



**Wakulla 21st Century Community Learning Center
After School & Summer Program**

318 Shadeville Road, Crawfordville, FL 32327
www.tcc.fl.edu/Wakulla21CCLC • Phone: (850) 363-4091

2016-2017

Parent Handbook

Dear Families,

Welcome to the Wakulla 21st Century Community Learning Center. We are committed to providing high quality and engaging enrichment activities that support your child's learning and development. The program gets children outdoors where they can be active, offers field trips that allow them to explore new interests, provides homework assistance, academic instruction in language arts, reading and math, offers service learning projects, engages students in cultural projects, and more.

This handbook is a comprehensive guide to understanding the Wakulla 21st Century Community Learning Center's policies and procedures. We are looking forward to an amazing year and are excited that you will be joining us!

Sincerely,

The Wakulla 21st Century Community Learning Center Staff

Wakulla 21st Century Community Learning Center

What is 21st Century?

21st Century Community Learning Center Programs are authorized under Title IV, Part B, of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001. The program provides supervision during non-school hours for children. The program helps students meet state and local standards in core academic subjects, such as reading and math. We are excited to partner with you on this very important initiative. Working with parents, schools and community organizations to provide a safe, educational, and fun environment for our youth is our mission. With your parental support, we know we can make a difference for your child after school.

Mission Statement

The mission of 21st Century Community Learning Centers is to provide:

- Quality after school care
- Academic instruction/tutoring in math and reading
- Homework assistance
- Enrichment activities
- Recreation and sports activities
- Cultural activities
- Nutritional snacks and/or meals, following USDA guidelines
- Field trips
- Service learning projects
- Safe environment after school
- Certified teachers
- Experienced staff members

Goals

The Wakulla 21st Century Program will provide a comprehensive after-school program that provides high quality and engaging activities that support students' learning and development. The program will offer a variety of activities – enrichment, recreation and games, arts and crafts, academic tutoring in math and reading, homework assistance, and "free time" for the children to pursue their own interests –in a safe, friendly environment.

Results expected from the program:

- An out-of-school-time experience for children that is fun and educational, provides a sense of belonging and safety, involves parents and promotes community spirit.
- Programs will focus on academics, especially from the academic curriculum used during the school day to link to the after school program.
- Develop committed relationships among community agencies and The Wakulla County School District for the benefit of students.
- Programs will focus on recreation, enrichment and cultural activities based on the needs of the participants and their communities.
- Children and youth succeeding in school.

All participating children, youth, and families can expect the following:

- To be safe – basic health and safety is a top priority.
- Parents/guardians must sign their children out daily.
- Supervision of children at all times.
- Kind, respectful communication throughout the program.
- Staff interacting with children at all times.
- Staff on-time and prepared with daily program schedules, lesson plans, and adequate materials and supplies.
- Warm, friendly and informative greeting of parents/guardians.

The long-term goals for this initiative are as follows

- Agencies will provide a multitude of services to students and their families at the Wakulla 21st CCLC site.
- Families will be able to participate in family literacy and STEM activities.
- The support infrastructure will continue to provide assistance to those schools involved as well as continually work to improve community school relationships and partnership opportunities.

Quality Guidelines for Florida's Afterschool Programs

- Strong program management, qualified staff and career enhancement
- Enriching learning opportunities that complement the school day learning
- Intentional linkages between the school day and After School staff including coordinating and maximizing use of resources and facilities

- Appropriate attention to safety, health and nutrition issues
- Family involvement in participants learning and development
- Adequate and sustainable funding
- Evaluation for continuous improvement and assessment

Wakulla 21st CCLC Quality Standards and Expectations

- Activities reflect and promote the mission of the program
- Daily schedule provides activities that are engaging, varied and flexible
- The program provides a mix of well-structured and loosely structured activities that support and promote creativity.
- Participants are involved in program planning and development.
- Program activities enhance the positive development of youth
- Program staff works to influence learning and increasing knowledge for participants
- Participants experience and learn about diversity
- The program builds upon community resources
- The program offers opportunities for age appropriate learning, physical activity, skill building and development

