



# Parent Handbook

## Program Policies and Procedures

Updated June 26, 2023



*Please note the information in this handbook is updated as often as possible. Each site provides unique services which can lead to unique pricing and procedures. Please see Senior Team Leader/Site Coordinator or WCESC Administrative Team with any questions.*

The Community Learning Centers (CLCs) are comprised of a network of enrichment programs and extended learning opportunities for students and families in Wood County and surrounding districts. Students attend school only 20% of their awake hours. The CLCs strive to provide a variety of quality, affordable enrichment programs for students and families making beneficial use of the out-of-school hours.

We operate centers at:

- Crim Elementary in Bowling Green
  - Before-School Program: 6:30<sup>AM</sup>-School Start**
  - After-School Program: School Dismissal-6:00<sup>PM</sup>**
- Eastwood Elementary in Pemberville
  - Before-School Program: 6:30<sup>AM</sup>-School Start**
  - After-School Program: School Dismissal-6:00<sup>PM</sup>**
- Powell Elementary in North Baltimore
  - After-School Program: 2:20<sup>PM</sup>-6:00<sup>PM</sup>**
- Lake Elementary in Millbury
  - After-School Program: 2:20<sup>PM</sup>-6:00<sup>PM</sup>**
- Northwood School in Northwood
  - Before-School Program: 6:30<sup>AM</sup>-School Start**
  - After-School Program: School Dismissal-6:00<sup>PM</sup>**
- Rossford Elementary in Rossford CLC
  - Before-School Program: 6:30<sup>AM</sup>-School Start**
  - After-School Program: School Dismissal-6:00<sup>PM</sup>**
  - Canine Crew and Summer Academy (Invitation Only)
- Union Elementary in Maumee
  - Maumee MaKERS
    - After-School Program: School Dismissal-5:30<sup>PM</sup>**



An array of enrichment programs are provided promoting social development and academic success for students, as well as opportunities for families to engage in meaningful activities together. The scope of supervised activities includes: educational software and internet use; reading and family literacy activities; field trips; games and recreational activities; problem-solving skills and learning to manage emotions; snacks; and much more.

Our CLC program is a well-supervised time that is packed with fun activities and enriching hands-on experiences that promote “learning while doing.” During the school year we include academic support that is tailored to each student’s needs. Through the summer we incorporate field trips related to activity themes that enhance the learning experience and expand each student’s awareness of our larger community. Swimming at a local pool is a favorite activity for the students during the summer months.

We hope that your child grows and develops in positive ways while participating in our CLC program and we hope that you will include our family events in your activity time with your child. The CLCs are here for your entire family.

*to the Community Learning Centers!*

## CLCs

-School, After-School and Summer

### **Philosophy**

We believe students deserve to be cared for in a safe and nurturing environment. Further, we believe that parents and guardians should be confident that their children are in the care of responsible, caring adults who will do their best to provide stimulating and enriching activities.

### **Goals**

The goals of the CLCs are:

- To provide a safe, well supervised environment
- To provide enriching activities that allow a student to learn through hands-on activities offered through Discovery Zones
- To provide experiences that will help a student maintain or increase his/her level of literacy in reading, math, and other academic areas
- To support and complement a student’s regular education experience



- To provide group activities that will increase students' social and group skills
- To provide activities and information on living a healthy lifestyle
- To provide activities that will promote habits of responsible citizenship
- To provide parents/guardians with support that allows them to maintain significant employment
- To provide parent/guardians with activities that can be shared with all family members
- To promote family literacy, health, and stability

### **Continuous Improvement**

A continuous improvement process is followed each year in an effort to ensure that the Community Learning Centers continue to grow in quality. The process results in an action plan for each district that is based on survey results and periodic observations. A team of stakeholders meet to review and revise action plans annually.

### **Licensing**

The CLC programs are licensed as school-age childcare programs through the Ohio Department of Education. The CLCs are a cooperative program made available through Wood County Educational Service Center and local school districts. The laws and rules that govern operation are available from the Senior Team Leader/Site Coordinator. The licensing record, including application, and compliance documents from the health department, building inspection, and fire departments are available for review from the Community Learning Centers. The Community Learning Centers are an equal opportunity provider and are open to all elementary school families in our participating school districts. Rosters with the telephone numbers and the names of parents/guardians and students are available. However, the roster will only include listings for students whose parents/guardians have requested to be included. If a problem cannot be resolved or information cannot be obtained at the site level you may contact:

Hannah Feffer: Director  
Wood County Educational Service Center  
1867 N. Research Drive  
Bowling Green, Ohio  
43402 419-354-9010

or feel free to contact the:  
Ohio Department of Education  
877-644-6338



## **Enrollment Eligibility**

The CLCs are open to students who are attending grades K-6, ages 5-14. The summer program is open to students who are 5 years of age and registered to begin kindergarten. The summer program is also open to students the summer following their in the CLCs must complete the online registration available at [www.wcesc.org](http://www.wcesc.org). If the family is applying for a reduction of fees then documentation establishing household income must be provided at the time of enrollment. Once accepted, a monthly maximum for fees will be established for each child registered in a family. Reduced rates will not apply until all income documentation is submitted. All forms must be signed by a custodial parent or legal guardian. If there are questions about custody or shared parenting agreements, a copy of the documents establishing legal custody may be requested. In the case a parent or guardian falsified information or does not complete the CLC registration fields as labeled, CLC Administration reserves the right to remove a student from programming for registration falsification.

