

21st Century Schools Handbook

21st Century Schools
Tazewell County Health Department



Out of School Time Programs

***Making A Difference-
Where we live, where we work,
and where we know kids by name.***

21st Century Schools Tazewell County Health Department Program Handbook

This manual is a continuation of policies outlined in your School District Policy manual and is designed to be specific to the before and after school setting. All student policies of the school districts are still in effect. The Tazewell County Health Department / 21st 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 21st 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. 21st Century Schools provides before and after school services in several schools throughout the county. Program components focus on academics, life skills education, family 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 the school district. 21st Century School's programs and facilities are not licensed or regulated by the Illinois Department of Child and Family Services (DCFS). 21st Century School's program and facilities are license-exempt, based on Section 2.09 (j) of the Child Care Act. Exemption is granted every two years by the Illinois Department of Children and Family Services.

21st Century Schools currently offer the following programs:

Extended Day: This structured childcare program is offered in the morning and/or afternoon each day that school is in session. Extended Day offers children each of the 6 program components above through homework help, free play, group games and engaging activities. Students gain quality life skills through participation in a variety of enrichment classes focusing upon targeted academic curriculum, team sports, cultural education, and service-learning experiences. Breakfast and afternoon snack are provided.

Tutoring: This afterschool tutoring program provides more extensive academic assistance to participating students. The guidelines of the 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 are included

Fun Days/Holiday Camps: Day camps are available when school is closed due to holiday breaks and teacher conferences. Daily activities include organized group games, crafts, physical fitness, field trips and much more. Breakfast, lunch, and snack are provided.

Summer Camp: Summer camp is designed to incorporate academics with fun for area students exiting kindergarten - 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

Program enrollment is open to all students currently enrolled and attending a participating school. Program enrollment is site specific; therefore, students can only attend programming at the school in which they are enrolled and attend during the school day.

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Each school year, parents/caregivers must register their child by completing and submitting the following enrollment forms prior to students attending the program:

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

Once program enrollment forms are received, a confirmation email will be sent confirming the student's 1st day of programming and outlining the weekly schedule/payment requirements. Should the program reach capacity, a waitlist will be formed, and parents/caregiver will receive regular updates regarding their waitlist status. Under no circumstances may a child's first day of programming fall on school Early Dismissal Day.

The program expects all forms to be kept current. The parent/caregiver 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 21st Century Schools program. Keeping student records up to date and accurate is vital for your child's safety.

Unless otherwise indicated in writing by the registering parent/caregiver, each parent/caregiver listed on the child's Registration Form will be authorized to access participant records (including attendance data and payment information) and to make necessary changes to the enrollment forms. Any updates must be made in writing. Verbal permission to add authorized pick-ups will not be accepted.

To protect the privacy and confidentiality of student information, files will be kept on-site in a locked file cabinet. Student files (enrollment forms and attendance records) will be kept for 3 years. At the end of each school year, files will be sent to the Tazewell County Health Department for storage and disposal. Files will be permanently disposed of after 3 years.

Section III. Hours of Operation & Fees

Extended Day: The program will be offered each day that school is in session, including scheduled early dismissal days.

The before school program may begin as early as 6:30 am and end at the school bell. Please consult your school's Program Service Guide for actual start times. Parents may not under any circumstances drop off students early; the program will not be held accountable for students dropped off prior to the program start time. Program services may be withdrawn if students are dropped off early more than three (3) times. Parents/caregivers are expected to enter the building with their student and sign them in each morning.

The after-school program begins at school dismissal and may end as late as 6:00 pm. Please consult your school's Program Service Guide for the actual end times. Students will be expected to report directly to the 21st 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/caregiver signs their child out, the parent/caregiver is then solely responsible for supervising their child while on the program premises. Once signed out from the program, parents and students are not

permitted to wander through hallways, bathrooms, other classrooms and/or playground. Parents/caregivers must indicate if their child will be walking home on the Registration Form. In this instance, students must sign themselves out of the program and indicate the time of departure.

