

Little Flower UFSD



21st Century Community Learning Centers



After School Program Student & Family Handbook

Dedicated to the education of all students

Introduction

Welcome to the Little Flower Union Free School District's After School Program, funded by the 21st Century Community Learning Centers (CCLC). Although the Little Flower School has provided after school enrichment activities to its students in the past, we are excited to continue expanding this program and its opportunities to our students by working with 21st CCLC. The information provided in this handbook serves to clarify the roles, responsibilities and expectations of all participants in the after school program in addition to the goals and positive outcomes this program will provide to its participants.

Throughout this handbook, there will be references to several Little Flower UFSD documents which are provided on the district's website: [Little Flower UFSD Website](#). These documents will also be hyperlinked in the handbook so that they may be accessed electronically. The referenced materials will include:

1. [Student Handbook & Code of Conduct](#)- Located on the school website under the tabs labeled "For Students" as "For Parents"
2. [Parent Handbook](#)- Located on the school website under the tab labeled "For Parents"
3. [District Wide Safety Plan](#)- Located on the school website under the tab labeled "District"

The After School Program is offered at the Little Flower School from Monday to Friday except when there are holidays or emergency closures. The program runs during the school year as well as throughout the summer. Select weekend programming is offered to residential students.

Sites and Contacts

Little Flower School

2460 N. Wading River Rd
Wading River, NY 11792

After School Hours: 2:50pm - 5:05 pm

Main Office: (631) 929-4300

Health and Wellness Center: (631) 929-6200 x7210

AOD Office: (631) 929-6200 x7203

Harold Dean, Superintendent/Project Director: 631-929-4300 x107

Robert Scappatore, Building Principal: (631) 929-4300 x105

Michael Gordon, Assistant Principal/Director of Special Education: (631) 929-4300 x103

Maureen Vu, 21st CCLC Site Coordinator: (631) 929-4300 x209

Table Of Contents

Table Of Contents	1
Introduction	2
Sites and Contacts	2
Mission Statements	3
Goals of the Program	3
Attendance Policy	4
Check in/Check out	4
Discipline Policy	5
Parent/Guardian Expectations	5
Student Expectations	5
Responsibility of Students	5
Eligibility, Enrollment, Recruitment and Retention	6
Attendance Policy	7
Field Trip Permission	8
Personal Belongings	8
Accidents/Emergencies	8
Health and Safety	8
Medication Administration	9
Safety Plan & Procedure	9
Harassment, Bullying & Discrimination Reporting	10
Child Abuse Reporting	11
Summer Program	11
Parent/Client Information– Civility Policy	12
Parent Participation	12
Medical Conditions	12
Scheduling	13
Supervision Policy	13
Evaluation	13
Snacks	13

Mission Statements

Little Flower Union Free School District's Mission Statement: The mission of Little Flower UFSD is to meet the individual educational, social and emotional needs of all students. We seek to create a learning environment where our students foster the tenets of respect, responsibility, and self-worth so they can transition back into their community and take pride in their accomplishments.

21st Century Community Learning Centers After School Program's Mission Statement: Our proposed "Caring Campus Connections" or "Project 3C" seeks to address students' traumas and notable academic setbacks by capitalizing on the trust and positive rapport established between students and school faculty. We seek to further propel students' resilience by providing high interest, structured afterschool activities that include rich educational, recreational, and self/leadership development activities infused with a strong college and career ready component, along with a parental component that addresses pressing factors impeding parental participation and empowerment of this very specific parent population.

Goals of the Program

21st Century Community Learning Centers will offer a range of high-quality educational, developmental, and recreational services for students and their families.

- The program will offer high quality core academic enrichment activities in the areas of English Language Arts (ELA), mathematics, and science.
- In partnership with LF-CFS residential facility and with Suffolk Community College, the program will provide an array of youth development activities (e.g. nutrition and health, art, music, technology and recreation) and college and career readiness activities.
- The program will establish and maintain partnerships within the community that continue to increase levels of community collaboration in planning, implementing and sustaining programs.
- The program will provide highly sensitive and relevant services to parents of residential students including involvement through a variety of family literacy and engagement workshops, classes, and referrals.
- The program will offer services at least 15 hours a week on average and provide services when school is not in session, such as during the summer and on holidays.
- Students regularly participating in the program will show continuous improvement in achievement through measures such as test scores, grades and/or teacher reports.
- Regular attendees in the program will show continuous improvements on measures such as school attendance, classroom performance and decreased disciplinary actions or other adverse behaviors.

