

21st Century Schools Parent 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
Policies & Procedures**

This manual is a continuation of policies outlined in your School District Policy manual and is designed to be specific to the afterschool 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. Enrollment Forms

Parents will be asked to complete the following:

- Registration Form (2 pages)
- Agreement to Terms and Conditions
- Emergency Medical Consent
- Medication Release Form (if applicable)
- Behavior Contract
- E-Cornerstone Consent Form (if applicable)
- Field Trip Permission Slips (if applicable)

The program expects all forms to be kept current. The parent/guardian must provide new information to the program coordinator regarding information updates such as emergency persons, names, employers, phone numbers, and arrival/departure changes. Notifying the school office is not adequate, a written note must be provided to the Site Coordinator. These changes are vital for your student's records and their safety.

Section II. Hours of Operation & Fees

The before and after school Extended Day program will be open everyday that school is in session. Early dismissal services are available at most sites as well. The before school program will begin at 6:30 am with the exception of Bethel Lutheran's program which will begin at 7:00 am. Parents may not under any circumstances drop off students earlier. Parents are expected to sign each student in for the morning session. The program will not be held accountable for students dropped off prior to 6:30 am. Program services may be withdrawn if students are dropped off early (3) times. Morning services will end at the school bell.

The after school program begins at school dismissal and ends at 6:00 pm. Students will be expected to report directly to the 21st Century School program as soon as possible after school is dismissed. Reasonable efforts will be made to assist children to adjust to the program setting. Children must stay at their required locations until a parent signs them out, or written permission by the parent(s) has been given to let the child leave with another adult. Every effort needs to be made to pick up your child by

your scheduled time. If, for any reason, you will be late picking up your child, please let us know in advance. 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 6:00 pm, a written warning will be issued. If your child has not been picked up by 6:30 pm and we have not been notified, the local Police Department will be called and your child will be released to the responding officer. A fee of \$1.00 per minute will be charged after the first late pick-up. Program services may be withdrawn if three (3) late pick-ups occur.

The Extended Day program is not available during Thanksgiving Break, Christmas Eve and Day, New Years Eve and Day, Good Friday, Fourth of July, Labor Day, Columbus Day, Veterans Day, Martin L. King's Birthday and Memorial Day and other applicable Federal Holidays. Day Camps may be available on specified holidays and teacher conference days. Flyers will be sent home regarding programming on these days.

Extended Day fees have been determined and will be available upon registration. Checks must be made payable to Tazewell County Health Department (TCHD). Parents will only pay for the days services are requested. Parents are expected to turn in a schedule and prepay for requested services on the Friday before services are required. Refunds/Credits will be given only when your child is absent from school or leaves early due to medical reasons. Parents will be assessed an additional \$5.00 fee if a schedule is not received for their child. If payments fall behind two weeks without arrangements being made services will be discontinued.

Enrichment opportunities are available four times a year and run on average in eight-week sessions. Fees, dates and end times are published in quarterly brochures and/or flyers. Upon registration, a non-refundable deposit is required to hold your child's spot. This deposit will be applied towards the total enrichment fee. Payment for classes is due in full prior to the first class. Please make checks payable to TCHD. The late pick-up policy (see above) remains consistent for enrichment activities.

21st Century Schools reserves the right to cancel programs: extended day, enrichment, camps, and/or early dismissal services that do not meet minimum attendance numbers the week prior to services being rendered. Generally minimum attendance will be 15 per attendance day, unless otherwise posted.

If children are scheduled to be with the program we will keep the child unless a note is provided stating changes. This is for the safety of your child.

Section III. Absences

If your child will not be attending the program because of scheduled appointments, vacations, or other planned absences, you must notify the Site Coordinator in advance. When you call the school to report illness or to pick up your child(ren) from school, you must ask the secretary to put notice of such in the Site Coordinator's mailbox. Children who are absent without prior notification may be mistaken as a missing child. This could result in unnecessary concern and time spent searching for the child. If a

child does not arrive at their program as intended, the Site Coordinator will contact the parents. If parents cannot be reached, the Site Coordinator will contact the child's emergency persons.

