

A.A. Milne Elementary
ACE-21st Century Community Learning Center
After School Program

HANDBOOK

A.A. Milne Elementary

7800 Portal Dr, Houston, TX 77071

Our goal is to create and build upon innovative and academically enriching activities that will engage students and extend their knowledge in new ways and increase academic achievement in all content areas.

Program Coordinator

Kimillya Young

(713) 778-3420 Ext. 109

Kimillya.Young@houstonisd.org

School Principal

Bronchelle Johnson

(713) 778-3420

BJOHNS25@houstonisd.org



Program Overview:

The 21ST Century Community Learning Centers (CCLC) After School Program help students with their schoolwork by offering them tutorials and giving them the chance to explore academic topics that will enhance their academic experience in interesting and fun ways.

Program activities support student academic growth and help in meeting the Common Core State Standards in every content area. Activities are innovative and hands-on. They are built on learning goals that are shared with youth. Additionally, it includes sessions that promote health and wellness that supports a student's success in school.

Our Philosophy: We are a community that is dedicated to serving the academic and emotional needs of each one of our students with pride and excellence. Our goal is to develop lifelong learners who are global leaders, while also building a strong academic foundation.

We believe in:

- Fostering the holistic development of young children to help them thrive.
- Creating a culture promoting children's cognitive, social, emotional and physical growth.
- Providing a stimulating environment with positive, nurturing care and a well-developed curriculum.
- Providing small class sizes for each child to maximize potential within a robust, forward thinking academic program.
- Introducing a variety of experiences and activities designed to encourage children to learn about themselves, their friends, and their surroundings.
- Balancing small and large group experiences, quiet times and active play, as well as indoor and outdoor activities.
- Build our faculty's skills with comprehensive professional development and the support of outside professionals and consultants.

Goals for Afterschool Learning:

- Develop thoughtful, fun, accessible, activities
- Survey and build on students' interests
- Motivate and engage all students to participate
- Connect to grade-level benchmarks, standards, and the school-day curriculum to increase achievement
- Provide real-world activities that connect to the broader community
- Provide effective tutoring and differentiated instruction for all skill levels
- Integrate technology
- Provide homework help
- Plan activities that engage students and enhance skills across the curriculum
- Provide staff training and professional development

Program Goals:

- Improve student academic achievement.
- To challenge students to grow to their fullest potentials by helping them discover who they are and where they belong in the world.

Student Enrollment and Attendance: This learning program is provided **FREE OF CHARGE** to students (and their families). Be sure to return the 21ST CCLC enrollment form promptly.

Attendance is a very important component of our program. Due to each of our enrichment programs being curriculum based, students are encouraged to attend daily. **While unforeseen illness or emergencies will inevitably occur, more than 3 absences from any class will leave the student open to removal. Students with attendance of less than 80% will be subject to disenrollment.**

Hours of Operation: Program runs from 3:00pm to 6:00pm, Monday through Friday. The program center will be closed on HISD holidays, and due to inclement weather.

Student Pick Up: Students will be picked up through the front entry, between the gym and cafeteria. Student pickup will be between the times of 5:30pm and 6:00p.m. **STUDENTS MUST**

BE PICKED UP ON TIME! You will receive 2 warnings for late pickup and after the 3rd late pickup your student will be removed from the program.

Discipline: Children attending ACE 21st Century CLC will adhere to the discipline policy for the Houston Independent School District/ A.A. Milne Elementary School students during the core day. (See HISD Student Handbook).

Children whose behavior endangers others will be supervised away from other children. The child will have the opportunity to discuss the problem with a staff member and any other concerned party. If deemed necessary, the parent will be called to pick the child up for the day.

Guidance will always be positive, productive, and immediate when behavior is inappropriate. No child will be humiliated, shamed, frightened, bullied, or subjected to verbal or physical abuse while in the care of ACE 21st Century Community Learning Centers.

While our staff will make every effort to accommodate your child's needs, there may come a time when staff determines that the program will not be able to meet those needs. **ACE 21st Century CLC reserves the right to remove a child without use of the three steps listed below if the Campus Principal deems it appropriate.**

Serious behavioral problems will be documented, and the following actions will be taken:

- 1) 1st Offense - child counseled, note and phone call to parent;
- 2) 2nd Offense - child removed from class, counseled and parent/teacher conference held before child returns to program;
- 3) 3rd Offense – child removed from program.

