



## 21st Century Community Learning Centers Family Handbook

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### Hernandez Elementary Learning Center

Learning Center Coordinator:  
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Local Program Director:  
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**PARENT/GUARDIAN ACKNOWLEDGMENT FORM**

21<sup>st</sup> Century Community Learning Centers (CCLC) is an out of school time program offered **free of charge** through a federal grant administered by the New Mexico Public Education Department. The program offers academic, leadership, and enrichment opportunities for students and families. Program is offered Monday through Friday. All **21<sup>st</sup> CCLC students must participate on a regular basis**. If program is offered both morning and afternoon, students are not required to attend both sessions.

Family group activities will be offered on some evenings. Please attend as many activities as possible! Family participation is very important to our grant because 21<sup>st</sup> CCCL has a dual capacity framework, meaning we serve both students AND families!

Your daughter/son is expected to meet expectations and participate. Instructors use positive reinforcement during the out of school time program to keep a positive and fun learning environment! To maintain a good learning environment, we will not allow harassment or bullying. We have a “zero tolerance” policy for any weapons or controlled substances. We follow the school district’s Code of Conduct Handbook practices and procedures. Expectations during the out of school time program are the same as during the traditional learning day. We have a behavior/discipline policy that states if a student has a discipline issue, the parent/guardian will receive EPS Disciplinary Form. If your child receives three of these forms, he/she will be suspended from the after school program for three to five days. The fourth notice will result in termination from the after school program. We reserve the right to suspend or terminate a student from the after school program immediately, if a student’s behavior warrants it. Please refer to the Code of Conduct Handbook on the Parents-Students section the school district webpage [www.k12espanola.org](http://www.k12espanola.org) or the remainder of this family handbook for more information.

The elementary program hours are 3:15 - 5:15P.M. Monday, Tuesday, Wednesday, and Friday Thursdays 1:00-3:00. We will not be open on non-school days. Please read and discuss this family handbook with your child. Then, please sign this form and return it to the out of school time learning center coordinator along with the completed registration forms. You will be notified if there is a space available in your child’s grade level. No transportation will be available.

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Hernandez Elementary 21<sup>st</sup> CCLC Family Handbook 2016-2017

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Student Name \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date

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Parent/Guardian Name (Print) \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

**Please return this signed form to your 21<sup>st</sup> CCLC School Coordinator with your 21<sup>st</sup> CCLC registration forms.**



### STUDENT REGISTRATION

## HERNANDEZ ELEMENTARY 21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTER PROGRAM

**Student information:**

Name (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_

Preferred Nickname (if applicable) \_\_\_\_\_

Grade student will be in during Academic Year 2016/2017 \_\_\_\_\_

Name of School Hernandez Elementary 21<sup>ST</sup> CCLC \_\_\_\_\_

Date of Birth \_\_\_\_\_ Race (optional) \_\_\_\_\_ Age \_\_\_\_\_

Gender (select one)     Female     Male     Transgender**Mailing Address:**

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Parent/Guardian Information:**

	Parent/Guardian 1 Information	Parent/Guardian 2 Information (if applicable)
Name		
Cell Phone		
Home Phone		
Work Phone		
Email Address		

How will your child get home from the program? (select one)

 Parent/Guardian Pick-Up                       Other: \_\_\_\_\_

Person(s) authorized to pick up child besides parent/guardian(s)

Name	Contact Phone Number
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Signature of Parent or Guardian

Date

\_\_\_\_\_



## MEDICAL AUTHORIZATION FORM

Student's name (please print):

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Person to be contacted in case of emergency:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_

Alternate person to be contacted in emergency:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_

Please list below any health-related condition the director of the program should know about your child.  
(Reporting such conditions will not prevent your child from participating and will be kept confidential.)

Allergies/food (explain) \_\_\_\_\_

Allergic to any drug(s) (explain) \_\_\_\_\_

Diabetes \_\_\_\_\_

Heart Condition \_\_\_\_\_

Epilepsy \_\_\_\_\_

Convulsions \_\_\_\_\_

Emotional Upsets \_\_\_\_\_

Asthma \_\_\_\_\_

Other Conditions? \_\_\_\_\_

List below any medication being taken now (including aspirin):

Circle any medications that your child will be bringing to the program.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Are there any activities in which the child should not participate?

