



Project Impact
City of Apalachicola 21st CCLC Program Handbook
Effective: 8/1/23

Lead Site Coordinator, ABC and CMC, Barbara Lewis-Floyd: 850 - 653 - 1325

CMC Site – 1 Shark Blvd.
Monday - Friday, 2:30 – 5:30, Kindergarten – 12th.

**PLEASE DO NOT CALL THE SCHOOL OFFICE TO LEAVE MESSAGES.
THE AFTERSCHOOL PROGRAM IS NOT OPERATED BY YOUR CHILD'S SCHOOL.**

Program Director, Nadine Kahn: 850 - 370 - 0145 or nkahn@cityofapalachicola.com

ABOUT OUR PROGRAM

The 21st Century Community Learning Centers (21st CCLC) initiative is a key component of the No Child Left Behind Act. Authorized under Title IV, Part B, of the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind Act of 2001. After school services are provided **FREE** of charge and include homework help, targeted tutoring, educational enhancement, recreational activities, and field trips throughout the academic year with a full-time program in the summer weeks. Please make a note on your calendar regarding school holidays, both full-days and half-days. The City Site will be open on some days when the schools are closed for holiday camps. Please check the calendar for planned dates, however, dates may change so check with your Coordinator before each holiday camp for updates. Students **MUST** be properly enrolled **BEFORE** they can attend Project Impact. Enrollment forms are available at the site and all forms must be completed to begin the program. Summer Camps are also offered each June for registered students.

PROGRAM CLOSING: In the event of extreme weather, the program will adhere to the decision of the City of Apalachicola and/or the Franklin County School District regarding operation. If weather or other emergencies occur during after-school hours, forcing the program to close early, parents will be contacted by phone to arrange pickup of their child. **Parents MUST have a functioning and correct phone number for every child enrolled on file. All children will be supervised until picked up by a designated person.**

PARENT TARDINESS: It is the parent's or guardian's responsibility to ensure that children are picked up by site closing time and they are responsible for contacting the Site Coordinator if they are unavoidably detained. Students of parents who are tardy more than once in one month may be suspended from the program for one week. Frequent or continuing lateness may result in expulsion from the program. Project Impact staff **WILL NOT** drive any students. **PARENTS WILL BE REQUIRED TO SIGN THE LATE PICK UP LOG AT THE TIME OF ARRIVAL AND WILL RECEIVE A REMINDER OF LATE POLICY.**

21ST CCLC ATTENDANCE POLICY

Attendance is a very important part of our program. In order for your child to be successful and receive the help he/she needs they must attend daily. Attendance also plays a large part in how the program is funded. It is important that each child attend each day and for as long as possible daily. When students are absent, funding is reduced, increasing the possibility of the loss of the program. We must have staff available as if all students are attending so we are counting on your child's participation every day.

Project Impact is not a drop-in program. Regular attendance is required to participate in the program.

Early checkouts must be student illness or verified family emergency. Non-emergency early pick-ups will be counted as absent/tardy and students may be dismissed from the program after 5 times.

Parents are responsible for contacting the site coordinator if their child will be out and they need to send a note when they return. If a child has a prior commitment written notice containing the parent's signature and stating the reason



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for the absence must be provided. This notice will become part of the student's file. A parent will be contacted if a student is absent and/or tardy on a frequent basis. Any student who is absent more than five times may be dismissed from this 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 (i.e. natural disasters) • Prior commitment that has been documented in student file by parent. **ABSENCES/SCHEDULE CHANGES:** If you know in advance that your child will be absent, or his/her schedule will change, we ask that you notify the Site Coordinator at least a day prior to the absence or change.

CHECK IN / CHECK OUT PROCEDURES: Your child will check into the program directly after school or as soon as the bus drops them at the programs site and will be in the care of Project Impact staff until an authorized person arrives to check him/her out. We require that all children be checked out directly with a staff member through a signature on our sign out sheet. If you send anyone else to pick up your child, we will need written notification from you including the name of the authorized party as well as the dates/times of authorization. Please ask any individual coming to pick up your child to bring a picture ID for verification of identity. Students MAY NOT call their parent for permission to go home with any other student or parent unless the parent speaks directly with a Site Coordinator.

PROGRAM POLICIES

ENROLLMENT POLICY (1 - week application processing time): It is the policy of Project Impact to enroll children without bias toward sex, religion, race or physical disability. Every reasonable effort is made to accommodate any special needs. Our program provides supervisory care and not medical or nursing care. Should your child require special care, please contact the Director to arrange consultation between the parents, teacher, school social worker and Children & Youth Services administration.

PARENT INVOLVEMENT/VISITATION: PROJECT IMPACT encourages parent involvement and welcomes parent visitation to the program. If you wish to visit and/or observe your child's program, please check in with the Site Coordinator upon arrival. There will be opportunities for parents to be involved in a variety of roles including serving on a Parent Advisory Committee, helping with special events, sharing skills, etc. If you are interested in participating, please make your Site Coordinator aware.

COMMUNICATION: We encourage parents to communicate daily with staff members at the school site. We believe this builds a positive relationship that greatly benefits your child. In addition to this personal communication, parents can expect notes communicating upcoming events, children's activities and other interesting information. A regular newsletter will be available at your program and on the Project Impact website. Please check the bulletin board at the site for postings, snack menus, lesson plans and other pertinent information.