## **Equitable Services**

The provision of equitable services to all of our youngest community members is a priority of the CLC. Participation and enrollment in the CLC is open to all elementary families within the school districts served, and is not based on race, color, national origin, citizen status, religion, or gender. The intention of the program is to provide academic intervention to our lower performing students from lower socioeconomic populations, although enrollment and participation is open to ALL students residing within these districts, including non-public school students. The requirements for participation are:

- Have a home school that currently has a 21st Century Community Learning Center grant (must provide proof of residency).
- Be in a grade served by the 21st Century Community Learning Center grant program.
- Be in need of academic intervention in reading and/or math.
- Provide evidence of free and reduced lunch eligibility.
- Provide transportation to and from the afterschool program.
- There are available openings in the program.

Please contact us for more information regarding program offerings.

## **Students with Special Needs**

Children with special needs: We do not discriminate in our admission policies based on race, sex, religion, place of national origin, or physical or mental disabilities. The Community Learning Centers; before/after school and summer programming DOES NOT PROVIDE ONE-ON-ONE CARE. Children with special needs must be able to function independently at least at a 5-year-old developmental level and in a large group setting with 1:18 staff to child ratio. Students who require a paraprofessional in the school



setting will also require a para in the CLC program and **at the parent's expense**. In order to best meet the needs of your child, we ask that you contact the Community Learning Centers main office at 419-354-9010 to inform us of ANY and ALL special accommodations that your child may require (i.e. school paraprofessional, dietary, medical, physical, mental, etc.).

*An Agreement of Understanding for Admittance and Continued Attendance* will be written and signed by the parents and Program Quality Coordinator. This plan will include, but is not limited to, conditions for enrollment, hours of attendance, and special restrictions or requirements for care of the student. Each student's needs will be accommodated to the best of our ability.

### **Hours of Operation**

Our before-school CLC program will normally be open from 6:30am until the school opens and the after-school program will be open from school's dismissal to 6:00pm Monday through Friday. The summer program will be open from 6:30am to 6:00pm, Monday through Friday. Hours of operation may be altered to better serve the families of enrolled students. Our grant funding requirements expect that after school students will stay until 5:30 PM, so please plan to pick up your child between 5:30 and 6 PM. CLC programs follow the school district calendar and will **not** be open for school vacation days, teacher work days, weather delays and cancellations, unless other notice is given.

### **Facilities**

CLC programs are located in the area designated by the school district. Programs use adjacent outdoor play areas. The gym and some other classroom facilities are used for various activities. During the program hours, the students will have access to toilets, sinks, and drinking water. The program has appropriate equipment available for use, including outdoor and indoor sports equipment, games, and technology.

### **Staffing**

The CLC program is administered by the Wood County Educational Service Center. A Senior Team Leader/Site Coordinator and Program Assistants are employed to work with the students in the CLC programs. Volunteers will be used to assist staff or to present programs, however, students will remain under the direct supervision of the staff when volunteers are present.

### **Child Supervision**

A maximum staff ratio of 1:18 and a small group ratio of up to 36 will be maintained, following our licensing guidelines. For high risk activities the staff ratio will be lowered to ensure safety of students. Students will be allowed to briefly run errands and use the restroom inside the building singly or in groups of not more than six without direct adult supervision, as long as they are within hearing distance of a staff member. A staff



member supervising outdoor play will be able to summon another adult at all times by (1) using the site's cell phone, which will be with the staff member supervising outdoor play, (2) using a walkie-talkie, or (3) sending a 4<sup>th</sup> grade or older student to summon the adult.

## Curriculum

The CLCs provide Discovery Zones that are developmentally and age appropriate and designed to address the individual needs of students. Activities are safe and will be offered to individuals or groups of students to encourage self-initiated learning experiences and personal choice. The activities will be offered, but are not limited to, the following areas:

- Arts
- Cultural Studies/Global Learning
- Health and Safety
- Math and Problem Solving
- Motor Skills
- Reading and Writing
- Science
- Technology
- Service Projects and Character Building

Some planned activities will include the viewing of clips from children's TV programs and G and PG rated movies. These videos will be used appropriately and only in conjunction with planned activities.