Section IV. Release of Children

Children will arrive and leave the program according to the schedule written by the parents. Children will be allowed to leave with persons other than the parents only if the release is to someone 18 years of age or older, and only then if authorization has been given to the Site Coordinator on the Registration Form. Older siblings under the age of 18 can sign out a child only if a note is on file from the Parent/Guardian. If a one-time exception needs to be made to the Authorized Pick-up list the parents should provide the Site Coordinator with a note prior to the date. Photo ID's will need to be brought along to pick up your child the first two weeks of service. Program staff will ask for a photo identification of any person who arrives to pick up children if they are not a regular person that picks up the student.

Any individual, who appears 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 called and officers will respond accordingly. Any such incident will result in the Illinois Department of Children and Family Services being notified.

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

1. Scheduled No-School Days: The program may be available on scheduled no-school days such as teacher conference days and specified holidays. Please check with your Site Coordinator regarding program options on these days.
2. Unscheduled No-School Days: There will be no program on days when school is canceled due to water main breaks, heating failure, electrical problems, weather, etc. Refunds will not be given in these instances.
3. Unscheduled School Delays: The program will not be open in the morning if school is delayed due to water main breaks, heating failure, electrical problems, weather, etc. Refunds will not be given in these instances.
4. Unscheduled Early Dismissal Days: The program may or may not be available when school is dismissed due to water main breaks, heating failure, electrical problems, snowy weather, etc. Please consult your local media outlets for notification. Refunds will not be given in these instances.

Section VI. Distribution of Medications

Whenever a child is to be given a prescription or over-the-counter medicine, the parent must provide the Site Coordinator with a completed and signed Medication Release Form. The medication must be

provided in the original or duplicate container with the child's name on it, or a container accompanied by the doctor's directions. Medication will not be given if it's in an expired container.

Section VII. Health and Safety Policy

Please include any medical or mental health conditions your child has on the Registration Form. If your child has a known medical or mental health condition (asthma, diabetes, ADD, autism, seizure disorder, etc.), you must be sure the Site Coordinator knows what to do if a problem should occur during program hours. You must make sure that any medication needed is available and that the appropriate forms for its use have been completed. 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 mean services cannot be rendered. The parent 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
- physically acts out
- is verbally abusive

In case of accident or illness or unacceptable behavior, the child's parents will be called immediately. 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 you have a hospital preference, please make sure that is known noted on the Emergency Medical Consent Form.

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(ren) appropriately for weather conditions.

Head Lice: Millions of school children get head lice every year. Head lice are common and are relatively easily passed from student-to-student. It is not a sign of uncleanliness or poor health habits. It often exhibits itself in the classrooms and can be upsetting to the student and family when it is diagnosed. Head lice are contagious, but not required to be reported to the health department. 21st Century Schools has a "nit-free" policy that indicates any students found with head lice or "nits (eggs)" will be excluded from 21st Century School programming until the situation is treated and the "nits" removed. Students will be placed in the custody of the parent and checked before reentry to the program to assure that all nits and lice have been removed, and that the student has been successfully treated. In order to avoid embarrassment to the student and family, every effort will be made to maintain the confidentiality of the student. For more information visit www.headlice.org.

Please note: This policy may differ from the district head lice policy.

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Asthma and Allergies: An allergy is a condition in which your immune system reacts to a substance such as pollen, mold or food as if it were harmful. Allergies can affect various parts of your body. Hay fever affects upper respiratory airways, causing sneezing and a runny nose. Skin allergies such as eczema cause rashes. Eye allergies cause itchy, watery eyes. Food allergies may cause hives, itching, swelling or trouble breathing.

Asthma is a chronic condition that occurs when the main air passages become inflamed. The muscles of the bronchial walls tighten and extra mucus is produced. Symptoms may include difficulty breathing, shortness of breath, a tight feeling in the chest, coughing and wheezing. According to the Mayo clinic, nearly all children with asthma, and up to half of adults with asthma, also have allergies. For most people with asthma, a major cause of their asthma is an allergy to airborne substances such as pollen, mold, dust mites and animal dander. Other triggers for asthma are sinus infections, exercise, cold air and exposure to irritants such as tobacco smoke.

21st Century Schools will make efforts, when contacted, to assist families with program changes in our control that would need to occur because of a child's asthma and/or allergies.

Section VIII. 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 IX. Meals

Any allergies to certain foods should be noted in the required forms. It is the responsibility of parents to notify staff of any allergies on both the first page of your child's Registration Form and on the Emergency Medical Consent Form.

An afternoon snack and beverage will be provided for each student and in some cases breakfast for morning students. Parents 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 to 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.

