21st CCLC UCP OF CENTRAL FLORIDA PROGRAM SITES

21st CCLC Project Director
Heather Boni
UCP of Central Florida – Bales Admin
4780 Data Court
Orlando, FL 32817
Email: hboni@ucpfl.org

UCP Downtown/BETA Campus
4680 Lake Underhill Rd
Orlando, FL 32807
407-852-3300 ext. 7313
21st CCLC Site Coordinator: Marilee Brown
Email: mbrown@ucpfl.org

UCP Pine Hills Campus
5800 Golf Club Pkwy
Orlando, FL 32808
407-852-3300 ext. 4000
21st CCLC Site Coordinator: Irene Barnes
Email: ibarnes@ucpfl.org

UCP West Orange Campus
1297 Winter Garden Vineland Rd #112
Winter Garden, FL 34787
407-852-3300 ext. 5000
21st CCLC Site Coordinator: Emily Keim
Email: ekeim@ucpfl.org

General information regarding the UCP Charter School 21st Century Program can be found on our UCP Charter School of Central Florida website at https://ucpcharter.org/cclc-excel-program/. Daily updates, summer schedule and important online forms are included on our 21st Century Parent/Family website located at: https://sites.google.com/ucplearner.org/ucp21st. Any program updates or activities will be communicated with parents via email, phone calls, text messages, monthly newsletters, ClassDojo, Remind, or other forms of communication at the discretion of the Site Coordinator.

Please do not hesitate to contact UCP Charter School 21st Century program’s site staff if there are any questions, concerns or issues that may arise throughout the year. We are excited to have you and your child/children as part of the UCP Charter Schools 21st Century Program!
# CONTENTS

Overview........................................................................................................................................3

Program Information .........................................................................................................................4
  Program Hours ................................................................................................................................4
  Eligibility .......................................................................................................................................4
  Snack ...........................................................................................................................................5

21st CCLC Program: Code of Conduct ..........................................................................................5
  Behavior / Incident Reporting Procedures .....................................................................................6

Attendance ......................................................................................................................................7
  Check In ........................................................................................................................................7
  Check Out ....................................................................................................................................8
  Late Pick Up ..................................................................................................................................8
  Early Pick Up ................................................................................................................................9

Parents and Families .....................................................................................................................9
  Parent/Family Engagement Session ..............................................................................................9

Evaluations ......................................................................................................................................9

Volunteers / Visitors .....................................................................................................................10
OVERVIEW

UCP Charter School’s 21st Century Community Learning Centers (21st CCLC) Program provides high-quality, hands-on academic and personal enrichment through Reading/ELA, Science, Technology, Engineering, Art, Mathematics (STEAM), Character Education, Health & Nutrition, and Physical Activity. Engaging academic, cultural, artistic, and recreation enrichment activities will support each student’s academic growth, particularly in the areas of math, reading, language arts and science during out-of-school time. Academic programs are taught by Florida certified teachers with a focus on hands-on projects that have real world applications which reinforces and compliments their regular school day academics. Educational opportunities for adult family members of participating students are also be provided.

This program is free of cost to all participants. Eligible participants include students at UCP Charter Schools, Orange County residents attending private schools, and home-schooled students currently in K-5th grade. All participants must comply with the program’s mandatory attendance requirements, including adult attendance at Family Engagement Sessions.

OBJECTIVES:

➢ 70 % of regularly participating students will maintain or improve their standards-based report card rating during the program year in English.

➢ 70 % of regularly participating students will maintain or improve their standards-based report cards rating during the program year in Mathematics.

➢ 70 % of regularly participating students will maintain or improve their standards-based report cards rating during the program year in Science.

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

After School Program (August – May):

Monday, Tuesday, Thursday: 3:00 PM – 5:30 PM  
Wednesday: 2:00 PM – 5:30PM  
Friday: No Program – please see campus front desk for information about other aftercare options

Students must stay for the entirety of the program. Late drop-off and early pick-up without proper documentation is considered an unexcused absence. See the attendance policy for more information.

UCP Elementary school program sites follow the OCPS calendar. If the UCP Campus is closed the program will not be in operation. Camp Day programs will be provided on designated non-school days during the school year when the campus is still open.

Camp Days (August – May):

➢ Cam Day Hours: 8:00am-4:00pm  
➢ Breakfast, lunch, and a snack will be provided  
➢ A list of upcoming Camp Days will be provided by your Site Coordinator

ELIGIBILITY

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

UCP students attending and registered at UCP Orange County Schools in grades K-5 are eligible to participate in the UCP Charter School 21st Century program. Pre-K siblings of enrolled 21st CCLC students may be eligible for participation based on discretion of the Program Director and Site Coordinators.

Private school and home-schooled students who reside in Orange County are also eligible. Families of students not enrolled in UCP Charter Schools must provide report cards for students each quarter.

All students must be able to successfully participate in all activities in a group of 10-20 students with a 1:8 staff ratio.
UCP Charter School 21st Century program reserves the right to suspend or dismiss your child due to excessive unexcused tardiness and/or absences, refusal to participate in any area of programming or excessive behavioral issues.

SNACK

An after-school snack is provided free of cost to all students during the after-school program. Breakfast, lunch, and snack are provided during camp days. Parents must inform Site Coordinators of any food allergies or foods their child is not permitted to eat prior to the start of the program. Students are permitted to bring snacks/lunch to the after-school program if they prefer. Please remember that UCP of Central Florida is a nut-free school.

21ST CCLC PROGRAM: CODE OF CONDUCT

UCP Charter School 21st 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 21st Century Family Handbook. UCP 21st CCLC Staff and Teachers will treat all families, visitors, students, and 21st CCLC property with courtesy and respect. We ask that families and visitors treat the 21st Century Staff with the same courtesy and respect.