## Breakfasts and Snacks

A nutritious, pre-packaged breakfast and snack will be provided to each student during the before and after-school program, complying with the guidelines of the Ohio Department of Education Child Nutrition Services and the nutritional requirements of the United States Department of Agriculture, Food and Nutrition Service. Parents of students with special dietary needs may be asked to send snacks or breakfast foods to meet those special needs; although, the program will make every effort to fill the needs. Students with specific food allergies (for example, peanut butter) will receive an alternate snack if foods are served that would trigger an allergic reaction; however, this allergy must be documented on their enrollment forms. Staff and students will follow standard hand-washing procedures before and after eating a snack or lunch. Hand-washing procedures are posted in appropriate areas.

## Lunches

During the summer, students must bring a packed lunch with drink from home. An on-site refrigerator is available for lunch storage. **Please do not send anything that needs to be cooked or heated, and do not send pop or soda.** A nutritious lunch includes one item from each: milk, meat, and grain group; and two items from the fruit or vegetable group. For example, a nutritious lunch might consist of a bologna sandwich,



carrot sticks, cheese cubes and apple juice. If a student has special dietary needs or food allergies, information will be documented on their enrollment forms, or by the family's medical provider.

### **Sign-In and Sign-Out**

Parents must make arrangements for the safe transportation of students to and from CLC programs. Students may not be released to walk home on their own. An approved **adult must come into the facility to sign-in and/or sign-out a student** for each session. Only a parent/guardian or previously authorized adult may sign a student out of the program. All adults must be approved in writing on the CLC registration. Non-custodial parents must be on the list authorized by the custodial parent/guardian, or a student will not be released to the non-custodial parent. During the summer and before-school programs, a parent/adult must come into the program area and sign-in the student, noting the time of arrival. The staff will request that alternate transportation arrangements be made if an adult appears to be under the influence of drugs or alcohol. If the adult refuses to contact another authorized person, or if no one else can be reached, the staff can contact the local police or sheriff to come to determine the adult's ability to operate a vehicle.

**Late Pick-ups:** After-school and summer CLC sessions conclude promptly at 6:00 pm. Students must be picked up by 6:00 pm or an additional fee of:

**\$1 per minute will be charged for tardiness.**

If a student has not been picked up by 6:00 pm and the parent has not contacted the Senior Team Leader/Site Coordinator, the following steps will be taken. Steps 2-5 are only taken if the preceding step has not been successful or if the parent does not arrive or contact the site while the staff are proceeding through the steps.

1. Staff will call the parent at closing.
2. Staff will call emergency contacts to assist in locating the parents.
3. Staff will contact the Director or Program Administrator.
4. Only after discussion with the Director or Program Administrator; staff will contact police or sheriff's department to assist in locating the parents.

### **Irregular Arrival and Departure**

You may arrange for your student to leave the CLCs to attend another event and return. A written plan of *Irregular Travel* must be given to the Senior Team Leader/Site Coordinator indicating who will pick up your child. For example, if a student is picked up by a coach for practice at 3:30 pm and returned at 4:30 pm you must notify us in writing before this irregular schedule begins.

### **Absences and Scheduling**

Absences and Scheduling for AM programs: Student schedules must be consistent from week to week. Student schedules for the AM program require a minimum schedule of three (3) days per week specified at registration. If a student does not attend a scheduled





session, an absence fee of \$5.00 is applicable to the account. This absence fee will not apply to the first 3 AM absences per month.

Absences and Scheduling for PM programs: Student schedules must be consistent from week to week. Student schedules for the PM program require a minimum schedule of three (3) days per week specified at registration. If a student does not attend a scheduled session, an absence fee of \$5.00 is applicable to the account. This absence fee will not apply to the first 3 PM absences per month.

Summer Programs: Student schedules must be consistent from week to week. Student schedules for the summer program require a minimum schedule of three (3) days per week specified at registration. If a student does not attend a scheduled session, an absence fee of \$5.00 is applicable to the account. This absence fee will not apply to the first 3 summer absences per month.

### **Absences, Vacations and Sick Days**

If a student will not be attending on a regularly scheduled day, the Senior Team Leader/Site Coordinator of the CLC should be contacted no later than noon for afternoon programs, by the day prior for morning programs and by 9:00 AM for summer programs. It is necessary for parents to communicate this information to our site personnel to ensure the safety of the children and for staff scheduling purposes.

Absence fees will apply. An additional missing child fee of \$10.00 is applicable if no notice is provided in advance of the absence.

