



**Orange Public Schools
21st Century CLC After-school program
2018 - 2019**

The Orange Board of Education is offering the 21st Century After-School Programs for 4th - 7th grade students enrolled at Orange Public Schools. "The Orange Public School District commits to provide a safe and caring environment where each student is expected to grow and succeed. We pledge to prepare all students with equitable opportunities for college and career readiness, leading to lifelong learning and responsible citizenship in a competitive global community." Safe, Healthy & in School

**Family Information
Parent Handbook**

The Orange School District, will administer the 21st Century After-School Program during the 2018-2019 school year at the following locations from the hours of 3pm-6pm Monday-Friday, unless otherwise noted by the school/district and follows the district calendar.

Rosa Parks Community School
369 Main St, Orange NJ 07050
Telephone: (973) 677-4515

Oakwood Avenue Community School
451 Lincoln Ave, Orange, NJ 07050
Telephone: (973) 677-4095

Heywood Avenue School
421 Heywood Ave, Orange, NJ, 07050
Telephone: (973) 677-4105

Park Avenue School
231 Park Ave, Orange, NJ 07050
Telephone: (973) 677-4124

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This Parent Handbook contains important information about the 21st Century Community Learning Centers After-school Program

Benefits of 21st Century CLC Programs:

The Program promotes student achievement by offering enriching, hands-on and creative activities that complement the school-day program.

The Program:

- Provides students with educational enrichment activities offered after the regular school day from 3PM to 6PM.
- Reinforces the regular academic programs in Math/ ELA of the schools attended
- Offers families of the students opportunities for literacy and related educational development

Enrollment Information:

All 4th-7th grade students attending the four schools are eligible to enroll in the 21st CCLC program if the schools targeted enrollment numbers has not been achieved. If enrollment has been met, students that wish to enroll maybe placed on a waiting list.

Only enrolled students in 4th- 7th grades can participate in the 21st CCLC Program Activities.

Orange Public Schools Program Operations:

This State Licensed, After-School Child Care Program is administered and supported by the Orange Board of Education, assisted by a federally funded grant from the New Jersey Department of Education.

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In Order for your student to gain the most from the 21st Century Community Learning Centers After-school program, it is very important that parents and caregivers understand and support its provisions.

MANDATORY ATTENDANCE - REGULAR STUDENT ATTENDANCE IS A REQUIREMENT OF THE FEDERALLY FUNDED ACADEMIC ENRICHMENT PROGRAMS, AND STUDENTS MUST ATTEND UNTIL THE PROGRAM ENDS IN JUNE. STUDENTS MUST ACHIEVE 30 DAYS OR MORE OF ACTIVITY TO MAINTAIN CONSISTENT ATTENDANCE.

EXCESSIVE ABSENCE – 1ST ATTEMPT WILL BE A DAILY PHONE CALL TO NOTIFY PARENTS THAT THE STUDENT MISSED PROGRAM. 2ND ATTEMPT, WHEN STUDENT HAS MISSED 3 DAYS OF PROGRAM THE PARENT WILL BE NOTIFIED WITH A WRITTEN NOTICE THAT THE STUDENT IS IN JEPORDY OF BEING REMOVED FROM THE PROGRAM. AFTER 3 DAYS OR MORE OF MISSED PROGRAM, STUDENTS WILL BE REMOVED FROM THE PROGRAM, A WRITTEN NOTICE WILL BE SENT HOME BY THE PROGRAM COORDINATOR AND KEPT ON FILE.

DISMISSAL - Students in the program will be dismissed at 6:00pm and must be picked up on time; if parent lateness is excessive the Program staff will use the same notification process for excessive absence. If your child is unable to attend due to sickness or emergency during the regular school day, please contact the school and pick up your child during the school's regular dismissal time at 3:00pm.

Children repeatedly picked up prior to dismissal will be removed from the program. See excessive absence policy.

DISTRICT EARLY DISMISSAL - When there is a 1/2 day in the Orange Public Schools, the After School Program will be closed. Please make arrangements to have your child picked up at 12:30pm.

SCHOOL CLOSING- When there is an EMERGENCY school closing or early dismissal due to inclement weather or any other Emergency, the After-School Program will be CANCELLED for the day. We will follow the Orange Public school calendar. In the case of extreme weather conditions late in the day, please call (973-677-4000) for emergency closing information relating specifically to the 21st Century After-School Program.

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SCHEDULED SCHOOL CLOSINGS - In the event that school is closed for a NON EMERGENCY, such as winter/spring recess or teachers convention, there will not be any program activities for that period.

SNACKS & MEALS- Children participating in the 21st Century After-School Program will be provided a nutritious afternoon SNACK and EVENTUALLY a light dinner provided. If your child has any dietary restrictions, please inform program staff and provide a doctor's note indicating what alternative food items are permitted."

SICKNESS/ABSENTEEISM - We request that PARENTS not send their child to the program if they are sick. If a child becomes ill at the program, parents will be notified to pick the child up. Under no circumstance will the program staff administer medication to a child. If your child is going to be absent, we request that you notify the school @ (973) 677-4000 and follow the prompts for one of the schools that pertain to you. Please specify that your child attends the 21st Century After-School Program and will be absent.