Section X. Children's Personal Property

Children's personal property (coats, clothing, school bags, etc.) must be cleared from the program site after each session of the program. 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 XI. Visitors and Observations

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

Section XII. 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:

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. (Refer also to the Behavior Card System).

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 afterschool programs.

Disruptive behavior will be dealt with in the following manner:

Students and Parents 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 discretion.

Participants will follow the Behavior Card System. The rules and punishment will be the same for all students unless there is a written discipline plan on file. The Behavior Card System will be implemented as follows:

Parent Handbook

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)

3 Strikes/Incident Reports will result in removal from the 21st Century Schools program.

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. Internet offenses follow District rules and are cause for immediate removal of computer privileges. Students may be temporarily suspended from 21st Century Schools programming pending investigation. A child may also be discharged if he/she is 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 21st Century Schools will then determine the length of program removal.

The length of program removal will be no shorter than 2 weeks. In some cases the severity of the students behavior would make return unacceptable. Multiple discharges from the program are cause for permanent removal.

Refunds will not be given to those student removed from the program due to behavior issues.

Section XIII. Access to School Property

Conduct On School Property

District playgrounds and playground equipment are generally available for public use during daylight hours and only during daylight hours. Persons on school property without authorization from the Board of Education shall be considered to be trespassing and shall be subject to arrest and prosecution. All persons on school property are also subject to the following restrictions, which will warrant police involvement and immediate removal from the property:

1. Injure or threaten to injure another person;
2. Damage another's property or that of the School District;
3. Violate any provision of the criminal law of the State of Illinois, town, village or county ordinance;

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4. Smoke or otherwise use tobacco products;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess dangerous weapons at any time;
6. Impede, delay or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
7. Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the School Board;
8. Willfully violate other District rules and regulations adopted by the School Board, which are designed to maintain public order on school property.

"School property" means within school buildings, vehicles used for school purposes or on school grounds.

As circumstances warrant, the District Administrators will take appropriate action.

**21st Century Schools
Participant Registration Form**

******PLEASE PRINT******

FOR OFFICE USE ONLY

Date entered in Computer: ___/___/___

Staff initials: _____

Participant Last Name:

Participant First Name:

Middle Initial:

Address:

City, State, Zip Code:

Home Phone:

Age:

Birth Date:

Gender (M or F):

School:

Teacher:

Grade:

Lunch Status:

- Full Price Lunch
 Reduced Price Lunch
 Free Lunch

Ethnicity: (check one)

- Caucasian American African American Native American
 Asian American Hispanic American Native Hawaiian/
 Other: _____ Pacific Islander

Student Lives With:

- Both Parents Single Parent Mother Single Parent Father
 Guardian Mother/Stepfather Father/Stepmother
 Foster Care Other: _____

Student Will:

- Walk Home
 Be Picked Up

Is there any medical reason why your child shall not participate in certain physical activities?

- No Yes (If yes, explain below)

Please also list below anything else that the 21st Century Schools staff should know about your child.
(Examples: allergies, medications or special needs)

Parent or Guardian is responsible for notifying 21st Century Schools staff of any medical changes

21st Century Schools Participant Registration Form

****PLEASE PRINT****

21st Century Schools



Parent/Guardian #1 Last Name

First Name

Relationship

Home Phone

Work Phone

Cell/Other Phone

Parent/Guardian #2 Last Name

First Name

Relationship

Home Phone

Work Phone

Cell/Other Phone

In the event of an emergency, the parents/guardians will be contacted first. List 2 other adults to be contacted if the parents/guardians cannot be reached.

Emergency Contact #1 (Name, Phone)

Emergency Contact #2 (Name, Phone)

Adults Authorized to Pick-up Student: All the adults authorized to pick up must be over the age of 18. If you wish to have someone under the age of 18 pick up your student, you must provide separate written authorization to be kept on file.

All the adults listed above are authorized to pick up my child.

All the adults listed above with the exception of _____ (Name) are authorized to pick up my child.

To list additional adults authorized to pick up your child, please use the lines below.

	Last Name	First Name	Phone	Relationship
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

I hereby wish to register my child in the 21st Century Schools program and indicate the above to be complete and accurate.

