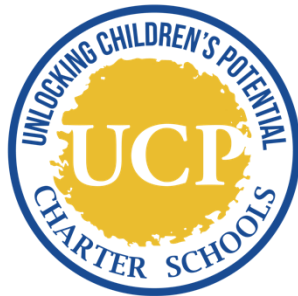


# 21st CCLC East Orange Family Handbook



**NITA M. LOWEY 21<sup>ST</sup> CENTURY**  
COMMUNITY LEARNING CENTERS

**F L O R I D A**

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*Fall Program 2023*

*Bailes Community Academy*

*4780 Data Court*

*Orlando, FL 32817*

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**21st Century Community Learning Center (CCLC) at UCP of Central Florida  
East Orange/Bailes Community Academy (BCA) Leadership**

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General Information on the 21<sup>st</sup> CCLC program can be found on the UCP website:  
<https://www.ucpcharter.org/21st-century-community>

**Please do not hesitate to contact the UCP Charter School 21<sup>st</sup> CCLC Site Coordinator  
if you have any questions or concerns.**

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## OVERVIEW

UCP Charter School's 21<sup>st</sup> CCLC Program provides high-quality, hands on academic and personal enrichment through Character Education, Health & Nutrition, Physical Activity, and with particular emphasis on Reading/ELA and STEAM. Engaging academic, cultural, artistic, and recreation enrichment activities will support each student's academic growth. Academic lessons are taught by Florida certified teachers with a focus on hands-on projects to reinforce and compliment their regular school day academics. Educational opportunities for adult family members of participating students are also provided.

This program is free of cost to all participants.

## OBJECTIVES

- 75 % of regularly participating students will show gains in ELA and mathematics

## GOALS

- Expose students to a wide variety of activities that will enhance their learning and enable them to draw connections to the real world.
- Provide a safe, healthy, and positive environment for students that will increase social, leadership, behavioral, and communication skills.
- Improve student achievement, behavior and social development to better equip them with skills they will need in their future.

## PROGRAM INFORMATION

### PROGRAM HOURS - BCA

**Aug. 10, 2023 – May 23, 2024 | Mon, Tues Thurs: 3:15 PM – 5:45 PM, Wed 2:15 PM – 5:45 PM**

- A snack will be provided
- We follow the OCPS Calendar and do not provide programming on non-school days

## ELIGIBILITY

*Enrollment:* Students must be registered, and all necessary documents completed and turned in to the Site Coordinator, prior to attending the program.

*Students:* Those in grades K-8 who attend UCP BCA, Orange County Private Schools, and those who reside in Orange County and are homeschooled are all eligible to participate in the 21<sup>st</sup> CCLC program. Pre-K siblings of enrolled 21<sup>st</sup> CCLC students may be eligible for participation based on discretion of the Project Director and Site Coordinator.

*Ratio:* All students must be able to successfully participate in all activities in a group of 10-20 students with a 1:10 staff ratio.

**Adhering to the attendance and code of conduct policies is mandatory.  
Non-compliance will result in the removal of student from program.  
See policies for more information.**

## CODE OF CONDUCT

UCP Charter School 21<sup>st</sup> CCLC Program is a “program of choice” and free of cost. Your child has been selected to participate in this program. By signing this handbook, you and your child accept and agree to the policies and expectations outlined in the UCP of Central Florida Parent Handbook and 21<sup>st</sup> CCLC Family Handbook.

All students, parents/guardians, and staff are expected to:

- Support a student’s attendance (see attendance policy) and full participation in all lessons and activities to the best of their abilities.
- Communicate about absences, concerns, and behaviors
- Respect other students and their families, staff members, and the property of others
- Treat others reasonably and fairly
- Create a safe learning environment for all, which includes avoiding behaviors that would interfere with the education of others
- All family members must observe the UCP Code of Civility found in the UCP Parent Handbook. If a family member does not demonstrate civil behavior, the student may be removed from the program.

## UCP CODE OF CIVILITY

The education and care of a child happens only through partnership, and among partners must be the child, the agency and staff, the parent(s) or guardian(s), and the community. Partnership is an active state that includes sharing responsibilities, meaningful communication and welcomed participation.

