



# **BOYS & GIRLS CLUBS OF BAY COUNTY**

## *Leaping into the 21<sup>st</sup> Century*

A 21<sup>st</sup> Century Community Learning Center at Waller Elementary

### 2018-2019 Family Handbook



Welcome to the 2018-2019 21<sup>st</sup> Century Community Learning Center at Waller Elementary! *Leaping into the 21<sup>st</sup> Century* is here to provide multifaceted enrichment in academics, character development, health education, physical activity, and more through an afterschool program at Waller Elementary School.

Funding for this program is provided by the Florida Department of Education through a 21<sup>st</sup> Century grant. These grants are designed to provide enrichment during non-school hours to help students meet state and local standards in core academic subjects; offer students a broad array of enrichment activities; and offer literacy and other educational services to the families of participating children.



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Although it takes place at Waller Elementary, *Leaping into the 21<sup>st</sup> Century* is administered by the Boys & Girls Clubs of Bay County.

Contact: 850-573-5606

CEO: Hank Hill – ceo@bgcbayfl.org

Program Director/Collaboration Liaison: Kate Robinson – admin@bgcbayfl.org

Mailing address:  
PO Box 914  
Panama City, FL 32402

Physical Address:  
3404 W 19<sup>th</sup> St  
Panama City, FL 32405

## Program Overview

Location: Waller Elementary School  
11332 County Road 388,  
Youngstown, FL, 32466

Site Coordinator: Ruth Smith  
850-303-8039 ~ [smithra2278@yahoo.com](mailto:smithra2278@yahoo.com)

Website: <http://www.bgcbayfl.org/21st-Century-Learning-Centers.aspx>

2018-2019 Afterschool Program Hours:  
2:30pm-5:45pm, Monday through Friday  
January 22-May 30, 2019

The program follows the Bay District Schools schedule with regards to closings: closed for Spring Break (March 18-22, 2019) and Memorial Day (May 27, 2019).

2019 Summer Program Hours:  
8:00am-12:30pm, Monday through Friday  
June 3-July 26, 2019 (closed the week of Independence Day, July 1-5, 2019)  
\*Students will need to confirm re-enrollment for the summer program if they are previously enrolled in the afterschool program\*

Family events will be scheduled throughout the program, especially to coincide with Waller Elementary family nights. These events will cover areas like literacy, vocational education, and family health. **It is imperative that you attend these events with your student to take advantage of the full 21<sup>st</sup> Century experience.** Please keep an eye out for flyers and other info pertaining to family events, and check the website listed above for updates.



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Features of *Leaping into the 21<sup>st</sup> Century*:

- Daily dinner and snack
- Bus transportation available upon request
- Completely FREE for families – there will never be any fees or charges
- Serves grades 1-5

## **Program Content**

*Leaping into the 21<sup>st</sup> Century* meets Monday-Friday from 2:30pm-5:45pm. There will be a dinner and snack served daily. Meals are provided by Chartwells, the same vendor used by Bay District Schools.

The program content includes enrichment in English Language Arts, Mathematics, and STEM; homework help; character development; health education; and time for physical activity. For English and math, students will use an online curriculum called “Let’s Go Learn,” and for science, they will use kits from Engineering is Elementary and NextEra energy. For character development and health education, students will receive the same Boys & Girls Clubs of America materials that are used in traditional Boys & Girls Clubs.

## **Program Policies & Procedures**

### **Student Safety**

**Any and all visitors to the program must sign in and out on a roster and present identification.**

When the program ends at 5:45pm, **parents/guardians must sign out their student.** Only family members on the approved pickup list will be allowed to pick up students. **If your student is riding the bus, they must be listed on the bus route issued by Bay District Schools.** If you decide to pick up your student instead of having them taking the bus, please let a 21<sup>st</sup> CCLC staff member know so that we can make sure they are accounted for.

While we encourage students to attend the full length of the program so that they get its full benefits, they can be picked up early as needed. **Parents/guardians must sign them out if they are leaving the program early.**

In the event of a field trip, families must sign a permission slip.

**Staff have the authority to take medical action as needed, as indicated by your signature of the program application.** Parents/guardians will be notified immediately, and an incident report will be filed with the Site Coordinator. At least one staff member certified in CPR and First Aid will be on-site each day. **Please let the Site Coordinator know of any medications, allergies, or medical conditions that your student has.**

**During the program, the *Bay District Schools Code of Student Conduct and Discipline* will be in effect. Please see the letter below confirming this policy.** As indicated on the program application, failure to abide by this policy may result in expulsion from the program.



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All safety policies in effect during the school year apply during the summer program.

The program application includes a release allowing students to be filmed/photographed during their participation in *Leaping into the 21<sup>st</sup> Century*. These photos may be shared on the program website, with the Florida Department of Education, and with the Waller administration. **If you do not wish for your child to be filmed or photographed during the 21<sup>st</sup> CCLC program, please let the Site Coordinator know.**

### **Transportation**

All 21<sup>st</sup> CCLC program students are offered the option of bus transportation from the program. Please let the Site Coordinator know if you would like your child to have transportation home after the program. The bus and route is operated by Bay District Schools Transportation.