Administration Expectations of the Wakulla 21st CCLC

- Staff-to-participant ratios and group size enable the staff to meet the needs of participants.
- Program policies and procedures are responsive to the needs of children and their families
- The administration provides sound leadership and management
- The program sets clear expectations for participant behavior and active, consistent participation.
- Program policies and procedures exist to enhance the health and safety of all children and youth.
- The program solicits feedback from children and their families about program activities.
- The program engages families as partners in its success.
- The program builds links to the community.

- Emergency information for each participant is on file and accessible.
- The program has a clear vision and mission and a plan to support continuous growth.
- The program has a system for using information for learning and program improvement as well as for measuring outcomes relevant to program activities.

21st Century Updates

To keep families updated about activities and events offered by the Wakulla 21st Century program, flyers and other informational paperwork will be provided to parents during sign-out. Updated information and forms are available on our website.

Annual Events

- **Literacy Day** – Each March we celebrate literacy. Students participate in a number of activities to encourage and improve literacy. Additional information will be sent home on this event as the date becomes closer.
- Watch for **additional family events** which include family fun night (games), family fitness and fine arts night, as well as opportunities to learn with your child through STEM activities (hands-on, engaging science, technology, engineering and math experiences).

Policies & Procedures

This handbook outlines the policies and procedures and is designed to be specific to the afterschool setting. The Wakulla 21st Century Community Center may change, modify or eliminate the policies and/or procedures listed in these guidelines as needed.

Fee Policy

1. 21st Century program is provided at no cost to families at this time. Our goal is to collaborate with community partners and establish a sustainability plan to ensure its continued success.
2. Donations of needed items are always welcome to support project needs not covered by the 21st Century Grant.

Staff to Student Ratio

The staff to student ratio is 1 adult to 15 elementary and middle school students per class. This ratio has been deemed appropriate by the State of Florida Department of Education Licensing.

Enrollment Forms

Parents will be asked to complete the following:

- Registration Form / Program expectations (4 pages)
- Parental Agreement of attendance / program rules
- Student Records Release Form
- Waiver and Release for Vendors
- Medication Release Form (2 pages)
- Photo/video Release Form
- Bus Permission Form
- Field Trip Permission Slips (if applicable)
- DCF brochure (Know your childcare facility)

The program expects all forms to be kept current. The parent/guardian must provide new information to the program administration regarding information updates such as emergency persons, names, employers, phone numbers, and arrival/departure changes. Notifying your child's school office is not adequate, a written note must be provided to the Site Coordinator at Wakulla 21st CCLC. These changes are vital for your child's records and their safety.

Enrollment

The Wakulla 21st CCLC After School program encourages children of all backgrounds to attend. The program does not discriminate on the basis of sex, race, color, creed, national origin, ethnic background. To attend the program, a child must be enrolled. This includes the completion of the full enrollment packet by the parents/guardians. Without a complete enrollment, the program cannot authorize services for the child, nor, under any circumstances, allow the child to attend the program. Forms are available online at <https://www.tcc.fl.edu/about/community-initiatives/pre-collegiate-programs/21st-century> and in the Wakulla 21st CCLC Site or TCC Wakulla Center Office.

Please complete a separate form for each child. All forms should be completed and returned to the Wakulla 21st CCLC office. It should be given to the Wakulla 21st Century Program Assistant or Site Coordinator.

Students may be enrolled at any time throughout the school year. However, due to the limited number of slots available, based on the capacity identified in our grant, parents are encouraged to enroll students during the beginning of the school year to increase the likelihood of being accepted into the program.