Attendance Policy

If a student does not attend the regular school day, they will not be allowed to participate in the after school program. As noted in the previous section, our after school program hopes to engage students in a way that will increase positive educational, social, and behavioral outcomes. Students are encouraged to participate in the after school program as often as possible. A high rate of attendance is beneficial to helping each student show improvement in these areas. Consistency in showing up and participating is expected to increase desirable outcomes of the program.

Check in/Check out

Day Students: At the end of the regular school day, a member of the school day staff must accompany their student(s) participating in the after school program to the designated room. If the after school program staff is not yet in place, the school day staff member must wait with their student(s) until the after school staff arrives.

Residents: Students are dismissed at the normal time to their cottage and are brought back to the school main entrance after cottage check in's and meds (as appropriate) with staff from RTC. School staff will ensure that students are brought to their appropriate program.

The after school security staff members record attendance as per the student sign-up list (provided by the Main Office) in each session while the students are entering the building. Students must be present in the program's designated room. A copy of each day's attendance is provided to the Main Office to keep on file, and a copy is also provided to the AOD office at the RTC.

At the end of the program, the after school program staff escort students back to their cottage (if RTC student), or their bus/parent for pick up (if Day student).

Discipline Policy

Little Flower approaches discipline as it does education - while there are constants, each student requires a unique review of circumstances and a program respective to their individual needs. While behavioral expectations are outlined in our district's [Student Handbook & Code of Conduct](#), a traditional discipline policy (e.g., an if-then continuum) does not appropriately reflect the population served.

Discipline may be implemented upon any breach of rules within the Code of Conduct, but each incident is carefully reviewed by administration and our behavior support team leadership, taking into account circumstances surrounding the incident, history of the student, and individualized education plans. A disciplinary action is determined by not what will punish the student most, but what will help the student understand how their actions impacted them, their peers, and the school community, and a path that will address the root cause of the behavior, limiting any negative impact on the student's overall well-being.

We utilize a combination of programming to inform and support our disciplinary practices, including Positive Behavior Interventions and Supports, Restorative Practices, the Sanctuary Model, and Therapeutic Crisis Intervention.

Expectations

Parents'/Guardians' Expectation of the Program

Parents may expect that:

- Their children are cared for in a safe, nurturing environment at a teacher/student ratio of 1:12.
- They may communicate with the Site Coordinator about concerns related to their child or the program.
- They will be informed about any misbehavior on the part of their child and speak with the Site Coordinator to bring improvement in the situation.
- They will be regularly informed about the 21st CCLC activities and events.
- They will be informed promptly if their child is in jeopardy of being dismissed from the program.

Program's Expectation of Parents/Guardians

The Program expects that parents will:

- Inform the 21st CCLC immediately when there is an update with their child's information, including but not limited to change of address, allergies, medicines, IEPs, etc.
- Contact the Site Coordinator if the child will not be attending the 21st CCLC program for 3 or more consecutive days
- Engage in parent workshops when appropriate
- Be attentive of correspondence that comes from the 21st CCLC program
- Be responsible for replacing any items that their child breaks or destroys if used inappropriately

Student's Expectations of the Program

Student's may expect:

- To have a safe and nurturing environment.
- To receive respectful treatment with discipline that is fair.
- To have high quality 21st CCLC staff that are actively involved with them

Program Expectations of the Student

The program expects that student's will:

- Be responsible for their actions.
- Follow school rules that guide them during the 21st CCLC program.
- Remain with the 21st CCLC staff at all times until released by the proper authority.

