviors, the parent or 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

### **21<sup>st</sup> CCLC Emergency Policy**

Designated program staff members are trained in First Aid and cardiopulmonary resuscitation (CPR). Our 21<sup>st</sup> CCLC program follows established procedures in administering emergency procedures. In case of an accident or illness, we will call the parent or guardian of a child. Please be sure we have your correct phone numbers and address on file. In serious emergencies, you will be contacted and 911 may be called. Directions from the Emergency Medical Technician (EMT) will be followed until you have arrived. If the EMT determines the need to transport the student and you have not yet arrived, the student will be transported to the hospital and accompanied by a staff member. Once you arrive on campus, you will be updated on the transportation of the

student. The parent(s) or guardian(s) of the student will be responsible for the cost, if any, of the emergency vehicle and/or emergency room.

### **Natural Disasters and Other Emergencies**

21<sup>st</sup> CCLC follows the emergency action plan procedures of the [Hodgin School District](#) in the event of a natural disaster or other emergency. If you would like to review the school or district plan, please contact the site coordinator.

### **Field Trip Permission**

You will be notified of plans for any field trips. Permission slips are required if a student is taken off campus. The usual district and school policies for field trips will carry over to the 21<sup>st</sup> 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 backpacks. These devices should not be used during program hours unless there is an emergency or a student has permission from the program staff. Students are *not* permitted to return to their classrooms once the school day is over.

**On behalf of the entire [Hodgin Project SEAL](#) 21<sup>st</sup> CCLC team, we look forward to an outstanding year of learning and fun!**