Every effort needs to be made to pick up your child by the program end time. If, for any reason, you will be late picking up your child, please let staff 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 closing time, a written warning will be issued. If your child has not been picked up by a half hour after the scheduled closing time, and we have not been notified, the local Police Department will be contacted, and your child will be released to the responding officer. A fee of \$1.00 per minute will be charged per participant 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). The registering parent/caregiver is expected to turn in a schedule and prepay for requested services. Schedule and payment are due no later than 6:00 pm each Friday for the following week. Parents/caregivers may pay for multiple weeks at a time as long as each week is reflected on a schedule. Schedules are required for all methods of payment; cash, check and electronic. Parents will be assessed an additional \$5.00 fee per student if a payment and schedule is not received for their child. If payments fall behind two weeks without arrangements being made, services will be discontinued for all 21st Century Schools programs. Credits/refunds will be given only when your child is absent from school or leaves early due to medical reasons. Parents/Caregivers will be expected to use all credits prior to the end of the school year. Refunds will only be issued if the credit amount is \$10 or more.

Parents/Caregivers approved for alternative payments are responsible for paying any monthly co-payments assigned by the approving agency. Monthly co-payments may be broken down in two (2) installments, half of the amount is due after two weeks of services and the remaining balance is due in full prior to the end of the month.

21st Century Schools is not responsible for any payment not placed in the designated payment location.

Tutoring: Dates and end times are published on distributed flyers. Participants are expected to be picked up at the end time noted on the flyer. The late pick-up policy, including the fee of \$1 per minute (see above), remains consistent for the tutoring program. 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.

Fun Days/Holiday Camps: Day Camps may be available on specified holiday breaks and teacher conference days. Hours of Operation and Fees have been determined and will be published on the program Pre-Registration Forms. Please see the Extended Day section regarding drop off, pick up, schedules and payment as all day camp policies and procedures align with those listed above.

Summer Camp: The 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. A multi-child discount will be given only on days more than one sibling is in attendance. Please see the Extended Day section regarding drop-off, pick up, schedules and payment as all the summer camp policies and procedures align with those listed above.



21st Century Schools reserves the right to cancel all programs: Extended Day, Camps, and/or early dismissal services that do not meet minimum attendance numbers. In most instances, parents/caregivers will be notified of the cancellation one week prior to services being rendered. In the instance the afternoon Extended Day program must be cancelled due to an emergency situation, every effort will be made to notify parents by noon on the day of the closure.

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

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

There will be no program on days when school is cancelled 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. Credits/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, credits/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 your child does not attend program for 30 consecutive days, their spot may be given to a child on the waitlist. Should this occur, parents/guardians will be notified by the Program Coordinator.

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

If ever an uncertainty arises regarding whether or not your child is supposed 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/caregiver. 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 written note is on file from the Parent/Caregiver. If a one-time exception needs to be made to the Authorized Pick-Up list, the parents/caregivers should provide the Site Coordinator with a written 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 contacted, 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 21st Century Schools are considered mandated reporters, under this law. The employees are not required to discuss their suspicions with parents/caregivers 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 21st 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 of your child's medical or mental health conditions 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. Failure to notify the 21st Century Schools program of your child's physical or mental health condition limits our ability to serve your family and may cause services to be discontinued. All students enrolled in the program must be potty-trained and independent while using the restroom as program staff cannot assist in these instances.

Over the counter topical care items including triple antibiotic cream, bug repellent and sunscreen will not be administered to a program student without a completed Emergency Medical Consent form signed by the parent/guardian.

The parent/caregiver 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
- an accident requiring a change clothes

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 staffing allows, program staff will ride with the child in the emergency vehicle. If you have a hospital preference, please make sure that is noted on the Emergency Medical Consent Form.

Any child in the program who is intoxicated or under the influence of an illegal drug will be detained, if possible, and his/her parent(s) immediately contacted. See Section XI Discipline and Discharge for possible disciplinary action.

In case of head lice, the 21st Century Schools program supports the recommendations of the Center for Disease Control and Prevention. A parent/caregiver will be notified at pick up. After effective treatment, students will be allowed to attend program. The program reserves the right to check participants 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 and www.headlice.org. *Please note: This policy may differ from the district head lice policy.*

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.

Students will participate in monthly emergency drills to ensure safety and accountability in case of a fire or tornado. Should an actual fire or tornado occur, parents/caregiver may be asked to stay on site with their child until deemed safe for departure.

Section IX. Distribution of Medications

Students needing medication during program hours are required to have a completed Medication Release Form and all medications must be provided by the parent.

All over-the-counter medication must be provided in the original container with the child's name on it while prescription medication must be provided in the original or duplicate container which includes the doctor's directions for distribution. Prescription medication will also require a signature from the physician or his/her designee on the Medication Release Form. Expired medication will not be dispensed to a student under any circumstances.

Section X. Meals

An afternoon snack and beverage will be provided for each student and in some cases breakfast for morning students. Please consult your school's Site Coordinator for clarification.