Options will be available to prepare the child for re-entry into the program.

Parent Involvement and Communication: ACE 21st Century CLC is built on the philosophy that parents must be involved in the child's education. Various parent involvement activities and parenting workshops will be available throughout the year. **Parents are required to attend at least two activities per year and are encouraged to attend all available activities.**

Parents may also be asked to serve on the ACE 21st Century CLC Advisory Council/ Task Force to help guarantee a setting that will reflect the needs of today's families.

If parents have concerns or need assistance with problems related to the program, they may discuss the issue with the Site Coordinator. If they are not satisfied, they may discuss their concerns with the Campus Principal. Social and educational events are held throughout the year to promote interaction between staff and families and you are encouraged to attend.

A 21st Century newsletter will be sent out monthly with updates and shout outs to keep our parents informed about all the great things happening within the program.

Health: Our program operates for well children and staff only. Children who are mildly ill (e.g., minor cold symptoms) may remain at the campus only with an Administrator's approval. Children should be fully able to participate in all activities, including outdoor play. Parents should provide appropriate changes of clothing, so children do not become either chilled or overheated. Light sweaters or jackets should also be made available.

Children with symptoms of communicable disease remain with a staff member until the parent or designated representative arrives for the child. We make every effort to reach the parents when a child is ill, but after 30 minutes we will call the emergency contacts indicated on the student enrollment form.

We will not serve children with:

- A fever of 101 degrees° F or above
- A fever of 100 degrees° F if combined with another sign of illness
- A skin rash that has not been identified by a phone call or in writing from a physician who has seen the rash
- Diarrhea and/or vomiting two or more times in a day
- Evidence of head lice or other parasites
- Severe coughing
- Rapid or difficulty breathing
- Yellowish skin or eyes
- Pink eye
- Sore throat or difficulty swallowing
- Evidence of infection

Children may be readmitted:

- With a physician's statement that the child is free from communicable disease and that returning poses no risk to the child or others.
- If visibly free from communicable disease, fever free without benefit from fever reducing medications for 24 hours, and free of vomiting/diarrhea for 24 hours while on normal diet.

COVID-19: Students and staff are asked to wear masks during the program and keep a safe distance from others. If student does not have a mask one will be provided to them. Students will be required to wash their hands with warm water and soap for 20 seconds every 30 min. and hand sanitizer will be provided.

Virtual Expectations and Guide Lines: If it is determined that students will continue with virtual learning then the 21st Century program will also be virtual as well. The same expectations for student attendance and parent involvement will apply.

Staff: Staff members must have an application on file with an attached example of a lesson plan. Staff member employment will be determined according to availability and the effectiveness of their lesson plan. **Staff members will be required to turn in one lesson plan a week. This lesson plan will need to be turned in every Monday by 5:30pm.** Staff members are also required to attend a meeting once a month to discuss the program's overall performance and ways to improve. Staff members will also receive an informal appraisal once a month and the Site Coordinator will go over the result with staff member. If staff member has to miss their duty time for any reason, they are asked to report it to the Site Coordinator at least 2 days in advance so that proper coverage can be provided. **Staff members should always be actively monitoring students.**

Volunteers: All 21ST CCLC team members, whether they're paid instructors or volunteers, are required to pass a background check. Before any volunteer can work the program, they must fill out a VIPS application which is located on houstonisd.org. Your child's safety is priority, so this policy is strictly enforced. We welcome all families who would like to volunteer to work with the 21ST CCLC program! If you, or someone you know, would like to donate a few hours to assist, either in the classroom or behind the scenes, please contact the Site Coordinator.

Vendors: After School to Achieve

I, _____, parent of _____, acknowledge that I have read, understand and agree to the terms outlined in the ACE-21st Century CLC Parent Handbook. I also understand that for my child to be eligible to attend, I or another parent or guardian or both are required to attend a minimum of two parent meetings which will be announced on each campus at least two weeks in advance.

Parent/Guardian Signature

Date

Name of School/Campus

*Please return this form to your ACE-21st Century CLC Site Coordinator

I, _____, (Staff member, Volunteer) acknowledge that I have read, understand and agree to the terms outlined in the ACE-21st Century CLC Handbook. I also understand that for me to work in the ACE-21st Century I must adhere to all the program polices.

Staff/Volunteer Signature

Date

Name of School/Campus

*Please return this form to your ACE-21st Century CLC Site Coordinator