MANDATORY PARENT ORIENTATION - A PARENT ORIENTATION

Sessions will be held within several weeks after your child has started the program. It is require that at least one parent or guardian will be present at the orientation.

PARENT PARTICIPATION IS A REQUIREMENT OF THE 21ST CCLC PROGRAM -

Parental involvement is important to the success of our program and its participants. In addition to an orientation session, we require that parents attend AT LEAST one additional event during the school year and must sign in for attendance.

Planned events include:

- Winter Concert
- PTO/PTA Meetings
- Science Exhibition (STEM NIGHTS)
- Pot Luck/Multicultural Night
- Family Night Activities/ 21ST CCLC Family Nights
- Conversations with Parents; Student Learning

• Career Day

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- Year-End Talent Exhibition
- Parent Advisory Board Meetings

ADVISORY BOARD - We greatly value the input of our parents. WE NEED YOUR VOICE. Our Advisory Board will meet quarterly to discuss ways to improve our after-school program. All parents and community partners are encouraged to attend.

STUDENT INFORMATION ON FILE- All student records must be completed before a child is accepted into the program and will be kept confidential. Children’s records will include the application, parental and medical release forms, health records and Emergency numbers if the parents/guardians cannot be reached or does not pick-up the child on time.

DISCIPLINARY ACTION - 21st Century After-School Program staff will use “TIME OUT” and withdrawal of privileges as a disciplinary technique. In the event we are experiencing disciplinary or behavioral difficulties with your child, we will follow the SCHOOL DISCIPLINARY POLICIES. Although it is expected that children will sometimes express themselves in a socially unacceptable way, intentional injury of other persons or destruction of property will not be tolerated. If this occurs parents will be contacted immediately and a suspension may be warranted.

SIGN IN POLICY - Attendance will be taken during the first fifteen minutes of EACH INDIVIDUAL program OFFERING/ACTIVITY. If a student is not signed into the 21st CCLC Program, the student will be marked absent for that day.

AUTHORIZATION TO PICK UP CHILDREN - We require that you notify the Program in writing if someone other than the parent/guardian will be picking up your child. Please advise such person to present identification upon entering the program/building.

SIGN OUT- STUDENT WALKERS ARE REQUIRED TO SIGN OUT OF THE PROGRAM AFTER PARENTS PROVIDE WRITTEN RELEASE OF STUDENTS AT 6:00PM. For school-age child care programs, no child shall be released from the 21ST CENTURY AFTER-SCHOOL program unsupervised except upon written instruction from the child’s parents.

CHILD ABUSE AND NEGLECT - New Jersey State Law requires that any instance of child abuse or neglect suspected by a child care worker must be reported to the New Jersey Department of Children and Families. The 21st Century After-School Program will follow this directive.

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EXPULSION POLICY - Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child/(or children) in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from this center:

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child
- Physical or Verbal abuse to staff

CHILD S ACTIONS FOR EXPULSION:

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outburst
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting

PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, appropriateness of activities, supervision
- Staff will use positive methods and language while disciplining children
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings

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- A brief time out will be given so child can regain control
- Child may lose certain privileges
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parent / guardian will be notified verbally
- Parent /guardian will be given written copies of the disruptive behaviors that might lead to expulsion
- The Education Coordinator and 21st CCLC Staff and the parent /guardian will have a conference to discuss how to promote positive behaviors
- The parent will be provided with resources regarding methods of improving behaviors.

SCHEDULE OF EXPULSION

- If after the remedial actions above have not worked, the child's

Parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.

- The parent/guardian will be informed regarding the length of the expulsion

period

- The parent/guardian will be informed about the expected behavioral changes required in order for the child/parent to return to the center

- The parent /guardian will be given a specific expulsion date that allows the

parents and adequate amount of time to seek alternate child care

(approximately one to two weeks notice depending on the risk to other

children's welfare or safety)

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- Failure of the parent or child to satisfy the terms of the plan may result in permanent expulsion from the center

A CHILD WILL NOT BE EXPELLED- If a child's parent(s):

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the Licensing requirements (877)677-9845
- Reported abuse or neglect occurring at the center (877) NJ ABUSE or (877) 652-2873
- Questioned the center regarding policies and procedures
- Without giving the parent and adequate amount of time to make other childcare arrangements.

POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached. If a non-custodial parents has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized the fails to pick up a child at the time of the centers daily closing, the center shall ensure that:

- The child is supervised at all times
- Staff members attempt to contact the child's other parent or alternative persons authorized by the parents; and
- If the center is unable to make alternative arrangements, a staff member shall call the Division's 24 hour Child Abuse Hotline (877) 652-2873 to seek assistance in caring for the child.

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If the parents/persons authorized by the parents appear to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

- The child may not be released to such an impaired individual
- Staff members attempt to contact the child's other parent or alternative persons authorized by the parents; and
- If the center is unable to make alternative arrangements, a staff member shall call the Division's 24 hour Child Abuse Hotline (877) 652-2873 to seek assistance in caring for the child.