\_\_\_\_\_

Are there any physical restrictions?

\_\_\_\_\_

I, being a person authorized by law to give such permission, do hereby give my permission for emergency medical treatment to be given to the student listed on this form. I understand that all reasonable attempts will be made to contact me as soon as possible after the condition necessitating treatment arises, and, if unable to reach me, all reasonable attempts to contact the alternate listed above will be made. I understand that all reasonable precautions will be taken for safety at all times. I further release 21<sup>st</sup> Century Community Learning Centers and all persons associated with this organization from any liability associated with any accident, injury or disease to the person who is the subject of this form.

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

\_\_\_\_\_  
Date



## PARENTAL PERMISSION FORM

Student's name (please print):

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

The 21<sup>st</sup> Century Community Learning Centers (CCLC) program must provide documentation to the New Mexico Public Education Department and U.S. Department of Education concerning progress of the program. We may need to access attendance records, test scores, report cards, and/or transcripts. Additionally, we will distribute surveys to collect information in order to help improve program quality. All information will be strictly confidential. Please select one of the following choices for accessing this information for program quality enhancement purposes.

- I give my permission for the 21<sup>st</sup> CCLC program to access my child's grade/assessment and attendance data through my child's school.**
- I DO NOT give the 21<sup>st</sup> CCL program my permission to access my child's grade/assessment and attendance data through my child's school.**

Sometimes there may be activities during which your child uses the internet for tutoring and/or other academic activities. Students will always be monitored and supervised when they are on the internet. Please select one of the following choices:

- I give my permission for my child to access the internet.**
- I DO NOT give my permission for my child to access the internet.**

During the program, photographs or video recordings may be made of students performing various activities. These might be used in the newspaper, a flyer/brochure, and/or our web sites for promotion of the program. Please select one of the following choices:

- I give permission to use my child's photos/videos in the manners described above.**
- I DO NOT give permission to use my child's photos/videos in the manners described above.**

Parent or Guardian's Name (Please print):

\_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## SECTION I: 21<sup>st</sup> CCLC INTRODUCTION

### OVERVIEW



21<sup>st</sup> Century Community Learning Centers (CCLC) out of school program help students with their schoolwork by offering them the chance to explore topics they study during the traditional learning day in interesting and fun ways.

Program activities support student academic growth in meeting the Common Core State Standards in language arts, mathematics, and science. Activities are innovative and hands-on. They are built on learning goals that are shared with youth. The program also strives to create strong, transparent connections to both college and career exploration and readiness. Additionally, it includes sessions that promote health and wellness that supports a student's success in school.

### GOALS AND PERFORMANCE MEASURES

1. Maintain and improve student academic achievement in language arts and math.
  - a. Seventy-five percent (75%) of students earning a passing grade after the first grading period will maintain a passing grade by the close the academic year.
  - b. Fifty percent (50%) of students earning below a passing grade after the first grading period will raise their grade by the close of the academic year.
2. Design and deliver a 21<sup>st</sup> CCLC program which meets the needs of all constituent groups.
  - a. 85% of all survey participants will agree or strongly agree that the 21<sup>st</sup> CCLC program being offered in their community is high quality.
3. Implement a program that engages students.
  - a. 75% of the target enrollment goal will be met each academic year.
  - b. An average attendance rate of 75% will be maintained throughout the academic year.





## SECTION II: ENROLLMENT AND ATTENDANCE

### ATTENDANCE POLICY

This learning program is provided **FREE OF CHARGE** to students (and their families) attending EPS 21st CCLC School Sites and enrollment is on a first come, first served basis. This is possible because the program is funded through a federal grant, administered by the New Mexico Public Education Department and provided to you through EPS 21<sup>st</sup> CCLC School Sites.

After returning the Parent/Guardian Assurance and 21<sup>st</sup> CCLC Enrollment Forms, families will be notified if their child has been accepted for participation in the 21<sup>st</sup> CCLC program.