When people who are working together agree, the partnership runs smoothly. But no two people will always agree and that can make partnership difficult. The partnership is most powerful – as children are educated to reach their potential – when we agree on how to disagree. We must be civil in our discourse.

Civility is often described by its absence. We hear of harmful actions such as road rage, physical confrontation, ethnic stereotypes, and slurs. But civility is not just an absence of harm. It is the affirmation of what is best about each of us individually and collectively. It is more than saying “please” and “thank you.” It is reflecting our respect for others in our behavior, regardless of whether we know or like them. It also is not simply being politically correct and is not to be used to stifle criticism or comment. It is being truthful and kind and is each of us taking responsibility for our own actions rather than blaming others.

As we communicate with each other, we need to remember that we are working together to benefit the children of this community.

UCP of Central Florida requires that as we communicate, students, UCP faculty and staff, parents, guardians, and all other members of the community shall:

1) **Treat each other with courtesy and respect at all times. This means that:**

- A) We listen carefully and respectfully as others express opinions that may be different from ours.
- B) We share our opinions and concerns without loud or offensive language, gestures, or profanity.

2) **Treat each other with kindness. This means that:**

- A) We treat each other as we would like to be treated.
- B) We do not threaten or cause physical or bodily harm to another.
- C) We do not threaten or cause damage to the property of another.
- D) We do not bully, belittle, or tease another and we do not allow others to do so in our presence.
- E) We do not demean and are not abusive or obscene in any of our communications.

3) **Take responsibility for our own actions. This means that:**

- A) We share information honestly.
- B) We refrain from displays of temper.
- C) We do not disrupt or attempt to interfere with the operation of a classroom or any other work or public area of a school facility.

4) **Cooperate with one another. This means that:**

- A) We obey school rules for access and visitation.
- B) We respect the legitimate obligations and time constraints we each face.
- C) We notify each other when we have information that might help reach our common goal. This will include information about safety issues, academic progress, changes that might impact a student's work or events in the community that might impact the school.
- D) We respond when asked for assistance.
- E) We understand that we do not always get our way.

## BEHAVIOR / INCIDENT REPORTING

The UCP Charter School 21<sup>st</sup> CCLC program is committed to providing the best learning opportunities, environment, and support for all our students. We make every effort to collaborate with your child's school day teacher(s), classroom paraprofessionals, principal, behavior tech, therapists, and other support professionals to promote positive behavior strategies and to support your students' behavior goals.

The UCP Charter School 21<sup>st</sup> CCLC program operates on a (3) Stage Warning System in response to disruptive student behaviors – *First Warning, Second Warning, Third Warning/Removal* from the program.

*Initial Warnings* – documented verbal warnings, conversations with parents

**First Warning** – First Warning Letter sent home, meeting scheduled with parents and Site Coordinator to develop a positive behavior plan

**Second Warning** – Second Warning Letter sent home

**Third Warning** – Third Warning Letter sent home, removal of student from the program

If your child receives (3) formal warnings, it could result in their removal from the 21<sup>st</sup> CCLC program. Immediate removal due to behavior that impacts the safety of others in the program, or removal without (3) formal warnings, is at the discretion of the 21<sup>st</sup> CCLC Project Director.

If your student is involved in a minor behavior incident during program hours, an Incident Report Form will be filled out and a copy will be provided to the parents at pick up. Parents will be notified immediately if an emergency situation occurs.

## ADDITIONAL REQUIREMENTS

Students are not permitted to play with toys, electronics, and/or cell phones during 21<sup>st</sup> CCLC program unless previously approved through the Site Coordinator for purposes of their specific needs or focus, such as fidget toys. All non-approved items need to remain in their backpacks. If there are repeated instances of non-approved items causing a distraction to your student or others, such behavior will be subject to the three-stage warning system and can result in the removal of your student from the program.

## ATTENDANCE

### OUR ATTENDANCE POLICY HAS CHANGED

We no longer differentiate between excused and unexcused absences. All absences are the same and we no longer require excuse notes. The FLDOE only tracks the students that attend, not why a student is absent. We are required to maintain 85% student attendance or the FLDOE may reduce our funding or cancel the program.