Enrollment Forms

Parents/guardians will be required to complete the following prior to their child attending the program:

- Wakulla 21st Century Community Learning Center's Registration Form, which includes following sections:
- Student and Parent Information (copies of identifying documents are required)
- Emergency Contact Information Section
- Transportation Policy Section
- Medical Information
- Signatures Pages (Emergency Release, Field Trip and Media Publications Permission and Behavior Agreement)

For the safety and security of all children, enrollment information is to be kept current. The parent/guardian is asked to notify the Site Coordinator immediately in writing regarding any change of information on forms, such as emergency persons, names, employers, phone numbers, arrival/departure changes.

Hours of Operation

The Wakulla 21st Century Community Learning Center After School Program's hours of operation begins at the end of school day and ends at 6:15 P.M. (Mon. - Fri.). Parents are encouraged to pick up students promptly at 6:15 P.M.

Children must remain at their assigned locations for 21st Century program activities until a parent signs them out, or written permission by the parent(s) has been given to let the child leave with another adult.

If a student must go home immediately after school, but wishes to return for an activity, we ask that the student sign-in with the Site Coordinator upon arrival and receive a snack prior to attending designated activity.

Holiday & Recess Breaks When Program is Closed

Generally, the 21st Century After School Programs will follow the school district's holiday, inclement weather and teacher-in-service schedule. When Wakulla County School District closes due to inclement weather, the 21st Century After School Program will also be closed. Please watch local media broadcasts for up to date information.

*Please refer to the adopted calendar for the school year for specific dates.

Program activities may be available during winter and spring breaks based upon need and funding availability each year. Information will be sent home regarding programming on these days.

Summer Day Enrichment Camps and recreational activities may be available during the summer. Additional fliers and information will be sent home regarding programming on these days. If you have any questions regarding this policy please contact the Site Coordinator.

Detailed Program Schedule

Open Registration: August 1, 2016 – Ongoing

Program Start Date: August 16, 2016

Program End Date: May 19, 2017

Summer Program & Holidays: TBA – To Be Announced

** Tentative Summer Session: June 5 – July 21, 2017

Elementary Program:

- 3:20 – 4:30 P.M.** Monday through Friday – students receive homework assistance and/or academic tutoring in math and/or reading, plus a nutritional snack following USDA guidelines;
- 4:30 – 6:15 P.M.** Monday through Friday – students may receive homework assistance and/or academic tutoring in math and/or reading; students will have enrichment and/or recreational opportunities.

Middle School Program:

- 2:45 – 4:30 P.M.** Monday through Friday – students receive homework assistance and/or tutoring in math and/or reading, plus a nutritional snack following USDA guidelines;

- **4:30 – 6:00 P.M.** Monday through Friday – students may receive homework assistance and/or academic tutoring in math and/or reading; students will have enrichment and/or recreational opportunities.

****Should schools be closed due to inclement weather, the 21st Century After School Program will also be cancelled.****

Attendance

The core service of the Wakulla 21st Century Program is academic achievement, personal enrichment and recreational activities. It is imperative that all students attend program activities regularly, in order to receive the full benefit of the program. All students are expected to attend the after school program every school day (Monday – Friday, 3:15 – 6:15 p.m. The Program will track and report the daily attendance of all participants.

To achieve the full impact of the program it is strongly suggested that students attend all daily program activities and remain at the program until its designated closing time. In the event that a student is going to stop attending the 21st Century Program, it is the expectation that notice is given to the Site Coordinator.

Absences

If your child will not be attending the program because of scheduled appointments, vacations, or other planned absences, you should notify the Site Coordinator in advance. When you call the school to report illness or to pick up your child(ren) from school, you should also notify the Site Coordinator as well. You may call the program at (850) 922-7244 to notify of absences.

The Wakulla 21st Century After School program will allow no more than four (4) absences per semester. If a student is absent for more than four (4) days, he/she may be dismissed from the program. If a student is unable to attend school during the regular school day, he/she cannot attend the after school program.