FAMILY ORIENTATION: Parents receive information concerning After School through the school folders and the school orientation meeting for parents each fall. Parents must register children for programs at the program site. Upon enrollment with PROJECT IMPACT, parents are provided a Parent Handbook including a Project Impact calendar. The purpose of this packet is to familiarize both the child and the parents with the program policies and procedures. As new families enter the program throughout the school year the Site Coordinator will facilitate introductions to all the program staff and to the program's policies and procedures. Our bulletin board on site provides ongoing information to keep families informed about a variety of relevant topics, including staff names.

WITHDRAWAL PROCEDURES: If you choose to withdraw from the program during the school year please notify your Site Coordinator.

DAILY SCHEDULE – HOMEWORK ASSISTANCE: The afternoon schedule includes project-based learning, personal enrichment, tutoring and homework assistance. However, our program staff does not require the completion of homework at a specific time of day, but a 30-minute homework assistance time is scheduled for Monday – Thursday. Staff will answer questions about homework and assist as needed or as requested by a child. Project Impact staff will assist the student with their homework to the best of their ability but will not sign-off on homework. Please discuss homework with your child each day and review their school folder.

HEALTH & WELLNESS PROCEDURES MEDICATIONS: It is not the policy of Project Impact to administer any medications.



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ILLNESS AND INJURY: Parents/guardians will be notified immediately in case of a serious accident. Minor accidents will be discussed with the student and parents/guardians may be call if deemed appropriate. Parents are responsible for any medical or transportation cost incurred. Children with communicable diseases will be readmitted to the program according to the school's health policy. If a child is chronically ill, the child will be included in the program when it is feasible. PROJECT IMPACT will work with parents and doctors to include the child in any way possible.

SNACK: We provide a daily snack that meets and/or exceeds the USDA guidelines for nutritional and caloric value that follows USDA guidelines. **Your student's health history forms should indicate any allergies. As an extra precaution, please notify the Site Coordinator regarding your child's allergies and complete the required DCF Form.**

TRANSPORTATION: Children attending the Project Impact Program may be transported to the program by school district bus if they do not attend a program at their school site. Permission to be dropped off at the Project Impact site must be requested in writing from the Franklin County School.

PROJECT IMPACT DISCIPLINE and EXPULSION POLICY

Our afterschool program is structured to provide your child a safe, supportive, and positive environment in which to learn and grow. We try to allow many avenues for creativity, freedom of choice and new experiences. The afterschool staff is trained to utilize conflict resolution and violence prevention skills to supplement what is taught during the school day while helping children to solve their own problems.

Your child's safety is our primary concern. The main rule governing our program is "Be Safe, Be Kind." We want children to be safe in activities and kind to others and things around our program. We want to clarify our conduct/consequences list with you and hope you will review it with your child. It outlines our course of action in cases of problematic behavior. ***At no time will food or toilet access be withheld from students as a form of punishment. At no time will withholding of active play be used as a form of punishment. Staff will speak with students respectfully and never use any form of harassment or humiliation as a form of punishment.***

MINOR INFRACTIONS TO RULES (NON-SAFETY): After minor infractions to rules an initial warning is given for inappropriate behavior and an explanation for the existence of the given rule – with an emphasis on safety – will be offered to the child. Children will be encouraged to "work out and solve" problems as well as accept responsibility for their actions.

SAFETY INFRACTIONS: Following a safety-related rule infraction, more immediate consequences will be imposed. Staff will intervene immediately, rules reiterated, and the Site Coordinator will speak to your child. Counselors will discuss the importance of the safety rule with the child, assure understanding, and allow the child to rejoin the group after an appropriate amount of time. Depending upon the seriousness of the violation a child will be disciplined immediately and appropriately and will be suspended for one or more days by the Program Coordinator. If safety rules continue to be broken, parents will be involved in reinforcing rules with children and students will be subject to expulsion after 3 infractions.

WILLFUL HARM INFRACTIONS: A willful harm infraction, in which one child deliberately harms or tries to harm another child, will result in immediate consequences with **written notification**. Depending upon the seriousness of the violation a child will be disciplined immediately and



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appropriately and will be suspended for one or more days by the Site Coordinator. Parents will be asked to meet for a conference prior to the child's return to the After School/Summer program to help ensure that the child understands the program rules as well as the consequences of non-compliance. **A second incident of willful harm will result in expulsion from the program for the remainder of the afterschool year or current session.**

REPORTS WILL BE MADE TO PARENTS IN THE EVENT OF:

1. Destruction of property and inappropriate use of materials.
2. Running away from the school or a staff member.
3. Being away from the group without a staff member's knowledge.
4. Repeated refusals to meet with Site Coordinator and discuss infraction.
5. Excessive fighting or conflicts.
6. Engaging in inappropriate behavior.
7. Disregarding program safety rules.
8. Repeated or significant infractions of any rule or expectation.

PARENTS WILL BE CALLED IMMEDIATELY TO PICK UP THEIR CHILD IN THE FOLLOWING CASES:

1. Hitting children or staff and/or physically endangering others.
2. Refusing to stop dangerous activities (throwing rocks or other objects, using them as weapons, etc.).
3. Uncontrollable behavior.

For the safety of all staff and students, if a child must be picked up for health or behavior reasons, your student MUST be picked up within 30 minutes of notification. Please have all authorized pick up persons on your child's registration form up to date. Please have prior arrangements prepared for such instances. We thank you for your support and cooperation so that we can proactively protect all our students and staff and keep Project Impact open for after school care.