Daily student attendance during scheduled hours is a strict requirement. Arriving more than 10 minutes late or being picked up more than 15 minutes early count as absences, as they prevent the child from receiving the full benefit of the program. Students are allowed 5 absences per quarter.

Quarter 1: Aug 10 – Oct 13

Quarter 2: Oct 17 – Dec 22

Quarter 3: Jan 9 – Mar 14

Quarter 4: Mar 25 – May 24

## CHECK IN / CHECK OUT

Programming begins at 3:15 PM. Students, family, and staff must do their best to have the student on time to programming.

Only parents/legal guardians or those authorized in writing on the UCP/21st CCLC “Emergency Contact/Pick-Up Form” will be permitted to sign-out students. Driver’s License or some form of picture identification may be required as proof of identity.

Phone calls authorizing additional individuals to pick up children will not be accepted.

Please supply a copy of any legal restraining orders or injunctions concerning your child and discuss any other situations or changes in schedule with the 21st CCLC Site Coordinator.

## EARLY/LATE PICK UP

We discourage picking your child up early, as they would not receive the full benefit of the program. We understand that early pick up may be necessary at times but it will be treated the same as an absence.

Students must be picked up no later than 15 minutes after the end of the program. Please be respectful of our staff by picking up your child in a timely fashion and contacting your Site Coordinator as soon as you know that you will be running late.

21st CCLC staff seek to assist parents/guardians in every way and understand that unforeseen incidents happen. However, picking up youth on-time is imperative to a well-run program.

**If your student has more than 5 absences per quarter or three (3) late pick-ups for the entire school year, they may be released from the program.**

## PARENTS AND FAMILIES

### ADULT FAMILY MEMBER SERVICES (AFMS)

Family involvement is an important component of your child's education. Parents/guardians are encouraged to take an active role in their child’s involvement in the 21st CCLC program.

Throughout the school year, 21<sup>st</sup> CCLC hosts multiple family engagement sessions, called Adult Family Member Services (AFMS) events. **Parent/Guardians are required to attend at least three of these events during school year.** Failure to attend may result in the removal of your child from the program. Site Coordinator will notify families of all AFMS events.

### VOLUNTEERS / VISITORS

Visitors must schedule their visit through the Site Coordinator, check in at the front desk, provide valid photo ID, and wear the visitor lanyard during their shift.

If you are interested in volunteering, contact your Site Coordinator.

# REMOVAL/INELIGIBILITY

## REASONS FOR REMOVAL

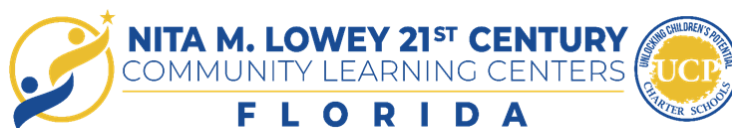
Your student may be removed and no longer be considered eligible for future programs under the following conditions:

If student:

- Needs more assistance than we are able to provide at a ratio of 1 staff member per 10 students
- Has behavior that disrupts learning of self and others
- Has behavior that threatens safety of self, others, and staff
- Doesn't meet attendance requirements of no more than 5 absences per quarter and no more than 3 late pickups from August to May

If family members:

- Do not attend the required 3 Adult Family Member Services (AFMS) events per year
- Do not follow the UCP Code of Civility



**We are excited to have you and your student(s) as part of the UCP 21<sup>st</sup> CCLC Program!**

### Parent/Guardian Acknowledgements

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_  
have read, understand, and agree to the terms and responsibilities in this UCP 21<sup>st</sup> CCLC Family Handbook. I understand that my student(s) may be removed if we are not compliant.

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

\_\_\_\_\_  
**Date**

\*If you have completed and signed the online 21<sup>st</sup> CCLC Family Handbook, you do not need to sign or return this page. If you are signing a hard copy of the 21<sup>st</sup> CCLC Family Handbook, please sign and date this page and return to your Site Coordinator.