Eligibility, Enrollment, Recruitment, and Retention

The 21st CCLC program invites children of all backgrounds to attend. Multi Language learners and students with disabilities are especially encouraged to attend the program. In accordance with Title IX-Discrimination and Federal law policy, New York State public schools are prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, please contact 21cclc@littleflowerufsd.org.

Eligibility

A student may be registered for the 21st CCLC program at any time during the school year. Students must be enrolled at Little Flower UFSD. All other available program admission slots are on a "first come – first serve" basis. The program welcomes all students wanting to participate.

Enrollment

A complete 21st CCLC enrollment form must be on file before the student can attend the 21st CCLC program. Their parents/guardians must sign the evaluation release and the consent for their child to be photographed or videotaped during 21st CCLC activities. Students will not be allowed to attend the 21st CCLC program until this enrollment form has been completed, signed, dated and returned. It is the parents'/guardians' responsibility to notify staff immediately of any changes to the information on the enrollment form so that current information is always on file. These changes would include change of address, change of contact numbers, change in those persons authorized for pick-up, and changes in family arrangements. This is for the safety of the child. Please see a Site Coordinator for an enrollment form or access on online: [Enrollment Form](#). A new enrollment form must be completed each school year.

Recruitment of Students

Little Flower staff, school administrators, guidance personnel and the educational liaison will have primary responsibility for promoting the 21st CCLC program to students and families. The school district will oversee all aspects of the recruitment process providing enrollment forms, attending parent and teacher meetings to speak about the program, distributing flyers and scheduling information sessions to discuss program's benefits.

Retention of Students

Based on results from the semi-annual QSA, the Advisory Committee will create a framework of best practices for recruiting and retaining students. There will also be an emphasis on student voice in program design through outreach surveys and frequent recognition and showcasing of talents and successes.

Attendance Policy

If a student does not attend the regular school day, they will not be allowed to participate in the after school program. Additionally, if a student has excessive absences then administration will determine whether the student will be temporarily ineligible to participate in the after school program, and the appropriate length of time for ineligibility. As noted in the previous section, our after school program hopes to engage students in a way that will increase positive educational, social, and behavioral outcomes. Students are encouraged to participate in the after school program as often as possible. A high rate of attendance is beneficial to helping each student show improvement in these areas. Consistency in showing up and participating is expected to increase desirable outcomes of the program. For this reason, we do not prohibit participation by setting a strict numeric attendance policy. No child is denied attendance based on race, color, religion, national origin, age, disability or by any employee or student.

Field Trip Permission

After school programs may request permission to attend off-ground events or activities that are appropriate for and aligned to the program.

For all Little Flower School Day students: Parents/guardians will be provided with a “Field Trip Permission Slip” which will provide the destination of the field trip, the responsible staff member(s), the departure/arrival times from/to the school, and any meal accommodations as necessary. We must receive a signed permission slip for off-grounds trips in order for your child to participate.

For RTC students: The RTC staff serve in loco parentis of students’ guardians and can grant and/or withdraw permission for field trip participation.

Personal Belongings

Student’s personal belongings are the responsibility of the child. More information is available in the district’s [Student Handbook & Code of Conduct](#), included under “Student Property”.

Accidents/Emergencies

In the event of an emergency, the after school program will follow the procedures outlined in the [District Wide Safety Plan](#). Related events and emergencies may include natural disasters such as lockdowns, fires, severe storms, etc.

Health and Safety

If a student feels ill or obtains an injury while participating in the after school program, they will be escorted to the campus Health and Wellness Center (HWC). The phone number for this office is located above with the program’s contact information.

The after school program staff will remain with the student until they are advised by the nursing staff of the recommended plan of action. At this time, the student will either remain in the care of the HWC staff or will be escorted back to the program with the after school program staff member.

The staff member will notify the administrator on duty and, if appropriate, the parent/guardian will be contacted to pick up the child early.

Medication Administration

All medication information must be provided to the Main Office. This information is also filed at the HWC for all students, whether RTC or Day students, as per state regulations.

The HWC is located on campus and has a licensed nursing staff that is available 24/7. The HWC is responsible for all medication administration.

For students who receive daily medication that is to be administered during after school program hours, a staff member will escort the student to and from the HWC at the appropriate time for the student to receive their medication.