Parents/Caregivers 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 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 food should be noted on the required forms. It is the responsibility of parents/caregiver to notify staff of any allergies on both the first page of your child's Registration Form and on the Emergency Medical Consent Form. For students with food allergies, an alternative snack must be provided by the parent/caregiver.

Section XI. Discipline and Discharge

Children are entitled to a pleasant and harmonious environment at the program. The 21st 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:

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Behavior that requires constant attention from staff, inflicts physical or emotional harm on other children, abuses 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.

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 after school programs. Staff will utilize Positive Behavior Interventions and Supports to redirect disruptive behavior.

Disruptive behavior that continues to occur will be dealt with in the following manner:

Students and parents/caregivers 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 and Site Staff'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 individual behavior and 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 st Behavior Violation (Verbal Warning)
Red Card	2 nd Behavior Violation (Note Sent Home)
Blue Card	3 rd Behavior Violation = Strike (Incident Report)

Three (3) strikes/incident reports will result in removal from the 21st Century Schools program and parents/caregivers 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.

In the event of a student suspension, parents/caregiver and the student will be required to participate in the re-engagement process before returning to site. The first suspension will require a 21st Century Schools Return Form to be completed and will be issued with a finalized Incident Report stating the cause of suspension and return date. The second suspension will require a meeting either over the phone or in person with the Site Coordinator, parent/caregiver, administrative program staff, and school principal if applicable. Failure to participate in the above re-engagement process may result in permanent removal from the 21st Century Schools program.

Internet offenses on school computers will follow district protocol. In the instance that students have permission to utilize their own personal devices, they will not be allowed, under any circumstance, to access the internet. Internet violations on school or personal property are cause for immediate removal of privileges and possible suspension from the 21st Century Schools program. Students may be suspended pending investigation.

The use of personal electronic devices may or may not be approved during program hours. Should approval be granted, program students will be prohibited from recording audio and taking video or photographs of themselves, other students, and program staff.

As this is a direct violation of TCHD's confidentiality policy and jeopardizes the safety of others, it will result in immediate removal of personal electronic privileges and possible suspension from the 21st Century Schools program.

A child may also be discharged if he/she is dropped off early or picked up late three (3) times.

When removal is warranted according to the protocol listed above, the 21st Century Schools Director and the School Principal will be notified prior to its implementation. The Site Coordinator, School Principal and the Director of Community Health will then determine the length of program removal.

The length of program removal will be no shorter than 10 program days. In some cases, the severity of the student's 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 21st Century Schools throughout the duration of their removal. Multiple discharges from the program are cause for permanent removal.

Credits/refunds will not be issued if a student is 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. Personal property such as toys, makeup, cell phones, electronic gaming devices, etc. 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

Parents/Caregivers and community members who are screened by the Site Coordinator are welcome to volunteer in the program. Parents are allowed to observe upon notification to 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.

Parents/caregivers listed on the student registration form will be allowed to attend field trips. A signed liability form will be required. Parents/caregivers will not be responsible for supervising other students and are not allowed to be alone with program students.

21st Century Schools require parents/caregivers, volunteers, and visitors to behave in a manner consistent with decency, courtesy, and respect at all times. One of the goals of 21st 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/guardian or adult involved with the program. Parents/caregivers, volunteers, and visitors are required to behave in a manner that fosters this ideal environment. Any individual who violates this policy will not be permitted at the program thereafter.

The 21st Century Schools program code of conduct prohibits the following:

- Photographing participating students
- 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
- Possession of a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or dangerous device.

Section XV. Evaluation

Students and parents/caregivers may be requested to participate in program evaluation surveys throughout the enrollment period. The data gathered will remain confidential and will be utilized to measure curriculum effectiveness and program satisfaction. All scheduled program students will be included in annual evaluation surveys unless program staff are notified otherwise by the registering parent/caregiver. If you do not wish for your child to participate in program evaluation surveys, please provide a signed note to be kept in their participant file on site.

Section XVI. Off-Site Policy

Off-site activities may occur throughout the year on early dismissal days, during camps or for special events. All scheduled program students will attend off-site activities as there will not be an on-site program option for students or staff during these times. Participants may, however, be signed out of the program prior to departure if they wish not to attend off-site activities.

Each student must have a permission slip signed by a parent/caregiver before going off-site. Written parental/caregiver consent is required for both walking and bus trips. Verbal permission is not acceptable. If a student does not have a signed permission slip, they will not be allowed to attend off-site activities and must be picked up from the program prior to departure.