Attendance is a very important part of our program. In order for your child to get the most out of the program, he/she must attend daily. Attendance also impacts how the program is funded. It is important that each student attend each day for the full program length. When students are absent, funding is reduced, increasing the possibility of the loss of the program. **Parents are responsible for contacting the Learning Center Coordinator, Mr. Throne, if their child will be absent 505-753-8381.** If a child has a prior commitment, written notice containing the parent/guardian's signature, and stating the reason for the weekly/monthly absence must be provided to the Learning Center Coordinator. This notice will become part of the student's 21<sup>st</sup> CCLC file. Because we may have a waiting list for available seats, frequent absences may result in your child's removal from the program.



#### 21<sup>st</sup> CCLC EXCUSED ABSENCES:

- Illness of student
- Serious illness or death of family member
- Head lice or nits
- Doctor or dental appointments
- Legal matters
- Religious holiday or training
- Unforeseen emergencies (e.g. natural disasters)
- Prior commitment that has been documented in student file by the parent/guardian

-The Learning Center Coordinator will communicate with parent/guardian of any student having over four unexcused absences. Continued excessive absences may result in the student being removed from the program to allow space for another student on the waiting list.





## UNEXPECTED ABSENCES

If your son/daughter is absent during program, and the Learning Center Coordinator has not been contacted regarding this absence, you will be phoned. If the primary contact cannot be reached, every person listed on the registration contact list will be phoned until someone is reached. Please contact Mr. Michael Throne at 505-753-838 in advance if you know your child will be absent from the 21<sup>st</sup> CCLC program. Your child's safety is our top priority. We would never want to assume a child is with their family, while the family assumes the child is attending program. That is why communication with the program coordinator is so important. It's about your child's safety!

## SECTION III: PROGRAM HOURS AND ACTIVITIES

### HOURS OF OPERATION

The 21<sup>st</sup> CCLC program begins on August 29, 2016 and ends on April 28, 2017.

#### After School

The 21<sup>st</sup> CCLC program operates on school days from 3:15 P.M. – 5:15 P.M. Monday, Tuesday, Wednesday, and Friday. Thursday 1:00-3:00 P.M. The last day of program during the academic year will be on Friday April 28, 2017. The 21<sup>st</sup> CCLC Program adheres to the district's calendar for all days of operation and scheduled breaks. Please refer to district calendar for this schedule.



During the afternoon hours, students will participate in academic and enrichment activities. Activities will include homework help, computers, art & crafts, theatre, reading, science, math, health/nutrition, service learning and community field trips. Again, a student is not required to attend during the afternoon if they attend during the morning.

### HOLIDAY & STORM DAY POLICIES

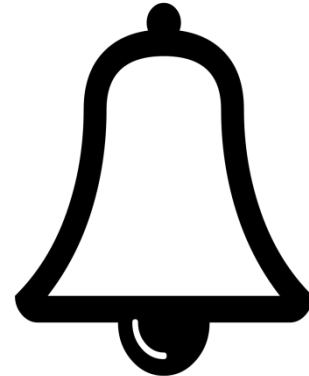
During the regular academic year, the calendar for the 21<sup>st</sup> CCLC program follows the calendar of the school district. On days when there is no school, including snow days, the 21<sup>st</sup> CCLC programs are not in session. If school is released due to bad weather, program will not be provided after school hours. On school days when regular classes are in session, but bad weather is predicted for late afternoon, the afternoon program hours may be canceled, and parents will be notified.



## DISMISSAL

As described in Section II of this handbook, attendance is important to our program. In order for your child to receive the full benefit of this opportunity he/she must attend each day for the full program length. The procedures outlined below will be followed during program dismissal:

- Students being picked-up will follow same procedure as the end of regular school day. Students will be escorted by 21<sup>st</sup> CCLC instructors to parent pick to wait for parents. If students are to be picked-up by persons other than those designated at the time of registration (those listed on the student's registration form), the Learning Center Coordinator must be notified prior to pick-up time, or the student will not be released to the individual who has arrived for pick-up.



## EARLY PICK-UP



We discourage picking up your child early. Qualified instructors plan curriculum based on the full program time available. Your son/daughter will not receive the full benefit of program if they are not participating in the full program day. We understand that early pick-up may be required sometimes. Please try to limit those times as much as possible.

If you will need to pick-up your child during regular program hours, please contact the Learning Center Coordinator in advance to communicate the time you will be arriving to pick-up your child. If we have this information prior to or at the start of program, we can make sure your son/daughter is in the front office and ready to leave the building.