In the case of a minor accident/injury, staff will administer basic first aid. The first aid kits are available to all employees. If the injury/illness is more serious, first aid will be administered, and the parents/guardians will be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, EMS will be contacted, parents/guardians will be notified, and a staff member will accompany the child to the hospital with all available school health records. Staff will not transport children in staff owned vehicles. Only HWC staff (if residential student) parents or EMS will transport.

Safety Plans & Procedures

Emergency/Crisis Situations

The school has devised several procedures to follow in the event that an emergency would occur while a child is in the care of 21st CCLC staff. In the event of a fire, staff will follow the written instructions posted in the school safety plan. The instructions describe emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the school does conduct periodic fire drills. In accordance with NYS regulations, fire/safety drill will be conducted in the after-school program. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the school, students will be evacuated to designated emergency locations. A sign will be posted in the front door of the school indicating that we have been evacuated and the location where parents/guardians can pick up their child. Parents/Guardians will also be contacted as soon as possible to come to pick up their child. If a parent/guardian cannot be reached, we will contact the emergency contacts as listed on the child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible; contact and follow the directions given by the proper authorities; and contact the parents as soon as the situation allows. An incident report would also be provided to the parents/guardians.

Behavior Support

A behavior support staff is on campus each day the 21st CCLC program is in session. Security and school staff are required to report any activities that could hurt students at our school promptly by informing school administration. Parents wanting to pick up their child need to check in with security and present a photo ID.

Dangerous Weapons – Zero Tolerance

Students shall not carry, conceal, possess, display, or use deadly weapons or look-alike weapons at school. Offenders will be subject to disciplinary action and dismissal. Under no circumstances are concealed weapons permitted at the school.

Outside Safety Rules

The school gym and school field will be used for recreational and physical activities and games. The same behavior rules and regulations to which students must adhere during regular school hours will be observed during the time the child is enrolled in the 21st CCLC learning program.

Personal Property

Children's personal property such as coats, clothing, school bags, etc., must be taken home daily. Any personal property left at the program will be placed in a "Lost and Found" box. Although staff attempts to help children stay organized, our 21st CCLC staff cannot be responsible for lost personal property. Personal property, such as balls, toys, games, jewelry, phones, electronics etc., should be left at home. We cannot assume responsibility for such items.

Smoking and Tobacco Use

All school buildings and school grounds within NYS are designated as smoke-free environments. All employees, students, parents, and visitors are required by New York State law to refrain from smoking and/or using tobacco products anywhere on district and school property. This includes vape pens of any kind.

Procedure for Reporting Harassment, Bullying and Discrimination

The 21st CCLC program does not tolerate and prohibits any kind of discrimination, such as harassment, hazing, intimidation and bullying in our program. To report an incident please reach out to the site coordinator or program director as soon as possible after the incident so it can be investigated and resolved as quickly as possible. If a staff member observes/learns of an incident they must report it to the site coordinator or administrator using an incident report prior to leaving for the day.

Sexual Harassment: Sexual harassment is a form of misconduct that undermines the integrity of our programming. Sexual harassment refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with the working or learning effectiveness of its victims and their peers. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and should promptly process a complaint with the site director.

Dignity for All Students Act The Dignity Act emphasizes the importance of tolerance and respect for others by students and staff alike. Therefore, all members of the school community, including essential partners such as superintendents, school board members, parents, students, teachers, guidance counselors, principals/administrators, support staff and other school personnel have particularly important roles to play in its implementation. Students or a parent of a student who feels that they are a target of discrimination or harassment while on school property by any student/students or employee are encouraged to seek out assistance from whomever they feel most comfortable speaking with. Any staff member who witnesses students being the target of discrimination or harassment or is told of a student being a target of discrimination or harassment must fill out the Little Flower DASA Reporting Form and submit it to the Dignity Act Coordinator. This form is kept in the school's main office. The Dignity Act Coordinator is Robert Scappatore. Contact info is: rscappatore@littleflowerufsd.org, (631)-929-4300 x105

Child Abuse Reporting

All after school staff are mandated reporters. Therefore, all staff will follow state and federal regulations and procedures involving suspected child abuse.