To report an absence, alter a schedule or withdraw a child from our program, please send an email to the site. The email addresses for each of our sites is as listed below:

<b><u>Site</u></b>	<b><u>Email</u></b>
<b>Bowling Green—Crim</b>	<a href="mailto:clccrim@wcsc.org">clccrim@wcsc.org</a>
<b>Eastwood</b>	<a href="mailto:clceastwood@wcsc.org">clceastwood@wcsc.org</a>
<b>Lake</b>	<a href="mailto:clclake@wcsc.org">clclake@wcsc.org</a>
<b>Maumee (Union)</b>	<a href="mailto:clcmaumee@wcsc.org">clcmaumee@wcsc.org</a>
<b>North Baltimore (Powell)</b>	<a href="mailto:clcnorthbaltimore@wcsc.org">clcnorthbaltimore@wcsc.org</a>
<b>Northwood</b>	<a href="mailto:clcnorthwood@wcsc.org">clcnorthwood@wcsc.org</a>
<b>Rossford</b>	<a href="mailto:clcrossford@wcsc.org">clcrossford@wcsc.org</a>

### **Behavior Management and Discipline**

The CLC program helps students improve and succeed socially, emotionally, cognitively,



and physically to promote positive citizenship. Behavior management in the CLC program is one of the most important elements in helping students grow in these areas. Students are supported and encouraged to conduct themselves in a socially responsible manner. Students who attend the Community Learning Centers are subject to the School District's code of conduct and sanctions imposed by school personnel.

Proactive behavior management practices are used within the Community Learning Centers programs. Staff actively promotes desired behaviors with positive reinforcement and recognition. This is achieved through:

- clearly defined boundaries, rules, and expected behaviors
- verbal praise of desirable behaviors
- modeling of responsible social interaction
- verbal reminder of expectations and choices
- redirection to another activity or course of action
- use of effective problem-solving skills
- recognition of behavioral improvements, and
- privilege reinforcements of pro-social behavior.

Staff guidance and safe behavior limit-setting is important at all times. Staff corrections to problem behavior will be conducted whenever possible on an individual, face-to-face basis. Each staff member is responsible for the guidance, limit-setting, and safe behavior of our students.

As stated by the Ohio Department of Education *Rules for School Child Care Programs*, section 3301-32-09. "The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting;
- (2) No discipline shall be delegated to any other child;
- (3) No physical restraints shall be used to confine a student by any means other than holding a student for a short period of time, such as in a protective hug, so the child may regain control;
- (4) No student shall be placed in a locked room or confined in an *enclosed* area such as a closet, a box, or a similar cubicle;
- (5) No student shall be subjected to verbal abuse, profane language, threats, derogatory remarks about themselves, or their family.
- (6) Discipline shall not be imposed on a student for failure to eat, failure to sleep, or for toileting accidents.
- (7) Techniques of discipline shall not humiliate, shame, or frighten a student.
- (8) Discipline shall not include withholding food, rest, or toilet use.
- (9) Separation, when used as discipline, shall be brief in duration and appropriate to the student's age and developmental ability, and the student



shall be within sight and hearing of a staff member in a safe, lighted, and well-ventilated space.”

Unsafe behavior will be interrupted by staff. If needed, a student may be assigned a brief Time Out (maximum of one minute per year of age) before returning to their regular activity. Unsafe behaviors will be recorded on the Discipline Form and forwarded to the Program Quality Coordinator of the Community Learning Centers on the day of the incident. Problem behaviors that occur repetitively are an indication of need for special interventions to assist the student in building their social skills. In these cases, it is important that all staff, parents, and the student work together towards improvement. The Senior Team Leader/Site Coordinator will contact parents/guardians to discuss persistently disruptive behavior patterns and will arrange to meet with the parents/guardians to create an effective plan of behavior management. If there are recurrent behaviors that are disruptive an individualized intervention plan will be developed by the Program Quality Coordinator focusing on targeted behaviors. The plan will define desired behaviors to replace the problem behaviors, and will establish frequent recognition for desired behaviors. Individualized intervention plans are tailored to the needs of individual students. Demonstration of the desired behaviors will result in added recognition and may include special reward privileges that are desired by the student. These plans will be discussed and reviewed for refinement at behavioral consultations with staff and administration. In the event a student violates the safety of another student and/or staff through an act of physical or verbal aggression, insubordination, or bullying, the incident will be recorded and the following steps will be taken:

- First and Second Offense: Student will be given a verbal warning, which will be written up in a documented discipline/concern form, and parent will be informed on the day of the offense. Depending on the severity of the situation, site staff reserve the right to send home or suspend.
- Third Offense: The student will be immediately sent home and suspended from the program for the following day.
- Fourth Offense: A meeting between Community Learning Centers administrative team and the student’s parent will be set up in order to devise an Agreement of Continued Attendance- a plan in which guidelines are set out that stipulate the explicit standards of conduct necessary for that particular student to continue attending our programs. If the guidelines set out are not followed, the student will be asked to permanently leave the program.

The Program Quality Coordinator of the Community Learning Centers will be informed when a student is suspended. If your student is suspended from the Community Learning Center program and attends the Children’s Resource Center-PATHE Center, they may



first be transported to the Community Learning Center for pick-up. Pick-up then must occur within 10 minutes of dismissal. If parent pick up occurs post the allotted time window over three times, student will be expelled from the program.

## **Child Development**

The CLC program seeks to positively impact the development of students in several areas, including social development, physical skills, and health and safety skills.