Signature of Parent/Guardian

Date

**21st Century Schools
AGREEMENT TO TERMS AND CONDITIONS**

Student Name: _____

Enrollment Agreement: I have read and fully understand all the Policies and Procedures contained in my child's 21st Century Schools Parent Handbook. I hereby agree to abide by all the Policies and Procedures therein. I further give my consent to the school district and 21st Century Schools to share participant records with each other for the purposes of providing educational support and assistance. In addition, I understand that participant records will be used to evaluate individual progress and improvement, as well as to evaluate the impact of the program on student achievement and to obtain continued funding for the program. In conclusion, I wish to enroll my child in the 21st Century Schools program offered by the Tazewell County Health Department.

Signature of Parent/Guardian

Date

Internet Usage: I am familiar with and understand my child's School District Internet Policy. I understand that the same terms and conditions listed in the District's Internet Policy apply during Internet usage while in the 21st Century Schools program. Internet access is designed for educational purposes and the District and TCHD have taken precautions to eliminate controversial material. However, I also realize it is impossible for the District and TCHD to restrict access to all controversial and inappropriate materials. I will hold harmless the District, TCHD, their employees, agents, or board members for any harm caused by material or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of authorization with my child. I hereby request that my child be allowed access to the Internet during time spent at the TCHD program.

Signature of Parent/Guardian

Date

Photo Release: I give my permission for 21st Century Schools to use pictures or videos, either taken by staff, newspaper or television photographers, in the promotion of the afterschool program.

Signature of Parent/Guardian

Date

Movie Agreement: I understand that movies will be watched during the 21st Century Schools program. There will be times that a PG movie may be viewed. If there are particular movies that you do not want your child to view, please notify our staff in writing. I will hold harmless the District, TCHD, their employees, agents, or board members for any harm caused by materials obtained during the viewing of the movie. I accept fully the responsibility for allowing my child to view these movies. I hereby request that my child be allowed access to view these movies during the time spent in the before and afterschool programs.

Signature of Parent/Guardian

Date

**21st Century Schools
EMERGENCY MEDICAL CONSENT**

This form must be presented upon admission for treatment.

Child's Full Name: _____ Birth Date: _____

In the event that my child (listed above) requires medical and/or surgical care while I am out of the city or unable to be reached, I hereby give my consent for medical and/or surgical treatment to:

Child's Name _____
Hospital/Doctor _____ (or his/her designee to provide this care)

I agree to pay all costs and fees contingent for any emergency medical care and/or treatment for my child as secured or authorized under this consent. (21st Century Schools states that every effort will be made to notify parents/guardians immediately in case of emergency.)

INFORMATION

Doctor: _____ Phone Number: _____

Address of Doctor: _____ Date of last Tetanus Shot: _____

Hospital Preference: _____

Allergies:

Medications:

This consent will be in effect beginning on (date) _____ and will continue while the child above is enrolled in this facility.

Signature of Parent/Guardian

Date

21st Century Schools
MEDICATION RELEASE FORM
(Optional)

This form must be presented before any medication can be administered to your child. This includes over-the-counter and prescribed medications (aspirin, sunscreen, bug spray, etc). All medications must be provided in the original or duplicate container with the child's name on it, or a container accompanied by the doctor's directions.

Child's Full Name: _____

Birth Date: _____

Doctor: _____

Phone Number: _____

Address of Doctor: _____

Medication(s) to be administered:

Times medication is to be administered:

Please note any additional information regarding administering medication to your child:

This consent will be in effect beginning on (date) _____ and continue while the child above is enrolled in this facility.

Signature of Parent/Guardian

Date

**21st Century Schools
BEHAVIOR CONTRACT**

Our students and staff safety is very important. In addition the rules enforced during the school day, the basic rules of 21st Century Schools are:

1. Be Kind – to yourself, each other and the environment (books, desks, etc.)
2. Be Respectful – follow directions and rules; Verbal harm (hurtful words) will not be allowed
3. Be Productive – do your assignments; find productive activities; cooperate

Participants will follow the Behavior Card System. The rules and punishment will be the same for all students unless there is a written 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)

3 Strikes/Incident Reports will result in removal from the 21st Century Schools program.

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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 21st Century Schools will then determine the length of program removal. The length of program removal will be no shorter than 2 weeks. In some cases the severity of the students behavior would make return unacceptable. Multiple discharges from the program are also cause for permanent removal.

I have thoroughly read the Behavior Contract and understand the rules for 21st Century Schools. In addition, I agree to help my child understand and follow all program rules.

Signature of Parent/Guardian

Date

Signature of Student

Date

Signature of Staff

Date