Student Check-In and Check-Out

All students participating in a 21st Century Program are required to sign in with the 21st Century Site Coordinator at a designated location upon entering the program. All students are checked-in when they arrive at the program by a staff. At the conclusion of the 21st Century Program, parents, guardians or a designee are required to sign out each student for their safety and accurate recordkeeping /reporting as well.

Release of Children

All students must be signed out of the program daily by their parent/guardian or an authorized pickup person indicated on the enrollment application. An exception will be permitted if the parent authorized the child to walk home on the enrollment application under the transportation section. Children will be escorted by the parent/guardian or authorized pickup person from the designated check-out point. The 21st Century Program is accountable for children after they have been checked into the program site until the student has been signed out.

Children will be allowed to leave with persons other than the parents, **only** if the release is to someone 18 years of age or older, and only if written authorization has been given on the Registration Form or to the Site Coordinator.

Photo ID's will be viewed during pick up during **the first two weeks of the program**. Program staff will continue to view photo identification of any person who arrives to pick up children, **if** they are not a *regular person* that picks up the student. Persons **unknown to program staff** will be required to present photo identification before being allowed to leave with the child.

Early Release: Parents or approved individuals choosing to pick-up children early must provide identification prior to signing the student out.

If your child attends extracurricular activities or must, for any other reason, change his or her arrival or departure time, please notify the Site Coordinator prior to the date the change is effective.

Any individual, who appears to be under the influence of alcohol and/or drugs, will not be allowed to remove a child from the program. The local Police Department will be called and officers will respond accordingly. Any such incident will result in the Ohio Department of Children and Family Services being notified.

Late Pick Up Procedures

Every effort needs to be made to pick up your child by the end of the program each day. We understand that problems occasionally arise that could prevent you from picking up your child on time. In that event, please call the Program Site Coordinator or Staff at (850) 363-4091) as soon as you know you may be late and identify who will be picking up your child.

If, for any reason, you do not pick up your child by the designated time for the end of the program, a written warning will be issued. Program services may be withdrawn if three (3) late pick-ups occur.

If your child has not been picked up after 30 minutes upon end of program (see above designated times) and we have not been notified, the local Police Department will be called and your child will be released to the responding officer.

In the event that a child has not been picked up the following steps will be taken:

- Youth will be asked who is scheduled to pick them up.
- Site Directors will call parent/guardian's day and evening numbers.
- Site Directors will call emergency contact numbers provided on registration.
- If contact with parents/guardians or emergency contact(s) fail the Wakulla County Police Department will be contacted after 30 minutes.
- Staff will make all attempts to contact someone regarding picking up the child. The last resort will be to contact the police department. Staff will remain with the youth until they are picked up. Under no circumstances are staff allowed to transport a child home in their private vehicles. Please discuss any questions about your site's late pick-up policy with the Site Coordinator or Program Director.

Child Custody / Communication

One of the primary goals of the 21st Century Before and After School Program is the safety and wellbeing of each child. During the school year, a family situation can arise changing who the child lives with and who is authorized to pick up the child. If one parent requests that the other parent be removed from the authorized pick-up list, a legal document must be provided to the Site Coordinator explaining why this is to occur. A copy of the letter will be placed in the child's folder in the program office. If the document is not on file, the child will be released to the parent. Only those persons identified on the application form will be allowed to remove children from the program.

Distribution of Medications

Whenever a child is to be given a prescription or over-the-counter medicine, the parent must provide the Site Coordinator with a completed and signed Medication Release Form. The medication must be provided in the original or duplicate container with the child's name on it, or a container accompanied by the doctor's directions. Medication will not be given if it's in an expired container.

Health and Safety Policy

Our staff strives to provide a safe and healthy environment for all children. Staff and students are reminded that hand washing is a requirement after using the bathroom and before eating.

Communicable Diseases and Blood Borne Pathogen Training is provided by School Nurse to all staff members to aid in the handling of bodily fluids in an emergency situation. Please include any medical or mental health conditions your child has on the Registration Form.