*Social Development:* Students will learn to develop and maintain friendships and master a variety of human interactions. CLC emphasizes that each student is unique and special, and should respect the unique qualities of others. The program will seek to improve the individual's self-image, while stressing that each individual must find a place in our larger society. Group activities will promote fair play, teamwork, and problem solving.

These skills will be addressed through a variety of activities, using scientific researched curriculums for character building and prevention of at-risk behaviors.

*Physical Skills:* The CLC program seeks to promote a student's healthy self-image. To this end each student will be encouraged to participate in physical activities that build strength, balance, coordination, and endurance. Through a variety of team and individualized activities, a student will have an opportunity to explore and accept his/her physical skills.

*Health and Safety Skills:* Students will be encouraged to develop living skills that promote a healthy and safe lifestyle. Age-appropriate topics will be presented, including self-protection, nutrition, and avoidance of substance use.

## **Safety Practices**

- Staff will supervise students at all times.
- Staff will have access to a telephone at all times.
- Fire drills will be conducted monthly at various times of the day, and a record of the drills will be maintained.
- Plans for fire and weather emergencies will be posted and reviewed quarterly.
- A permission slip for all field trips must be completed and returned before the date of the planned trip.
- A staff member with First Aid training and supplies will accompany the students on all field trips.
- An Injury Report will be completed when an accident, injury, or illness occurs.
- Spray aerosols will not be brought onto or used by the staff on site.
- Center staff are legally required to immediately notify the local public Children's Services Agency when it is suspected that a child has been abused or neglected.
- If a student is to be unexpectedly absent from CLC, the parent/guardian is to call before 9:00 am (summer) or **no later than**



**noon** (after-school) on the day of the absence. If a parent/guardian does not call, the site staff will contact the parent to verify the whereabouts of the student.

- A parent/guardian or authorized adult must come into the building to pick-up and sign the student out. At the close of a day's activities, a student will not be allowed to walk home or to leave with an adult who has not been authorized in advance.
- For safety, no information about students will be given to anyone over the telephone.
- If a parent/guardian wants the school or other agencies to have or share information about a student, a Request for Information or Permission to Share Information form must be completed and signed prior to the exchange of information.
- CLC staff members will be provided all information that is necessary to provide for the health and safety of the students. Other information in a student's file is private and will be available only to the Senior Team Leader/Site Coordinator and the administrative staff of Wood County Educational Service Center.
- Hazardous materials will not be knowingly brought onto the site. This includes any weapons or chemical products, including defensive substances such as mace or pepper spray. If hazardous materials are found on site, they will be disposed of immediately according to the procedures listed on the label. If the label is unreadable, poison control or another appropriate agency will be called to learn about methods of disposal of the substance. One of the building maintenance staff should be notified to complete the disposal of the hazardous substance so that the substance does not pose a threat to others at the host site. If the maintenance staff is unavailable, the site supervisor should dispose of the substance in a safe manner or remove the hazardous substance from the site for disposal.

### **Communicable Disease**

If a student appears to be mildly ill, not exhibiting the symptoms of a communicable disease, they may be separated from the group until they feel better, or an adult has arrived to take them home. Examples of mild illness include headaches, stomachaches, running nose, when not accompanied by other more severe symptoms, such as elevated temperature, spots/rashes, or vomiting. Parents can be called to consult about the best action to be taken. The following procedures will be followed to prevent the spread of communicable diseases:

- All students and staff will wash their hands before and after breakfast, lunch and snacks.
- Staff will be trained to recognize the symptoms of communicable

diseases, and in the procedures for hand washing and for disinfecting potentially contaminated areas.

- Students with the following symptoms of illness will be isolated and parents will be contacted to decide when/if they should be excluded from program activities.
  - Difficult or rapid breathing
  - Severe coughing that causes the child to become red or blue in the face or that has a whooping sound
  - Diarrhea
  - Yellowish skin or eyes
  - Conjunctivitis (pink eye)
  - Elevated temperature of 100° F, if combined with any other symptoms of illness; or any temperature over 100° F
  - Untreated patches of infected skin
  - Unusual spots or rashes
  - Unusually dark urine and/or gray or white stool
  - Stiff neck
  - Sore throat or difficulty swallowing
  - Vomiting
  - Evidence of lice, scabies, or other parasitic infestation
- Students who are ill will be isolated in an area away from the group, but within the sight and hearing of a staff member. While the student is isolated, they will be observed for worsening or further symptoms.
- Cots and any linen used will be washed or disinfected as soon as possible and before use by any other student.
- A Communicable Disease Chart will be posted.
- A parent/guardian will receive notice within the same business day when any student in CLC has exhibited the symptoms of an illness that may be communicable. Staff will notify a parent/guardian in writing or verbally.
- A student must be fever-free for **24 hours before returning to CLC.**
- A student who has had a communicable disease **must be symptom-free for 24 hours or must have written permission** from a doctor to return.