For school-age child care programs, no child shall be released from the 21ST CENTURY AFTER-SCHOOL program unsupervised except upon written instruction from the child's parents.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASE

If a child exhibits any of the following symptoms, he/she should not attend aftercare. If such symptoms occur at aftercare, the child will be removed from the aftercare, and you will be called to take them home.

Severe pain or discomfort episodes of acute vomiting Acute diarrhea

Sore throat or severe coughing Yellow eyes and jaundice skin Difficult or rapid breathing

Shingles weeping/ bleeding skin lesions

Blood in urine

Red eyes with discharge

Infected untreated skin patches Swollen joints

Stiff neck

Visible enlarged lymph nodes

Skin rashes lasting longer than 24 hr

Temperature of 101.5 degrees Fahrenheit Lethargy

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Once the child is symptom free, or has a physician's note stating that they no longer pose a serious health risk to themselves or others, that may return to aftercare.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

If a child contacts any of the following excludable communicable diseases, please report it to us immediately. The child may not return to aftercare without a doctor's note stating that the child present no health risk to themselves/others. *Reportable diseases, as specified in

N.J.A.C 10:122-7.1(d)

Respiratory Illness

- * Chicken Pox
- *German Measles
- *Haemophilus Influenzae ^Meningococcus
- *Mumps
- * Strep Throat
- * Tuberculosis
- *Whooping Cough

Gastrointestinal Illness Contact Illness

- *Giardia Lamblia * Impetigo
- *Hepatitis A *Lice
- * Salmonella* Scabies
- * Shigella * Shingles
- * Campylobacter
- *Escherichia Coli

If your child is exposed to any communicable diseases at the club, you will be notified in writing. "This project was funded in its entirety with federal Elementary and Secondary Education Act, as amended by No Child Left Behind, Title IV, Part B, 21st Century Community Learning Center (21st CCLC) grant funds through a grant agreement with the New Jersey Department of Education." 10



OFFICE OF LICENSING INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers

(N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing in the Department of Human Service (DHS). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing in the Department of Human Services. A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of Manual of Requirements by sending a check or money order for \$5.00 made payable to the "Treasurer, State of New Jersey", and mailing it to: State of New Jersey, Department of Human Services, Licensing Publication Fees, PO Box 34399, Newark, New Jersey 07189-4399.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Office of Licensing by calling toll-free 1-877-667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

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Our center must have policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the Office of Licensing's

Inspection/Violation reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DHS inspections/investigations. DHS staff may interview both staff members and children.

Our center must post its written state of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

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Our center must inform parents in advance of every field trip, outing, or special event away from the center and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to comply with the New Jersey against Discrimination

(LAD), P.L. 1945, c. 169(N.J.S.A. 10:5-1 et seq.), and the Americans with

Disabilities Act, P.L. 101-336 (42 U.S. C 12101 et seq.) Anyone who believes the center is not compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 541-0301 (voice) or (800) 541-0383 (TTY).

Anyone who has reasonable cause to believe that an enrolled child been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State's DHS Child Abuse/Neglect Hotline: Toll Free at: 1-877-NJABUSE (1-877-652-2873). Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting; Community Education Office, Division of Youth and Family Services, PO Box 717, Trenton, New Jersey 08625-07017.

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**ORANGE PUBLIC SCHOOLS
MANUAL REVIEW FORM**

**21ST Century Community Learning Centers Grant
After-school Academic/ Enrichment programs
Parent Handbook 2018-2019**

Please acknowledge below and return to Education Coordinator or Site Coordinator:

I have received, read, and understood this manual and will adhere to the procedures and policies of the Orange Public Schools.

I have reviewed the policies and procedures with my child. If I have any questions or concerns, I will discuss them with the Education Coordinator or Site Coordinator of my respective program.

Child's Name (print) _____ Date _____

Parent/Guardian's Name (print) _____ Date _____

Parent/Guardian's Signature _____ Date _____

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Orange Public Schools

21st Century CLC After-school program

2018 – 2019

Program Activities

Park Avenue School

21st CCLC After-School Program Activities

Bridge

ELA/Mathematics

Math 24

Computers

Robotics

Sisterhood

Basketball

Dance

Sewing

Video News

Band

Art

ASun Star

Heywood Avenue School

21st CCLC After-School Program Activities

Urban Planning

Garden Club

Makerspace

Film Making

Chess

24 Math Club

Robotics

Video Production

Dance Club

Homework Club

Archery

Sewing with Technology

ASun Star

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Rosa Parks Community School

21st CCLC After-School Program Activities

Art of Leadership

Drawing

3D- Drawing

Cyber Cafe

Mural

Sewing

Sports

Bridge

Martial Arts

Knitting

Homework Help

Sports

Chess

Tutoring

Animation

ASun Star



Oakwood Avenue

21st CCLC After-School Program Activities

Robotics

Bridge

Basketball

Tutoring

World Drumming

Painting

ASun Star

Our Partners

Valley Arts

ASun Star Consulting

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