Summer Program

The after school program operates year-round and is offered during the summer months as well. The program hours during the summer are from 2:05 pm until 4:05 pm. Summer school dates are listed on the school calendar which is available on the Little Flower UFSD website under the "For Parents" tab.

All information provided in this handbook is applicable for the summer program, with exception of time changes for check-in and dismissal.

Parent/Client Information– Civility Policy

We advise you to review the district's [Parent Handbook](#) for further information. Any concerns may be directed to administration (see contact information above) and will adhere to the Parent Handbook.

Parent Participation

Parents are very important in a child's education and are encouraged to communicate with staff as appropriate, read all material provided concerning the program and complete surveys.

Parents are requested to follow security procedures to ensure the safety and protection of all children. Parents should keep the Site Coordinator informed of any changes in their child's emergency information or other factors concerning the welfare of their child.

Students with Medical Conditions

Parents/Guardians are required to complete a medical form on any child that has a chronic or temporary medical condition. The completed form will state the medical condition, medications taken, directions for administering medications, how to treat/handle the medical condition and any additional information needed to ensure the safety of the child.

Sick Children

Our 21st CCLC site provide children with a safe, clean and healthy environment. An area in the school is designated for children who may not be feeling well. A child with any of the following symptoms will be isolated and parent or emergency contact notified:

- Temperature of 100+ degrees F – in combination with other signs of illness
- Diarrhea
- Difficult or rapid breathing
- Redness on the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Stiff neck with an elevated temperature
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in school activities, the parent will be called to pick up the child. Anytime a child is isolated, they will be kept within sight and hearing of a staff member.

Scheduling

A variety of programs are available each day. Students have the liberty of choosing which after school program they would like to attend. When students arrive in the morning, they are to inform their homeroom teacher of their program choice for the day. The teacher will add their name to the appropriate program list via a shared Google Sheet which is accessible by the school day teachers.

To ensure proper staffing and safety, there is a maximum of 12 spots per program per day. With a limited number of available spots, students are encouraged to select and sign up for their desired program upon arrival to school.

Students have until 2:30pm to request or change their program selection. At 2:30pm, the sign-up sheet will close and no changes are to be made unless authorized by supervising staff.

Supervision Policy

Supervision is critical to ensure safety, wellness, and participation. The same protocol is enforced during the after school program as is during the regular school day.

All after school programs are staffed with one program leader and one program assistant. The maximum staff-to-student ratio should not exceed 1:6. There are also two behavior support members working each day to assist with supervision and to provide behavior support when needed. A program administrator is on duty and available at all times during program hours (see contact information above).

Evaluation

All 21st CCLC programs are mandated to have an external evaluator. Our evaluator will use student's demographic data, grades and test scores, attendance, and discipline records to evaluate the progress of the students. A survey will be completed by students at the end of each academic year. Periodical surveys might also be sent home in order to obtain parent opinions of the program. Parents might be asked to please take time to complete the surveys, as they are an important means of helping better serve our students and families. All personally identifiable information (P.I.I.) will be protected under compliance of New York State Education Law 2-D.

Snacks

The Little Flower UFSD participates in the *NYSED After School Snack Program* which affords each child a nutritious snack while in participation. Student allergies are available on the district's student data management program. However, we highly recommend educating your child on foods that they should avoid due to any allergies.

Little Flower Union Free School District Student Contract

I have read and I understand the Handbook & Acceptable Use Policy. I have had the opportunity to ask questions on anything that confused me.

Print Student Name _____

<input type="checkbox"/>	I understand my rights and responsibilities for the school year.
<input type="checkbox"/>	I have read and understood the Little Flower Code of Conduct.
<input type="checkbox"/>	I have read and understood the Little Flower Computer and Network Use Policy
<input type="checkbox"/>	I have read and understood the Little Flower Attendance Policy.
_____ Student Signature	_____ Date
_____ Teacher Signature	_____ Date

Please note: The full Code of Conduct is posted on the Little Flower UFSD webpage.