## Medications

A parent will list all the student's allergies and unique health conditions on their registration. The Senior Team Leader/Site Coordinator will keep an updated list of the allergies or health conditions to be used by the site staff. **Medication may not be administered without a *General Medication Form* signed by a physician.** Each staff person responsible for administering medication will receive training on medication administration procedures and direction on how to complete the Preschool and School Age Child Care Medication form. Please obtain this form from a staff member before bringing medications to CLC. The first dose of any new medication must be administered



to the student by the parent/guardian. All medications must be in their original container and the labeling must be complete. Medications will be stored in a locked box. If an inhaler or epi-pen is prescribed by a physician, the parent must provide it to the STARS program to be available when the student attends. An inhaler or an epi-pen can be carried by a student, when a physician has prescribed that plan. A *Self-Carry Agreement* must be signed by the student and parent. If an epi-pen is used because of a severe allergic reaction, then 911 emergency help will be called immediately by a staff member. During the summer, sunscreen use is encouraged to prevent sunburn. In order for the staff to apply sunscreen to a student before outdoor activities, a parent/guardian must sign the ***Sunscreen Form*** and provide staff with sunscreen in an original container. The student's name must be printed on the container with a permanent marker.

### **Emergency Contact**

In case of an emergency for which a parent/guardian needs to speak to a staff member immediately, the parent/guardian should call the site cell phone. A staff member will carry the cell phone on all field trips and for all outdoor activities. If a parent/guardian needs to report an absence or has a question, a message may be left on the cell phone. These messages will be answered daily.

### **Emergencies and Accidents**

Staff members are trained in basic First Aid and CPR. Should an accident occur, they would follow the basic emergency/accident procedures recommended by the American Red Cross, as posted on site. Students may be transported to a physician, dentist, or hospital as indicated by the parent/guardian on their registration. Should the student need immediate medical attention, and the parent cannot be reached, or in a life-threatening situation, an Emergency Medical Squad (EMS) will be called. By signing registration forms to enroll a student in the Community Learning Centers, a parent/guardian gives permission for their child to attend and participate in all activities. This permission extends to the activities during field trips, including transportation on school buses. The consent releases and discharges the Wood County Educational Service Center, the Community Learning Centers, and all persons officially connected with these activities from and against all damages or actions which might arise out of participating in activities at the site and activities connected to field trip, including traveling to and returning from these events.

### **Crisis Plan**

The Community Learning Centers will follow the procedures as established by the school districts and described in the *Crisis Plan*, revised annually. In the event that a critical incident occurs during out-of-school hours or the summer, the staff will immediately notify the Director of the Community Learning Centers. The Director will act in the role of the school principal to verify the incident and then will contact the appropriate school officials to determine the extent to which the Crisis Plan should be implemented. Critical



incidents include, but are not limited to:

- Assault at school
- Student/staff death
- Allegations of abuse
- Domestic violence
- Natural disasters
- Terrorist events

### **Missing Student**

The following procedure will be followed if a parent or school has **NOT** notified the Community Learning Centers in advance and a student is not in attendance under the following circumstances: 1) a student is more than 5 minutes late arriving after school, or 2) a student, who has been signed in to the program, has left the program without the knowledge of or permission from the site staff. The staff will contact the following people in this following order:

1. If during the school year, the classroom teacher, principal, and office staff to see if the student is with another adult in the school (for example, working on homework with the teacher) or a parent has called about an absence from school.
2. If during the school year, the student rides a bus, the transportation supervisor will be contacted in order to contact the bus driver to see if the student has gotten on the bus.
3. The parents or adults authorized to pick up the student at the close of the program and the adults listed as emergency contacts.
4. If the student is still missing, the site staff will contact the Program Director and/or the Program Administrator to let them know the situation.
5. The local police or sheriff's department.

**An additional \$10.00 fee will be charged** if staff have to take the above steps to locate a child due to parents not notifying staff of absence.

### **Parent Roster**

In accordance with Rule 5101:2-12-54 of the Administrative Code, a roster of each group of students must be prepared annually and given to parents/custodians/guardians who request the list. The list may contain the names and telephone numbers of parents/custodians/guardians or students attending the program. However, the list will only contain the names and numbers of students or parents/custodians/guardians who have given permission to be included in the list.





## **Sharing of Information**

The Community Learning Centers are required to report to the State of Ohio for 21<sup>st</sup> CCLC related grant purposes. Therefore, periodically the Community Learning Center seeks school and parental information for evaluation information. This information includes academic, social, and behavioral performance data. The information collected is coded so that it does not reveal the identity of individual participants or the families of participants. Additionally, the CLC partners closely with school districts and other education related services. Any shared information is kept confidential and shared only to the extent necessary and requested. Permission for collection of this information is included on the enrollment forms.

## **Photographs and Recordings**

Occasionally, activities include the use of photographs, audio tapes or video tapes for completion of the project. Photos or recording will not be taken without the permission of the parent/guardian of the student. Some of the pictures or recordings, for which parental permission has been obtained, may be used for purposes of program promotion either in print, in professional presentations, on the Community Learning Center website, or CLC Facebook and Twitter accounts as well as our community partners.

