



Family Handbook

**21st Century Community Learning Centers
Fall 2025 Program**

YMCA of Southeastern North Carolina

21ST CENTURY COMMUNITY LEARNING CENTER (CCLC)

21st CCLC Program Director:

Alyssa Fox
YMCA of Southeastern North Carolina
Phone: (910)-251-9622 ext. 236
Email: Alyssa.Fox@ymcasenc.org

21st CCLC Site(s):

Sunset Avenue Elementary School
505 Sunset Ave.
Clinton, NC 28328

Please do not hesitate to contact the 21st CCLC Program Director if you have any questions or concerns.

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OVERVIEW

The YMCA of Southeastern North Carolina's 21st CCLC Program provides high-quality, hands-on academic support through tutoring, homework assistance, literacy, and STEAM, as well as personal enrichment through arts, Health & Nutrition, Physical fitness, and social, emotional learning. Academic lessons are taught by North Carolina certified teachers with a focus on hands-on projects to reinforce and complement their regular school day academics and are aligned with state standards. The YMCA of Southeastern North Carolina (YMCASENC)'s proven successful curriculum resources will be provided to the 21st CCLC program.

Educational opportunities for adult family members of participating students are also provided.

This program is free of cost to all participants.

OBJECTIVES

Regularly participating students will show academic gains in ELA and mathematics

GOALS

- Expose students to a wide variety of activities that will enhance their learning and enable them to draw connections to the real world.
- Provide a safe, healthy, and positive environment for students that will increase social, leadership, behavioral, and communication skills.
- Improve student achievement, behavior and social development to better equip them with skills they will need in their future.

PROGRAM INFORMATION

PROGRAM HOURS

Sunset Avenue Elementary School

August 11, 2025 - May 22, 2026 | Mon - Fri 3 PM to 6 PM

- A free 5 component super snack will be provided
- We follow the Clinton City Schools calendar and programming will take place each day of school throughout the 2025-2026 school year.

ELIGIBILITY

Enrollment: Students must be registered, and all necessary documents completed and submitted to the Site Coordinator, **prior** to attending the program.

Students: Those in grades K-5 who attend Sunset Avenue Elementary School, Butler Elementary, L.C. Kerr Elementary, or approved Private Schools in the area are all eligible to participate in the 21st CCLC program.

Ratio: All students must be able to successfully participate in all activities in a group of 12-24 students with a 1:12 staff ratio without interfering with the learning and safety of others.

Americans with Disabilities Act (ADA): 21st CCLC will not discriminate against any individual based on disability with regard to the full and equal enjoyment of its goods, services, privileges, advantages, and accommodations. 21st CCLC will make reasonable accommodations for all children with disabilities to permit them to participate in its programs in the most integrated setting possible, unless doing so poses a demonstrable safety risk or would fundamentally alter the nature of its goods and services. We cannot provide one-on-one support.

Adhering to the attendance and code of conduct policies is mandatory. Non-compliance will result in the removal of the student from the program. See policies for more information.

CODE OF CONDUCT

The YMCA of Southeastern North Carolina 21st CCLC Program is a “program of choice” and free of cost. Your child has been selected to participate in this program. By signing this handbook, you and your child accept and agree to the policies and expectations outlined in the Clinton City Schools Student and Parent Guide and Code of Conduct and this 21st CCLC Family Handbook.

All students, parents/guardians, and staff are expected to:

- Support a student’s attendance (see attendance policy) and full participation in all lessons and activities to the best of their abilities
- Communicate about absences, concerns, and behaviors
- Respect other students and their families, staff members, and the property of others
- Treat others reasonably and fairly
- Create a safe learning environment for all, which includes avoiding behaviors that would interfere with the education of others
- All family members must observe the Code of Civility found in this Handbook. If a family member does not demonstrate civil behavior, their student(s) may be removed from the program

ADULT FAMILY MEMBER CODE OF CIVILITY

The education and care of a child happens only through partnership, and among the partners must be the child, the agency and staff, the parent(s) or guardian(s), and the community. Partnership is an active state that includes sharing responsibilities, meaningful communication and welcomed participation. As we communicate with each other, we need to remember that we are working together to benefit the children of this community.

Faculty and staff, parents, guardians, and all other members of the community shall:

- Treat each other with courtesy and respect at all times.
- Treat each other with kindness.
- Take responsibility for our own actions.
- Cooperate with one another.

Examples include:

- We do not threaten or cause physical or bodily harm to another or their property
- Interactions in person and via communication do not contain bullying, abusive, demeaning, or obscene language or behavior or displays of temper.
- We do not disrupt or attempt to interfere with the operation of the program.
- We obey school rules for access and visitation.
- We respect the legitimate obligations and time constraints we each face.

STUDENT BEHAVIOR / INCIDENT REPORTING

The YMCA of Southeastern North Carolina and the 21st CCLC program are committed to providing the best learning opportunities, environment, and support for all our students. We make every effort to collaborate with parents, school day teachers, principals, and other support professionals to promote positive behavior strategies. To ensure that programs are safe, pleasant and fun, rules are communicated and consistently enforced:

1. Safety first
2. Listen and follow directions
3. Try everything and do your best
4. Do what's right
5. Have fun

Minor behavior infractions will result in:

1. Verbal warning
2. Time-out/cool down in activity area
3. Written warning/ Behavior Modification Form
4. Referral to Unit Director

Sometimes families have specific concerns regarding their child's behavior or are working in the home and school to modify certain behaviors. Our staff welcomes the opportunity to support these efforts. Please do not hesitate to speak with staff if you have concerns or if you would like us to support any work that you are doing at home or school with your child.

