

# 21st CCLC UCP West Orange, Downtown, and Pine Hills Family Handbook



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

**F L O R I D A**

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*Fall Program 2022*

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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 – WEST ORANGE, DOWNTOWN, PINE HILLS

**Aug. 10, 2022 – May 26, 2023 | Monday – Thursday: 3:00 PM – 5:30 PM**

- A snack will be provided

## 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 WO, DT, PH, 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 1:8 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 Central Florida 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)
- 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

## 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

Daily student attendance during scheduled hours is a strict requirement. Students are allowed up to three (3) unexcused absences during school year programming (August – May). Arriving more than 10 minutes late or being picked up more than 15 minutes early also count as unexcused absences, as they prevent the child from receiving the full benefit of the program.

Proper documentation of excused absence must be provided to the Site Coordinator within 5 school days of the missed day. If you provide an excuse note to the front desk, make sure they know a copy needs to be given to your Site Coordinator. Do not send excuse notes with your student – they don't always remember to pass it on.

### **Examples of Excused Absences:**

- Illness of a student – Medical Note Required
- Death of a family member – Obituary/Program
- Head lice – Medical Note Required
- Legal matters – Court Documentation
- Doctor appointment – Medical Note Required
- Religious holiday – Contact Site Coordinator
- Unforeseen emergencies – Contact Site Coordinator
- Prior commitment that has been documented and pre-approved
- If your child becomes ill or injured during program time, their early pick up will be excused

If you are unsure if an absence will be considered excused, or what documentation is required, please contact your 21<sup>st</sup> CCLC Site Coordinator directly.

### CHECK IN / CHECK OUT

Programming begins at 3:00 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 and we ask that you please let the Site Coordinator know in advance, if possible. Early pick-up will be treated the same as an absence, and proper documentation is required for excused early pick-ups.

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 3 unexcused absences or three (3) late pick-ups, 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.



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



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

**Parent/Guardian Acknowledgements**

I, \_\_\_\_\_ parent/guardian of  
\_\_\_\_\_ have read, understand, and agree to the  
terms and responsibilities included in the UCP 21<sup>st</sup> Century Family Handbook.

**Please initial each section below signifying you have read and agree to the terms included**

\_\_\_\_\_ **Overview**

\_\_\_\_\_ **Attendance Policy**

\_\_\_\_\_ **Program Information**

\_\_\_\_\_ **Parent and Family Policy**

\_\_\_\_\_ **Code of Conduct**

\_\_\_\_\_  
**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.