When you arrive, please check-in at the front office, and be sure to sign your child out for the evening before leaving the building.

**A student may be dismissed from program if they are picked-up early more than five times in one semester.** Please note, this does not include prior commitments that have been documented in the student's 21<sup>st</sup> CCLC file by the parent/guardian.

If you want a person other than those listed on the registration form to pick up your student, the Learning Center Coordinator must be notified prior to pick-up time.



## LATE PICK-UP

Students must be picked up at 5:15 pm after program ends. The learning center is not staffed after these hours. **A student may be dismissed from program if he/she is picked up late three times.** Local authorities may be contacted for assistance if a student is not picked-up after program hours, and we can't contact the parent/guardian or emergency contacts.



## FAMILY PARTICIPATION

Family involvement is a very important component of your child's education; we encourage each adult family member to participate in this program as much as her/his schedule allows. Four times a year we will offer an activity in the evenings that will be an adult learning session, or just for parents. Activities may include, but are not limited to the following types of workshops: budgeting, cooking, computer, culture, effective parenting, English as a Second Language, homework assistance, and community/family events.

The community/family events are designed to be fun for the whole family! We hope you're able to attend! We will provide the schedule for these events in advance, when the monthly family newsletter is sent home.

We select the adult workshop topics based on community feedback. Students will not be in attendance during the workshops. These sessions have been designed for adult learning.

## SECTION IV: BEHAVIOR POLICY

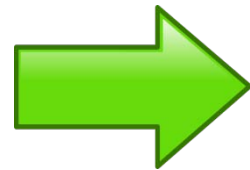
The behavior policy at our learning center was established to help students develop self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed over time by participating in activities and interacting with others.

The main reasons for establishing behavior expectations are:

1. to prevent possible harm to self or others,
2. to prevent infringement on the rights of others, and
3. to prevent damage to equipment and property.

To provide a safe and secure environment for everyone, the following expectations have been developed which will be in effect at all times.

1. Follow rules of school district handbook.
2. Follow the directions of instructors the first time they are given.
3. Show respect and treat others with kindness.
4. Ask permission to leave an area.





Students will be taught to be responsible for their own actions; they make the choice to follow the rules and enjoy the rewards or to disregard the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents. Whenever possible, natural and logical consequences will be provided for inappropriate behavior.

If a student has a discipline issue, the parent/guardian will receive a discipline report. Parents will be informed of their child's behavior and may be called upon to participate in a partnership to resolve special situations. If your child receives three of these forms, he/she will be suspended from the 21<sup>st</sup> CCLC program for three to five days. The fourth write up will result in termination from the 21<sup>st</sup> CCLC program. We reserve the right to suspend or terminate a student from the 21<sup>st</sup> CCLC program immediately, if a student's behavior warrants it. Please refer to the Code of Conduct Handbook on the Parents-Students section the school district webpage [www.k12espanola.org](http://www.k12espanola.org).

## SECTION V: 21<sup>st</sup> CCLC STAFF AND VOLUNTEERS

The Hernandez Elementary 21<sup>st</sup> Century Community Learning Center has a teaching team of approximately six staff members. This number of instructors enables us to work directly with students. These smaller class sizes provide several benefits:

1. more one-on-one attention from the teacher,
2. students get to know each other better, and
3. teachers can tailor instruction to students' individual needs.

We also recruit volunteers to lend their skills to the program. Volunteers assist students in a variety of ways: small group tutoring for academic skill practice, apprenticeship/technical skill instruction, and arts/crafts projects.

We welcome all families who would like to volunteer to work with the 21<sup>st</sup> CCLC program! If you, or someone you know, would like to donate a few hours to assist, either in the classroom or behind the scenes, please contact Mr. Michael Throne, Program Coordinator, at 505-753-8381. All volunteers must first pass a background check.

**All 21<sup>st</sup> CCLC team members, whether they're paid instructors or volunteers, are required to pass a fingerprint/background check. Your child's safety is priority so this policy is strictly enforced.**



## SECTION VI: COMMUNICATION



It is important to keep the lines of communication open between the 21<sup>st</sup> CCLC instructors and families of enrolled students. Listed below are ways we plan to keep families updated, and a way for families to contact program instructors, too.