If a child's behavior is consistently inappropriate and disruptive and therefore impacting the learning and safety of themselves, other students, and the safety of staff, the Site Coordinator will request a meeting with the parent/guardian. If deemed necessary, parents will be contacted immediately and required to pick up the child. If the child can't be picked up in a timely fashion, the member will be seated in a specific location and not participating in club activities.

BEHAVIOR MODIFICATION REQUEST FORMS AND/OR SUSPENSION

We emphasize the positive, and while it is our hope that our procedures, along with a strong YMCA and home partnership, will promote positive behavior (and minimize

behavioral problems) serious and chronic disciplinary problems can occur. In these cases, behavior modification, suspension or long-term suspension may be necessary. The duration of the temporary suspension will be based on the severity of the incident. The Y encourages appropriate language (from both children and parents), cooperation, respect for staff and facilities, positive attitudes, staying in program areas, and participation in all activities.

Please review these appropriate behaviors with your child as necessary. Staff will always use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline.

ADDITIONAL REQUIREMENTS

Students are not permitted to play with toys, electronics, and/or cell phones during 21st CCLC program unless previously approved through the Program Director for purposes of their specific needs or focus, such as fidget toys. All non-approved items need to remain in their backpacks. If there are repeated instances of non-approved items causing a distraction to your student or others, such behavior will be subject to the three-stage warning system and can result in the removal of your student from the program.

MEDICATIONS

21st CCLC staff are only allowed to provide basic First Aid care to students. 21st staff will not dispense or administer any medication - over the counter or prescribed - to participants. This includes sunscreen (lotion). It will be the responsibility of the student to apply his or her own sun protection.

Staff may hold prescription medication if there is parent authorization AND the prescription has the child's name. The medication will be kept by the Site Coordinator in a safe, locked location. It is the student's responsibility to ask for the medication, as staff are not responsible for remembering medication times and schedules.

In the event a child gets hurt or feels ill, the staff will notify the parent accordingly. If a true emergency occurs, 911 will be contacted immediately followed by a call to the parent/guardian. Staff are not allowed to transport hurt or ill children.

ATTENDANCE

Daily student attendance during scheduled hours is a strict requirement. Arriving more than 10 minutes late or being picked up early count as absences, as they prevent the child from receiving the full benefit of the program. Students are allowed a maximum of 8 absences per quarter. We don't accept excuse notes UNLESS a student has an extended illness that keeps them out for more than 2 days in a row. Only in that instance will we accept a doctor's note and count the extended absences as one absence.

Students are allowed up to 7 absences per quarter and/or 14 absences per semester.

Quarter 1: Aug 11 – Oct 10
Quarter 2: Oct 13 – Dec 19
Quarter 3: Jan 6 – Mar 11
Quarter 4: Mar 16 – May 22

CHECK OUT / PICK-UP

Only parents/legal guardians or those authorized in writing through YMCASENC/21st CCLC will be permitted to sign-out students. A Driver's License or some form of picture identification is required as proof of identity.

Phone calls authorizing additional individuals to pick up children will not be accepted.

We require a copy of any legal restraining orders, custody issues, or injunctions concerning your child. This documentation will be kept private and secure in our files. Please discuss any other situations or changes in the schedule with the 21st CCLC Program Director.

We discourage picking your child up early, as they would not receive the full benefit of the program. We understand that early pick-up may be necessary at times but it will be treated the same as an absence.

Students are not permitted to be picked up before 5:10pm. Students must be picked up from 5:10pm to 6pm. Any student picked up after 6pm will be marked as a late pick-up. After three late pick-ups your child will be removed from the program. Please be respectful of our staff by picking up your child in a timely fashion and contacting your Site Coordinator as soon as you know that you will be running late.

21st CCLC staff seek to assist parents/guardians in every way and understand that unforeseen incidents happen. However, picking up youth on-time is imperative to a well-run program.

If your student has more than seven (7) absences per quarter or three (3) late pick-ups for the entire school year, they may be released from the program.

PARENTS AND FAMILIES

FAMILY ENGAGEMENT EVENTS/SERVICES

Family involvement is an important component of your child's education. Parents/guardians are encouraged to take an active role in their child's involvement in the 21st CCLC program. Throughout the school year, 21st CCLC hosts multiple family engagement sessions. Parent/Guardians are required to attend at least two of these events during the school year. Failure to attend may result in the removal of your child from the program. The Site Coordinator will notify families of all Family Engagement events.

VOLUNTEERS / VISITORS

Visitors must schedule their visit through the Site Coordinator and provide valid photo ID.

If you are interested in volunteering, contact your Site Coordinator. All volunteers must complete a YMCA of SENC background check.

REMOVAL/INELIGIBILITY

REASONS FOR REMOVAL

Your student may be removed and no longer be considered eligible for future programs under the following conditions:

If student:

- Has behavior that disrupts learning of self and others
- Has behavior that threatens safety of self, others, and staff
- Doesn't meet attendance requirements of no more than 9 absences per quarter and no more than 3 late pickups from August to May

If family members:

- Do not attend the required 2 Family Engagement events per year
- Do not follow the Code of Civility



Parent/Guardian Acknowledgements

I, _____ (parent/guardian)

of _____ (student(s) name)

have read, understand, and agree to the terms and responsibilities in this 21st CCLC Family Handbook. I understand that my student(s) may be removed if we are not compliant.

Parent/Guardian Signature

Date

*If you have completed and signed the online 21st CCLC Family Handbook, you do not need to sign or return this page. If you are signing a hard copy of the 21st CCLC Family Handbook, please sign and date this page and return to your Program Director.