

## Medora Elementary and Jr. High School



# Parent Handbook



## *Reach For A Star*

The 21st Century Community Learning Center (21st CCLC) Reach For A Star Afterschool Program is an extended day learning program that is being offered through a grant provided by the Indiana Department of Education. Medora Community School Corporation (MCSC) is partnered with Blue River Services, Inc. to make this enhanced learning opportunity available to all students grades K through 8 residing in the Medora school district.

The program has a limited number of free spots available. Students are targeted for participation based on academic and personal need. Program participants will receive academic enrichment activities that can help students meet state and local achievement standards. Additional services designed to reinforce and complement the regular academic school day include: drug and violence prevention, counseling programs, art, music, family engagement efforts, recreational activities, technology education, and character education. Students who are below grade level in math and reading will be given priority. It is our goal to provide a program where children will **'learn to love to learn'**. Nutritional snacks are provided to all participants.

For the first hour of each day, students will work on their homework assignments with staff individually and in small groups. While it is our goal to provide homework help, homework completion is not guaranteed. **It remains the responsibility of the parent/guardian to review homework assignments with their student every day.**

While the program is provided free of charge, from time to time we may ask that parents/guardians help to support the program by providing a few consumable supplies.

### **Extended day schedule for the upcoming school year:**

**2020-2021 School Year:** The Reach For A Star Program will be offered at Medora Elementary and Jr. High beginning **Monday, August 24<sup>th</sup>**. The program is offered any time that school is in session for a full day. Program sessions begin when school is dismissed each day and conclude at 6:00 pm. There are specific pick-up times designated at each site. Please speak with the program coordinator at your student's school to discuss pick-up times.

Enrollment in the program is limited and students must meet the following criteria in order to participate:

- Students must be in good standing in order to participate.
- Be in academic need, low income, or a sibling of a student in academic need.
- Students must have a completed enrollment packet on file.
- Students must agree to attend regularly **(at least 3 days per week)** with a minimum of **60 days attendance required, and 45 days at the middle school.**
- Parents/Guardians must agree to participate in at least 4-6 educational events sponsored by the program during the school year.

### **Health Policy:**

The student's medical history including medical conditions and allergies are recorded by the parent/guardian when completing this enrollment application. The afterschool program does not maintain a school nurse or other health professional on staff. Any required medication shall be administered in compliance with MCSC policies and related District procedures and guidelines.

Students who have special medical needs must complete a “Medication Request Form” giving permission to administer needed medications (inhalers, pills, etc.). All medications should be administered by the school nurse at the end of each school day or other qualified personnel prior to the student’s attendance in the Reach For A Star Program.

**Exception:** Parents/Guardians of students with possible diabetic or allergy emergencies will notify the program coordinator. A “Permission to Administer Medication Form” must be completed.

### **Participant Illness:**

If a student arrives at the afterschool program and reports that they are ill or becomes ill, the program coordinator will be notified and the student separated from the other students. The student’s parent/guardian will be notified and expected to pick their student up at that time.

### **Pick Up/Drop Off Procedures:**

Parents/Guardians may pick their student up at designated pick-up times. Doors will be secure at all other times. The program coordinator or other designated staff member will be present during designated pick-up times to let parents/guardians into the building. For unscheduled early pick-up or to report a child absent for the day, parents/guardians must contact the program coordinator by calling the phone number provided for that campus/school site. (Please see the attached Pick Up/Drop Off Acknowledgement Form)

It is expected that all students will be picked up no later than 6:00pm each day. A late fee of \$5.00 per minute per child will be charged for every minute after program closes.

Students are not allowed to exit the building until a parent/guardian arrives inside and signs the student out. Only the person whose name is on file as responsible for picking up the student will be allowed to pick up a student. Any change in the authorized person must be made by the parent, in writing or per conversation with the program coordinator or designee. There will be no exceptions to this rule. Employees who may not be familiar with a designated pick-up person routinely ask for photo identification. This is not intended to be an inconvenience but as an assurance to protect your student.

