General information regarding the UCP Charter School 21st Century Program can be found on our UCP Charter School of Central Florida website at https://www.ucpcharter.org/21st-century-community.

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

Objectives: ......................................................................................................................................................... 3

Goals: ................................................................................................................................................................. 3

Program Information ........................................................................................................................................ 4

Program Hours .................................................................................................................................................. 4

Eligibility ............................................................................................................................................................ 4

Breakfast, Lunch, and Snack ............................................................................................................................. 5

21st CCLC Program: Code of Conduct ............................................................................................................ 5

Families are expected to: ................................................................................................................................. 5

Students are expected to: ................................................................................................................................. 5

Staff Are Expected To: ...................................................................................................................................... 6

Behavior / Incident Reporting Procedures .................................................................................................... 6

Attendance .......................................................................................................................................................... 7

Check In ............................................................................................................................................................ 7

Check Out ......................................................................................................................................................... 8

Late Pick Up ..................................................................................................................................................... 8

Early Pick Up ................................................................................................................................................... 8

Field Trip procedures ....................................................................................................................................... 9

Field Trip: Attendance & Important Information .......................................................................................... 9

Medication policy .............................................................................................................................................. 10

Medication Policy: Important Updates ........................................................................................................ 10

Communication: Accidents or Illness ............................................................................................................. 11

Parents and Families ....................................................................................................................................... 11

Parent/Family Engagement Sessions ............................................................................................................. 11

Volunteers / Visitors ....................................................................................................................................... 11
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

**Summer Program (June 1, 2020 – July 24, 2020):**
*No 21st CCLC Program the week of July 4th (June 29, 2020 – July 3, 2020)*

➢ **Summer Program Hours:** 8:30am-5:00pm, Monday - Friday
➢ Breakfast, lunch, and a snack will be provided daily and on scheduled field trips
➢ Field trips, Summer Residencies, and other special workshops

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.


ELIGIBILITY

Students must be registered, and all necessary documents completed and turned in to the Site Coordinator, prior to attending the summer 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 Summer Program. Students enrolled in UCP West Orange Charter School, UCP Pine Hills Carter School, and UCP Downtown/BETA Charter Schools must attend one of those summer program locations. 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.

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.
BREAKFAST, LUNCH, AND SNACK

Breakfast, lunch, and snack are provided daily during summer program days and on field trip days during the program. 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 summer 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

STUDENT S 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 receives (3) formal warnings, it could result in his/her removal from the 21st CCLC program. Immediate removal from the program for concerning behavior for the safety of others in the program, or removal without (3) formal warnings, is at the discretion of the 21st Century 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.
ATTENDANCE

Daily student attendance during scheduled hours is a strict requirement. Students are allowed up to two (2) unexcused absences during the duration of the Summer Program (June - July). 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 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 8:30 am. Students dropped off or signed into the program later than 10 minutes after the start of the program at 8:30 am 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 at 5:00 pm. 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.
FIELD TRIP PROCEDURES

FIELD TRIP: ATTENDANCE & IMPORTANT INFORMATION

➢ There are (3) scheduled field trips during the summer program.

➢ Transportation, breakfast, lunch, and snack will be provided to all participating students.

➢ A signed permission form for each of the (3) field trips MUST be signed by the student’s legal parent/guardian and returned to the Site Coordinator by the given deadline/due date prior to the field trip.

➢ Failure to sign and return Field Trip Permission Form to the Site Coordinator by the deadline/due date prior to the field trip will result in your child not participating in the field trip; and, therefore, not attending the program the day of the scheduled field trip as there will not be any staff members at the site location.

➢ Field trip days are not optional. Missing a field trip without proper documentation will result in an unexcused absence.

➢ Late drop offs or early pick ups from field trip locations are not allowed. Your child must arrive at the 21st CCLC site, travel on the bus with the 21st Century group, and return to the 21st CCLC site with the group for check out.

➢ Any students requiring the support of a Parent/Guardian chaperone during field trips based on the student’s behavioral needs and for the safety of the student, will be decided at the discretion of the Site Coordinator and 21st Century Project Director. If the Parent/Guardian is unable to serve as a chaperone for the scheduled field trip, alternative childcare for the student will need to be sought out by the parent for that day.
MEDICATION POLICY

MEDICATION POLICY: IMPORTANT UPDATES

Due to the requirements placed on the schools by Florida Statutes Chapter 232.22(2), the following policy regarding medications dispensed at UCP of Central Florida must be enforced.

Periodically, parents/guardians and physicians request that the student take medications during summer camp program hours. Parents/guardians are encouraged to develop a schedule so that the necessity for taking medications during the summer program will be minimized or eliminated.

All medications shall be delivered to the campus nurse or Site Coordinator with the following information on the pharmacy container for prescription medications, and in the factory sealed container for non-prescription medication:

1. Name and purpose of medication
2. Time the medication is to be given
3. Specific instructions on the administration of the medication
4. Physician name and phone number
5. Pharmacy name and phone number

Approximate duration of medication (i.e. end of summer camp program, 10 days, etc.) and possible side effects are to be listed on the Medication Authorization Form. Parents/guardians must bring all medications in the most current labeled container.

Parents/guardians will be required to fill out a Medication Authorization Form before medication can be dispensed. Notes from home will not be accepted as authorization for dispensing medication. This applies to all prescription as well as nonprescription medication.

If there is no Medication Authorization Form, the medication will not be dispensed, and the parent/guardian will be contacted. For safety and security reasons, medications must be transported to and from school by the parent/guardian. Do not send medications to school with the child or siblings.

Your cooperation in following this policy is greatly appreciated. We hope you recognize and appreciate the necessity of such a policy in order to ensure the health and safety of our children.
COMMUNICATION: ACCIDENTS OR ILLNESS

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.

In the event that your child is recognized as having head lice, they will be asked to stay home until they are treated properly. Once treated we ask that the parent or guardian provide proof of treatment (provide the shampoo box or lid). Head lice is an excusable absence.

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 summer program, UCP 21st Century hosts multiple family engagement sessions and family workshops. **Parent/Guardians are highly recommended to attend at least (1) of these sessions.** Failure to attend one of the parent engagement sessions may result in the removal of your child from the program.

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.

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 East Orange 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

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

_______ Medication Policy: 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 East Orange 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.