If your child has a known medical or mental health condition (asthma, diabetes, ADD, autism, seizure disorder, etc.), you must be sure the Site Coordinator knows what to do if a problem should occur during program hours. You must make sure that any medication needed is available and that the appropriate forms for its use have been completed. Failure to notify the 21st Century Schools program of your child's physical or mental health condition limits our ability to serve your family and may mean services cannot be rendered.

The parent will be notified to pick up the child immediately if a child has any of the following symptoms or behaviors and may not return until symptom-free for a 24-hour period:

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

In case of accident or illness or unacceptable behavior, the staff will immediately call the child's parent(s) and/or emergency contacts listed on the 21st Century Registration Form. It is the responsibility of parents to update the Site Coordinator with any new information. If immediate hospital attention is needed for a serious medical emergency, staff will call 911 and the child will be taken to the nearest local hospital for treatment by emergency vehicle and the parents will be called as soon as possible. If you have a hospital preference, please make sure that is known and noted on the Emergency Release Form (included in Registration). The child's parent(s) or legal guardian will be held responsible for all costs incurred.

The staff of 21st Century Programs will make every effort to ensure the safety of all students and staff. Any safety hazards should be immediately reported to the Site Coordinator. In the event that a student or staff member is injured it should be reported immediately to the Site Coordinator. The Site will notify the parent/guardian of the incident and complete an incident report.

Outdoor play will not be allowed when the temperature (including wind chill) falls below 22 degrees Fahrenheit or a heat advisory has been issued. Please dress your child(ren) appropriately for weather conditions.

Head Lice: Millions of school children get head lice every year. Head lice are common and are relatively easily passed from student-to-student. It is not a sign of uncleanliness or poor health habits. It often exhibits itself in the classrooms and can be upsetting to the student and family when it is diagnosed.

Head lice are contagious, but not required to be reported to the health department. 21st Century Schools has a "nit-free" policy that indicates any students found with head lice or "nits (eggs)" will be excluded from 21st Century School programming until the situation is treated and the "nits" removed. Students will be placed in the custody of the parent and checked before reentry to the program to assure that all nits and lice have been removed, and that the student has been successfully treated. In order to avoid embarrassment to the student and family, every effort will be made to maintain the confidentiality of the student.

For more information visit www.headlice.org.

Asthma and Allergies: An allergy is a condition in which your immune system reacts to a substance such as pollen, mold or food as if it were harmful. Allergies can affect various parts of your body. Hay fever affects upper respiratory airways, causing sneezing and a runny nose. Skin allergies such as eczema cause rashes. Eye allergies cause itchy, watery eyes. Food allergies may cause hives, itching, swelling or trouble breathing.

Asthma is a chronic condition that occurs when the main air passages become inflamed. The muscles of the bronchial walls tighten and extra mucus is produced.

Symptoms may include difficulty breathing, shortness of breath, a tight feeling in the chest, coughing and wheezing. According to the Mayo clinic, nearly all children with asthma, and up to half of adults with asthma, also have allergies. For most people with asthma, a major cause of their asthma is an allergy to airborne substances such as pollen, mold, dust mites and animal dander. Other triggers for asthma are sinus infections, exercise, cold air and exposure to irritants such as tobacco smoke.

21st Century Schools will make efforts, when contacted, to assist families with program changes in our control that would need to occur because of a child's asthma and/or allergies.

Staff is instructed to make every effort to prevent a child from getting into a car with any individual who appears to be under the influence of alcohol and/or drugs. The local Police Department will be called and officers will respond accordingly. Any such incident will result in the Ohio Department of Children and Family Services being notified.

Staff may not, under any circumstances, provide transportation to parents or children enrolled in the Program.

Program policy and state law requires caregivers to report suspected cases of child abuse or neglect.