### **First Week of Program:**

In order to ensure maximum success of the Reach For A Star Programs, the first week of every calendar year will be utilized to address policies and procedures with your student. This is necessary so that students have an understanding of what is expected of them and helps to ensure our programs are a success for you and your student. During this first week, homework time will be limited. We will begin our regular schedule with the second week of programming.

### **Homework Policy:**

The goal of the Reach For A Star Program is to provide homework help. Homework time is limited to one hour each day. If students do not complete their homework in the allotted time, they will be expected to finish at home. This policy is to ensure that students are able to participate in the many other enrichment activities that are also an important part of the program.

Staff will make an attempt to check every student's homework during the homework help time; however, it is ultimately the parent's/guardian's responsibility to make sure all homework is complete and correct. Parents/guardians are also responsible for signing their student's daily planner.

### **Student Behavior:**

Students must maintain appropriate behaviors in order to continue in the Reach For A Star Program. If students have persistent behavior problems that interfere with the general welfare of others, they may be temporarily or permanently removed from the program. Persistent inappropriate behaviors may include, but are not limited to, temper-tantrums, rudeness, disrespect, noncompliance, and physical aggression with students or adults. Parents/guardians will be notified at pick-up if behavioral problems have occurred.

### **Discrimination Statement:**

In compliance with Blue River Services, Inc. policy no student shall, with regard to race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age, disability or genetic information be excluded from participation or denied the benefits of the After-School program.

### **Program Emergency Contact:**

The telephone contact number for each site will be given to you on the first day of services or earlier. If at any time you need further assistance, please call BRS' Children's Services Department at 812-364-1142.

### **Transportation**

Transportation services will be provided but on a limited basis. If possible, parents/guardians are asked to pick their student up each day. The program coordinator will work with those families that are not able to transport their student in order to arrange transportation which may include drop-off points and car pools. If transportation is provided, parents/guardians must agree to be at the designated drop-off spot on time. Parents/guardians who are not at the designated drop-off spot will be assessed a late fee of \$5.00 for every minute the parent/guardian is late.

### **Holidays and School Closings**

Services will not be offered at the school sites on any day in which the school is closed including holidays, breaks, and closings due to weather or other emergency conditions. If the students are sent home from school prior to the end of the school day, the program will not operate.

### **Enrollment:**

I understand that my submission of this application does not guarantee admittance into the Reach For A Star Program. I further understand that enrollment capacity may warrant that a selection process may be activated with priority given to those students and families showing the greatest need.



**21<sup>st</sup> Century Community Learning Center  
Parent Acknowledgment Form**

**Organizational Responsibilities**

**Reach For A Star Afterschool Program agrees to:**

- Provide academic assistance to all students
- Provide quality homework help
- Offer a variety of academic enrichment activities that tailors to the needs of all students
- Communicate with parents on a daily basis
- Track student progress
- Host a minimum of 6 family events each school year

**Parent Responsibilities**

**Parents of 21<sup>st</sup> CCLC students agree to:**

- Send student to 21st CCLC at least 3 days per week
- Ensure students are picked up before program closes
- Review homework and other assignments with student
- Maintain regular communication with program coordinator
- Allow BRS to track student demographic and academic data as required by 21<sup>st</sup> CCLC grant
- Attend a minimal of 4-6 family events each school year
- Complete parent surveys as required by 21<sup>st</sup> CCLC grant
- Volunteer time, expertise, donations, or other services to 21<sup>st</sup> CCLC program

**Student Responsibility**

**Students in 21<sup>st</sup> CCLC program agree to:**

- Attend 21st CCLC at least 3 days per week
- Follow all rules set forth by 21<sup>st</sup> CCLC program coordinator
- Put forth his/her best effort in all 21<sup>st</sup> CCLC activities
- Bring all daily assignments and homework to 21<sup>st</sup> CCLC program
- Turn in all assignments and homework completed while in 21<sup>st</sup> CCLC program
- Respect and treat all others fairly

My signature below indicates that I understand all above mentioned policies and procedures for the Reach For A Star Program.

**By checking this box and typing my name below, I am electronically signing this document.**

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**PLEASE SIGN AND RETURN THIS PAGE WITH ENROLLMENT FORMS**