Please note that if you elect for bus transportation mid-program, it will take a few days for your stop to be added to the route. Your student must be picked up from Waller Elementary until their stop is added to the BDS bus route. Please confirm your student's stop and drop-off time with 21<sup>st</sup> CCLC staff or the Boys & Girls Club.

The *Bay District Schools Code of Student Conduct and Discipline* is in effect during bus transportation, and misbehavior on the bus will not be tolerated for the safety of all riders and the bus drivers. **Fighting, yelling, and other behavior incidents will result in warnings, suspensions, and eventually expulsion from the bus and/or the program.**

**\*If you have a question or concern about the bus while it is in transit, please call Site Coordinator Ruth Smith at 850-303-8039\***

### **Program Measurements**

Throughout the 21<sup>st</sup> CCLC program, some data need to be collected to establish student progress and program success. Student report cards will be collected to record their grades. If your child does not turn it in, a member of the program staff may call you regarding the report card.

Parents will also be given a survey at the beginning, middle, and end of the program to measure your perceptions of involvement with your child's education. **It is imperative that you complete and return these surveys so that we can measure this program's effectiveness.** Again, a program staff member may call you regarding the survey.

### **21<sup>st</sup> CCLC Advisory Board**

As a requirement of this grant, a 21<sup>st</sup> CCLC Advisory Board will be established to strategize the long-term future of *Leaping into the 21<sup>st</sup> Century*. This Board must include at least 2 parents. The requirements of participating in this Board are minimal – meetings will be held quarterly and discuss opportunities to expand the program. **If you would like to be a parent member of the 21<sup>st</sup> CCLC Advisory Board, please email [admin@bgcbayfl.org](mailto:admin@bgcbayfl.org)!**



January 22, 2019

Dear Families:

We are excited to welcome your student to the Waller Elementary campus to participate in the Boys & Girls Clubs of Bay County's 21<sup>st</sup> Century Community Learning Center *Leaping into the 21<sup>st</sup> Century* (the "Program"). Although Bay District Schools has made some of its facilities available for the Program, the Program is entirely operated by the Boys & Girls Clubs of Bay County ("BGCBC").

While your student is on campus participating in the Program, please know that BGCBC and its staff are responsible for the supervision, control, and direction of Program participants. If you have any questions, concerns, or information to share regarding your student's medical needs, such topics should be addressed with:

Ruth Smith, Site Coordinator  
Smithra2278@yahoo.com

The Bay District Schools Code of Student Conduct and Discipline will be in effect at the Program site. Any student's misconduct during the Program will be reported to Waller Elementary's administrators, and at the principal's discretion, may result in school-based discipline.



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*Leaping into the 21<sup>st</sup> Century*  
 Parent/Guardian Survey – Perceptions of Involvement in Students’ Education  
 (pre-program)

*Thank you for being a part of the Boys & Girls Clubs of Bay County’s 21<sup>st</sup> Century Community Learning Center at Waller Elementary! Please see below a brief survey about how involved you feel in your student’s education. **Please fill it out and return it to a 21<sup>st</sup> CCLC program staff member within one week of your student’s enrollment.***

For the following questions, please circle your answer -

I know what topics my student is studying in class.

Strongly Agree      Agree      Neutral      Disagree      Strongly Disagree

I help my student with their homework at least twice a week.

Strongly Agree      Agree      Neutral      Disagree      Strongly Disagree

I am aware of special student activities at school, like science fairs, guest speakers, and field days.

Strongly Agree      Agree      Neutral      Disagree      Strongly Disagree

I am aware of family events at Waller Elementary, like family nights and student performances.

Strongly Agree      Agree      Neutral      Disagree      Strongly Disagree

I consistently attend family events at or hosted by Waller Elementary School.

Strongly Agree      Agree      Neutral      Disagree      Strongly Disagree

I know how my student is doing in class and what areas they need to improve in, and what areas they’re proficient in.

Strongly Agree      Agree      Neutral      Disagree      Strongly Disagree

I know my student’s academic goals (grade improvements, better attendance, etc).

Strongly Agree      Agree      Neutral      Disagree      Strongly Disagree



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I am aware of upcoming tests and projects that my student has to prepare for.

Strongly Agree      Agree      Neutral      Disagree      Strongly Disagree

I feel involved in my student's education.

Strongly Agree      Agree      Neutral      Disagree      Strongly Disagree

In English Language Arts, my child...

Needs improvement      Is proficient      Excels

In Math, my child...

Needs improvement      Is proficient      Excels

In Science, my child...

Needs improvement      Is proficient      Excels

21<sup>st</sup> Century student(s)' name: \_\_\_\_\_

Additional comments about your involvement in your student's education:

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