Snacks/Meals

Any allergies to certain foods should be noted in the required registration form – medical information section. It is the responsibility of parents to notify staff of any allergies on your child's Registration Form under the Medical Information section.

All enrolled 21st Century students who attend the After-School Program will receive an afternoon snack that meets USDA nutritional guidelines.

A snack will be provided for each student who attends the Summer Program (Day Camps and/or Academic Tutoring). In some cases, lunch may be provided depending on length of day and special activities. Parents will be notified regarding summer meal arrangements for such extended days.

Children's Personal Property

Children's personal property (coats, clothing, school bags, etc.) must be cleared from the program site after each session of the program. Any personal property that remains after the session will be placed in lost and found. Although the program attempts to help children stay organized, the program cannot be responsible for lost or damaged personal property.

Children should not bring money, toys, food or other items not necessary for program activities without checking with the staff. Toy guns or other weapons are strictly prohibited and can result in discharge from the program.

The Wakulla 21st Century Program requests that all students leave all personal items at home (such as handheld video games, MP3 players, and other electronic devices). In the event that a student brings a personal item to the after school program, they are personally responsible for that item. The Wakulla 21st Century Program is not responsible for lost, stolen, or damaged items.

Visitors and Observations

Parents and community members are always welcome and encouraged to visit and observe the Wakulla 21st Century Programs. Our number one concern is the safety of the children; therefore, we ask that all individuals arrange visits beforehand with the Site Coordinator. Visitors must check-in with the Site Coordinator and sign-in before proceeding accessing the program participants.

The Wakulla 21st Century Program has an open door policy and encourages parents and community members to be as involved as they can with the Wakulla 21st Century Community Learning Centers. For liability and supervision reasons, it is not possible for children who visit the program to take part in the activities without their parental supervision and Site Coordinator permission.

Behavior Standards

All Wakulla 21st Century Programs follow the discipline and behavior standards as set forth in the Student Handbook. Therefore, it is the duty of the Wakulla 21st Century Program staff, all contracted representatives and students to display, model and re-enforce positive behavior at all times.

Any student who has received an out-of-school suspension or has been expelled from school will not be allowed to attend any Wakulla 21st Century Program activities until the suspension or expulsion is lifted. All other discipline issues will be addressed on a one-on-one basis as determined by the site director in accordance to the handbook.

Discipline and Discharge

It is our desire to serve all children who are in need of the program's services; however, certain situations may require that a child be removed from the program either on a temporary or permanent basis. Generally, these reasons include but are not limited to the following:

- Incomplete enrollment forms and required authorizations

- Specific incidences, or repeated behavior problems that endanger the child, others or property
- Conditions that cause health and safety concerns for the child or threaten the program's state license, such as children who are not signed in and out daily by their parents/guardians or an authorized pickup person. Children are entitled to a pleasant and harmonious environment at the program. The 21st Century Schools program cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity, which may include but is not limited to behavior that:
 - requires constant attention from staff;
 - inflicts physical or emotional harm on self, other children or staff;
 - threatens the safety of others through actions prohibited under School guidelines; and/or
 - ignores or repeatedly disobeys the rules, which guide behavior during the program time, thereby endangering self and others or disrupting learning.

If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged from the 21st Century Program.

Disruptive behavior will be dealt with in the following manner:

- Parents are required to sign registration form (Behavior Agreement Section) that addresses understanding of behavior and discipline expectations. Violation of any rules will not be tolerated.
- Discipline will be handled at the Site Coordinator's discretion.
- Participants will follow the School's Discipline Policy. The rules and punishment will be the same for all students unless there is a written discipline plan on file.
- A written Incident Report will be completed and discussed with a child's parent(s) or legal guardian whenever the child behaves disrespectfully or improperly, destroys property, injures another person, uses inappropriate language, or in any way disrupts the 21st Century program.