Failure to comply with Family and Student Code of Conduct may result in your child’s dismissal from the 21st Century Program.

FAMILIES ARE EXPECTED TO:
1. Ensure their child’s regular daily attendance
2. Communicate and report any absence immediately to Site Coordinator and provide required documentation
3. Maintain a positive attitude toward 21st Century Program Objectives, Goals, and Programs
4. Show an interest in their child’s progress in the program through regular communication with Site Coordinator
5. Teach their child to be neat, clean, and dressed in an appropriate manner
6. Teach their child respect for authority
7. Cooperate with Site Coordinator in solving disciplinary problems

STUDENTS ARE EXPECTED TO:
1. Attend the 21st Century program regularly, on time, and with a positive attitude
2. Treat others courteously and with respect
3. Treat 21st CCLC property and the property of others with respect
4. Respect the privacy and space of others
5. Have in their possession only those items allowed by law and/or School Board Rules or policies
6. Listen courteously to the opinions and points of view of others
7. Come to the program prepared to learn
8. Not interfere, impede, limit, or restrict the educational opportunity of any other student(s)
9. Behave in a manner that maintains a safe learning environment for themselves, other students, and staff
10. Comply with all instructions and staff/teacher directions

STAFF ARE EXPECTED TO:
1. Create a safe and orderly environment in which to learn
2. Be treated with dignity and respect
3. Express opinions and personal points of view in a responsible and constructive manner
4. Be secure in their personal privacy
5. Be informed of the rules of conduct
6. Receive reasonable and fair treatment

BEHAVIOR / INCIDENT REPORTING PROCEDURES

The UCP Charter School 21st Century 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 21st 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, schedule meeting 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 received (3) formal warnings, it could result in his/her removal from the 21st CCLC program.

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.

ATTENDANCE

Daily student attendance during scheduled hours is a strict requirement. Students are allowed up to six (6) unexcused absences during the academic school year (August 2019-May 2020). Late arrival and early pick up 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.

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

CHECK IN

Students attending the UCP elementary school sites must report to the designated sign-in area within 10 minutes of the final school day bell/dismissal (3:00pm). Students who attend UCP Downtown/BETA, Pine Hills, and West Orange charter schools, will be met by UCP 21st Century program staff at that specific location and escorted to their designated classroom where they will be signed in by the staff.
Students who do not attend UCP elementary schools must be dropped off and signed in by their parent, guardian, or approved adult included on the student’s provided emergency contact list at the designated location within 10 minutes of the start of the program at 3:00pm. Students dropped off or signed into the program later than 10 minutes after the start of the program at 3:00pm will be recorded as late.

CHECK OUT

Students are required to be signed out on a daily basis. This is our federally-required documentation of attendance; failure to sign your child out may result in your child being marked absent for the day.

Only parents/legal guardians or those authorized in writing on the UCP 21st Century “Emergency Contact/Pick-Up Form” will be permitted to sign-out student. 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 that you may have concerning your child and discuss any other situations or changes in schedule that may apply with UCP Charter Schools 21st Century program’s Site Coordinator.

LATE PICK UP

Students must be picked up and signed out 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.

UCP Charter School 21st Century program 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. After the 3rd late pick-up, the student may be released from the program.
EARLY 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.

Should your child become ill or injured during program time a parent or guardian will be notified. As long as your child is picked up early as a result of an illness or injury it will not count toward your child’s three absences; failure to pick up your child will count as a late pick up.

PARENTS AND FAMILIES

PARENT/FAMILY ENGAGEMENT SESSIONS

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 UCP Charter School’s 21st Century programs.

Throughout the school year, UCP 21st Century hosts multiple family engagement sessions. Parent/Guardians are required to attend at least three of these sessions. Failure to attend three of the parent engagement sessions may result in the removal of your child from the program. A detailed schedule of Family Engagement Sessions at your site will be provided to each family/parent. Hard copies are available from your Site Coordinator.

A brief survey about the family engagement session will be handed out to each participating parent/family member at the end of the session to complete and should be returned to the Site Coordinator promptly.

EVALUATIONS

Students, parents and teachers will be asked to complete surveys throughout the program year. This provides us with an idea of how our students have changed over the course of the program
and lets us know how we are doing. These surveys will help the program and ultimately help your family and your child.

Parents are required to complete Parent/Family Engagement Session pre-, mid-, and post-assessments throughout the academic year, as well as the end-of-year stakeholder surveys as mandated by the Florida Department of Education.

Participating students are required to complete pre-, mid-, and post-paper assessments throughout the academic year (provided during program hours) as well as end-of-year stakeholder surveys mandated by the Florida Department of Education.

VOLUNTEERS / VISITORS

A visitor must communicate with the Site Coordinator and confirm the date and time prior to their visit. All visitors must check in with the Site Coordinator, provide valid photo ID, sign the Visitor’s Log, and wear the visitor lanyard during their shift.

Volunteers are encouraged and welcomed to lend their skills to the program. Please check with your Site Coordinator to determine what opportunities are available. You may also fill out our Parent/Guardian Volunteer Interest Form or our online ADDitions Volunteer application.
Parent/Guardian Acknowledgements

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

Please Initial each section below:

_______ Overview: I have read and agree to the terms included

_______ Objectives/Goals: I have read & agree to the terms included

_______ Program Information: I have read & agree to the terms included

_______ Code of Conduct: I have read & agree to the terms included

_______ Attendance Policy: I have read & agree to the terms included

_______ Check-In/Check-Out: I have read & agree to the terms included

_______ Family Engagement: I have read & agree to the terms included

_______ Staff and Volunteers: I have read & agree to the terms included

___________________________________ __________
Parent/Guardian Signature Date

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