## **Use of Computers and Online Services**

Technology can greatly enhance the program activities of CLC. Computer networks allow individuals to interact with thousands of networks. However, all computers must be used in a responsible, efficient, ethical and legal manner. Parents must give permission for their student to use computer equipment and the internet. Every effort will be made by the Community Learning Centers to protect students from harmful content, including the use of software that blocks offensive content. However, parents must also acknowledge the risks inherent in the use of computer network services. In addition, unacceptable uses of the computer and/or network by students will result in the revoking of access privileges. Serious misconduct will be referred to appropriate authorities. Unacceptable uses include, but are not limited to the following:

- Violating the conditions of State and Federal law dealing with privacy;
- Using profanity, obscenity, or other language which may be offensive to another user;
- Reposting (forwarding) personal communication without the author's prior consent;
- Copying commercial software and/or other material in violation of copyright law;
- Using the network for financial gain, for commercial activity or for an illegal activity;
- Hacking or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
- Accessing and or viewing inappropriate materials; and



- Downloading of freeware or shareware programs.

### **Field Trips**

Permission slips will be sent home indicating dates, times, location and approximate time of departure and return for field trips. Transportation for field trips will be arranged on school buses. While riding on the buses students must follow the bus safety rules and regulations as set by the school district. A parent/guardian must read, complete, sign and return the form before the date of the field trip, including the *Permission and Waiver of Liability*. The information must include a phone number at which a parent/guardian can be reached in case of an emergency during the hours of the field trip. A student cannot stay at the school on days of a field trip due to staffing limitations; therefore, the parent/guardian must make other arrangements for the student if they are not attending the field trip. Be sure to inform the CLC staff of your student's expected absences. The Community Learning Centers provide many opportunities for family participation; however, Field Trips are reserved for registered students only. Parents and siblings will not be permitted to attend field trips with their students.

**Do not send money with your child for a field trip.**

### **Walking Trips**

At program sites located in town limits, students may walk in a supervised group to locations within approximately one mile of the school site, such as parks and libraries. These walks may occur anytime during program hours; however, in the summer walks will not begin before 9 AM. Throughout the year, students will return to the CLC site by 5:00 PM.

### **What to Do or Send**

Any personal items that come to CLC should be labeled with the student's name.

- Label clothing and put it in a labeled plastic bag that can be stored for emergency use.
- Provide a water bottle for use outdoors and on field trips, please label with permanent marker.
- Write a note to the Senior Team Leader/Site Coordinator one week (7 days) in advance if there is any change in a student's CLC schedule of attendance.
- Call by 9:00 AM (summer) or before school's dismissal (after-school) if your student is to be absent on a planned day of attendance.
- Check the Parent Communication Board or mailbox for messages from the staff and to pick up notification of weekly activities.
- Return all CLC forms to the Senior Team Leader/Site Coordinator.
- Bring a Paint Shirt to wear for art projects.
- Send appropriate footwear, **no jellies, sandals, crocs or flip-flops.**



**Students must wear tennis shoes and socks every day in the summer for active play.**

- Please send a box of tissues to share.

**What Not to Send**

Please use common sense when allowing a student to bring items to CLC. While we appreciate a child's desire to share, many things can be easily lost or damaged during the activities of a busy schedule. In general, follow the same rules that you would use to determine if an item is appropriate for school. If you wouldn't send it to school, don't send it to CLC. The following items are particularly inappropriate and should **not** be sent to CLC.

- Cell phones
- Toys
- Water toys
- Tablets or hand-held computerized games, such as *a Nintendo DS or iPads*
- Computer discs
- MP3 players or headsets
- Money

**Parent Participation and Communications**

Parents/guardians are encouraged to visit and talk with the Senior Team Leader/Site Coordinator and staff occasionally to understand the activities of the CLC program. Parents will be invited to participate in various CLC activities, and some events will be planned for entire families. A parent/guardian of a student enrolled in the CLC program is permitted to the site during hours of operation for the purposes of contacting a child, evaluating the care provided by the site, or evaluating the premises through a scheduled visit. When entering the premises, the parent/guardian should notify the Senior Team Leader/Site Coordinator. Adults are reminded that schools are non-smoking facilities. Parents/guardians will periodically receive a written note from a staff member that communicates the progress of their student. If there are any significant areas of concern, the staff member may request a meeting. Individual conferences may be arranged by contacting the appropriate staff member. If a problem occurs, please contact the Senior Team Leader/Site Coordinator. If a problem cannot be resolved at the site level you may contact:

Hilaree Kindelt: Program Administrator  
Hannah Feffer: Director  
Wood County Educational Service Center  
1867 North Research Drive Bowling Green, Ohio 43402  
419-354-9010

If a problem is not resolved, the Ohio Department of Education can be contacted for complaints at 877-644-6338.