Discipline Policy for 21st Century Program is as follows:

- 1st Offense: Site Coordinator talks to student and notifies the parent in writing.
- 2nd Offense: Site Coordinator talks to the student and notifies the parent in writing and the student can be suspended from the program for up to two weeks.
- 3rd Offense: Site Coordinator talks to the student and notifies the parent in writing and the student can be withdrawn from the program for the remainder of the year.

Please note: In the case of a student harming or threatening harm to property, themselves, other students or staff, continually not following staff instructions, disrupting activities, using illegal substances, or any other endangering behavior, the child may be immediately removed from the program without going through the protocol listed above. Internet offenses follow District rules and are cause for immediate removal of computer privileges. Students may be temporarily suspended from 21st Century program pending investigation. A child may also be discharged if he/she is picked up late three (3) times. When removal is warranted according to the protocol listed above, the 21st Century Project Director will be notified prior to its implementation.

The Site Coordinator and the Project Director of 21st Century Program will then determine the length of removal. The length of program removal will be no shorter than 2 weeks for a 3rd offense. In some cases, the severity of the student's behavior would make return unacceptable. Multiple discharges from the program are cause for permanent removal.

A student who is allowed to return after suspension from the program will be placed on probation upon return. A student on probation will be expected to follow all rules as other students or may be suspended for longer duration or remainder of the school year.

Access to Site Property

The playground and playground equipment used by the Wakulla 21st Century program are generally available for public use. All persons on the program's property are also subject to the following restrictions, which will warrant police involvement and immediate removal from the property:

- Injure or threaten to injure another person;
- Damage to another's property or that of the facility utilized by the Wakulla 21st Century program;
- Violate any provision of the criminal law of the State of Florida, town, village or county ordinance;
- Smoke or otherwise use tobacco products;
- Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess dangerous weapons at any time;
- Impede, delay or otherwise interfere with the orderly conduct of the program's educational program;
- Enter upon any portion of center utilized by the Wakulla 21st Century program at any time for purposes other than those which are lawful and authorized;

- Willfully violate other rules and regulations, which are designed to maintain public order.

“Wakulla 21st Century property” means any property used within on behalf of the 21st Century program.

Parent, Family and Community Involvement

It is an expectation of the Wakulla 21st Century Program that parents are involved in the program. Parents may become involved through volunteering for the program, participation in family events, providing input for the Oversight Council and/or visiting the program. Parents are encouraged to volunteer with the program for at least 2 hours per semester. At least one parent/guardian is required to attend monthly parent information meetings.

Parent, Family and Community Involvement Feedback

As a requirement of the program, **parents will also be asked to complete a survey(s) regarding the social and academic progress of their child.**

The 21st Century Program has an Advisory Council, comprised of the Program Director, Site Coordinator, parents, students and community members. This group assists 21st Century by providing input, planning, oversight and support to ensure a safe, productive environment for participants. The Advisory Council meets quarterly and/or as needed, with structure and overall function determined by the group.

The 21st Century Program welcomes and encourages feedback from all stakeholders. The Site Coordinator, Project Director and other members of the staff are willing to hear your ideas and resolve any concerns. Please contact either the Site Coordinator and/or Project Director to schedule an appointment.

After School Staff

It is the intent of the 21st Century Program to hire high-quality, experienced school staff. All staff hired to work in the After-School programs have been interviewed by the Site Coordinator and/or Project Director. All staff are required thorough background checks through the State and Federal Registry. All staff must also attend a mandatory orientation meeting and other regular scheduled meetings as needed.

Questions, Concerns or Suggestions

Should you have any questions, concerns or suggestions regarding the 21st Century Program, please do not hesitate to contact the Site Coordinator or Project Director as listed below.

Contact Information

Christine Dichio, Site Coordinator 850-363-4091
Email address: dichiom@tcc.fl.edu

Josephine Jones, Program Assistant 850-922-7244
Email address: jonesjo@tcc.fl.edu

Margo Thomas, Project Director 850-201-8311
Email address: thomamar@tcc.fl.edu