**HOMEWORK:** Instructors will assist your daughter/son with assigned homework. However, based on the daily program schedule, there may be times when not all homework is completed. (This is a learning-engagement program, not just a homework program!) Instructors will let you know the status of your child's homework by school agenda or written note.

**PROGRAM ACTIVITIES:** Notes will be sent home with your child to keep you informative of upcoming events and activities. Announcements will also be in the school newsletters.

**QUESTIONS, CONCERNS, SUGGESTIONS:** Should you have any questions, concerns or suggestions regarding our 21<sup>st</sup> CCLC program, please contact the Learning Center Coordinator, Mr. Michael Throne at 505-753-8381 or [micahel.throne@k12espanola.org](mailto:micahel.throne@k12espanola.org).

## SECTION VII: ADDITIONAL DETAILS

### SNACK/MEAL



Throughout the year, a nutritious snack will be provided daily at no charge through the Espanola Public School Food Services Program. No food or beverages may be brought from home. Candy, food, gum, and soda are not allowed. The Learning Center Coordinator must be notified of any special dietary concerns. The menu will be available in the front office of by contacting the program coordinator.

### MEDICATIONS

The 21<sup>st</sup> CCLC program is not responsible for medication administration. Arrangements must be made to have medications administered to students prior to arrival at the program. Exceptions to this rule include EpiPens for allergic emergencies or inhalers for asthma treatment. Students should have these supplies with them. The 21<sup>st</sup> CCLC program does not keep EpiPens or inhalers stocked.





## HEALTH & SAFETY

Our staff provides a safe and healthy environment for all youth. Please include any medical conditions your child has on the registration paperwork. If your child has a known medical or health condition (asthma, diabetes, ADD, autism, seizure disorder, etc.), be sure the Learning Center Coordinator knows what to do if a problem should occur during program hours. Failure to notify the 21<sup>st</sup> CCLC program of your child's physical or health condition limits our ability to serve your family. If a child becomes ill while in the 21<sup>st</sup> CCLC program, the parent/guardian or approved adult will be notified. Depending on the nature of the illness, the parent/guardian may be asked to pick-up the student. If a child has any of the following symptoms or behaviors, the parent/guardian will be notified to pick up the child immediately.

- Any communicable disease
- Chills and/or fever over 100 degrees Fahrenheit
- Nausea, vomiting or diarrhea
- Undiagnosed rash
- Cough
- Head lice
- Ringworm
- Pink eye
- Accident requiring medical attention
- Physically acts out
- Is verbally abusive



## 21<sup>st</sup> CCLC EMERGENCY POLICY



Designated program staff members are trained in First Aid and cardiopulmonary resuscitation (CPR). Our 21<sup>st</sup> CCLC program follows established procedures in administering emergency procedures. In case of an accident or illness, the parent/guardian of the child will be called. Please be sure we have your correct phone numbers and address on file. In serious emergencies, the parent will be contacted and 911 may be called. Directions from the Emergency Medical Technician (EMT) will be followed until the parent/guardian has arrived. If the EMT determines the need to transport the student and the parent/guardian has not yet arrived, then the student will be transported. Once the parent/guardian arrives on campus they will be updated on the transportation of the student. The parent(s)/guardian(s) of the student will be responsible for the cost, if any, of the emergency vehicle and/or emergency room.

## NATURAL DISASTERS & OTHER EMERGENCIES

21<sup>st</sup> CCLC follows the emergency action plan procedures of the Espanola Public School District in the event of a natural disaster or other emergency. If you would like to review the school's plan, please contact the Learning Center Coordinator at your school.





## FIELD TRIP PERMISSION



Parent/guardians will be notified of the intent to take any field trips. Permission slips are required if a student is taken off campus. The same district and school policies for field trips will carry over to the 21st CCLC program.

## PERSONAL BELONGINGS

We assume no liability for lost/damaged items. Students should keep personal belongings, including cell phones and other electronic devices, in their backpack/locker. These devices shouldn't be used during program hours unless there is an emergency or a student has permission from the teacher in the classroom.



**On behalf of the entire Hernandez Elementary 21<sup>st</sup> CCLC Team, thank you for your commitment! We are looking forward to an outstanding year of learning and fun!**