## **Communications with the School**

We work closely with the Wood County Educational Service Center to coordinate academic assistance activities with the core educational goals for K-12 of the local school district. Periodically, teachers will be asked to identify areas for academic enrichment for each of the students enrolled. On-going communication and coordination efforts will be made to work with the principal, administrative and teaching staffs and the custodial and transportation staffs.

## **Fees and Payments**

The full before and after-school CLC fee is **\$5.00** per hour of attendance. A minimum of one hour is charged for any time a student attends less than an hour of a session. After the first hour, the hourly rate is charged to the next quarter hour. The summer CLC fee is **\$5.00** per hour of attendance with a maximum of \$29 per day. Activity fees may apply for other special events. A monthly bill provided to the family by email shows the amount owed. Billed amounts are due, in full, upon receipt of the statement. Payment should be made by using the link located at the bottom of the emailed statement or by preparing a check or money order payable to Wood County Educational Service Center or WCESC and mailing to: 1867 North Research Drive, Bowling Green, OH 43402, Attn: Treasurer. There will be a minimum \$15 charge for any returned checks. (No cash, please.) A Non-Payment Fee of \$5 is added to each invoiced balance if no payment has been received by the end of the preceding calendar month. A student may not be able to continue in the CLC program if the account becomes more than one-month delinquent.

Families may qualify for reduced rates when incomes are within 300 percent of the Federal Poverty Guidelines. Family size, income, and number of students enrolled in CLC are evaluated using a sliding-fee scale. We encourage application by requesting families submit a Rate Reduction form and income documentation. Sibling discounts apply automatically when more than one child in a family attends CLC. At grant funded sites, students with FREE lunch status have the opportunity to attend at no tuition cost.

**If you have any questions regarding billing, contact the Customer Service & Account Specialist at 419-354-9010 ext. 248.**

## **Academic Support Programs**

Through the Community Learning Centers, several Academic Support Programs are offered. Programs are designed to assist students who are at risk of performing below grade-level. Some programs are designed to serve each student at their own level of performance, providing both enrichment and remediation. Students enrolled in CLC will receive academic support.



## **Family Events**

Exciting opportunities for stimulating fun and learning are offered to the entire family periodically throughout the school year and during the summer. Family events are open to all families who attend the elementary schools that are served by the Community Learning Centers, and most events are offered without fees. Since the events are planned for the cooperative work of adults and children, students must attend with an adult member of the family and cannot attend alone. Some of the past events included dances, building projects, math nights, reading camp-ins, and science exploration.



These organizations are among many who provide support to the Community Learning Centers:

- Afterschool Alliance
- Bowling Green City Schools
- Bowling Green State University
- The Martha Gesling Weber Reading Center- America Reads
- College of Education—EDFI
- Connecting Kids to Meals
- Department of Human Development and Family Studies
- WBGSU
- City of Perrysburg, Office of Litter Prevention & Recycling
- Common Good
- Eastwood Local Schools
- Elmwood Local Schools
- Girl Scouts of Western Ohio
- Horizon Youth Theater
- Imagination Station
- The Islamic Center
- National AfterSchool Association
- North Baltimore Local Schools
- North Baltimore Public Library
- Northwood Local Schools
- Northwood Fire Department
- Ohio Child Care Resource & Referral Association
- Ohio Department of Education
- Ohio State University, Department of Social Work
- Ohio State University Extension, Wood County
- Owens Community College
- Pemberville Opera House
- Pemberville Village Swimming Pool
- Penta Career Center
- Rossford Exempted Village Schools
- Rossford Public Library
- Sentinel-Tribune
- St. Rose Parish
- Toledo Botanical Gardens
- Toledo Zoo
- United Way of Greater Toledo
- WGTE
- Wood County ADAMHS Board
- Wood County District Public Library
- Wood County Educational Service Center
- ATOD Program
- Wood County Health District
- Wood County Historical Center & Museum
- Wood County Department of Job and Family Services
- Wood County Park District
- Wood County Prosecutor's Office
- Wood County Soil & Water Conservation District
- Wood County Solid Waste District
- Woodmore Local Schools
- Woodville City Pool



**BG - Crim 419-575-2863**

**Eastwood 419-806-5508**

**Lake 419-601-0027**

**North Baltimore 419-308-2598**

**Northwood 419-308-2596**

**Rossford 419-308-2594**

**Maumee 419-308-4346**

<b>Director</b>	<b>Hannah Feffer</b>	<a href="mailto:hfeffer@wcsc.org">hfeffer@wcsc.org</a>
<b>Program Administrator</b>	<b>Hilaree Kindelt</b>	<a href="mailto:hkindelt@wcsc.org">hkindelt@wcsc.org</a>
<b>Customer Service &amp; Account Specialist</b>	<b>Susie Youngpeter</b>	<a href="mailto:syoungpeter@wcsc.org">syoungpeter@wcsc.org</a>

**Wood County Educational Service Center**

**1867 N. Research Drive  
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