



Santee Community School  
21st Century Community  
Learning Center  
Family Handbook



### Hours/Days of Operation

#### School Year

The 21st CCLC after-school program is held Monday - Friday, from 3:45 - 4:45. The after-school program will not be in session on teacher workdays, early dismissals or school vacations. If school is dismissed due to bad weather, there will be no after-school program. On school days when regular classes are in session, but bad weather is predicted for late afternoon, the after-school program may be canceled, and parents will be notified.

#### Open Library

Open Library is available in the evenings from 5:00-7:00 p.m. Open Library announcements are posted on Facebook.

#### Summer School

The summer school program will be held each summer. Dates will be announced in late spring.

#### Snack

A light snack will be provided.

#### Student Discipline

Appropriate behavior is expected of all children at all times. If a child's behavior consistently disrupts the flow of the program, physically or emotionally harms others, parents will be notified. In cases of severe discipline problems, parents may be called to pick up their child immediately and the child may be suspended at that time.

### Discipline Plan

- 1st Offense: The site coordinator talks to the student and notifies the parent verbally. The student will be suspended from the program for one day.
- 2nd Offense: The site coordinator talks to the student, notifies the parent both verbally and in writing. The student will be suspended from the program for one week.
- 3rd Offense: The site coordinator talks to the student, notifies the parent both verbally and in writing regarding the situation. The student will be suspended from the program for two weeks.

### Personal Belongs

We assume no liability for lost/damaged items. Students should keep personal belongings, including cell phones and other electronic devices, in their backpack.

### Attendance Incentivess

Attendance incentives may be offered during the school year for after-school participants. Students must attend the program at an 80% attendance rate in order to qualify for the incentive. If required parental permission slips will be distributed to the students involved. Inappropriate behavior can result in denial of incentive/field trip privileges.

### Bus Transportation

Bus transportation will be provided by the school. Students are required to ride the bus home or designated drop off spot unless a parent/guardian has signed a note stating a student may walk. Parents may also send a note that allows their child to go directly to a sports practice.

### Emergency Situations

Emergency Fire and Tornado drills will be scheduled during the year.

**21st Century After School Program**  
**Student Registration Form**  
**Santee Community School**

**AFTERSCHOOL Program KICK OFF NIGHT**

**Student Information:**

Name (first) \_\_\_\_\_ (last) \_\_\_\_\_

Grade student will be in during Academic Year \_\_\_\_\_

**Mailing Information:**

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Parent/Guardian Information:**

	Parent/Guardian 1 Information	Parent/Guardian 2 Information
Name		
Cell Phone		
Home Phone		
Work Phone		
Email Address		

**Please list emergency contacts:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Parent**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



# Summer School Registration Form

Please complete the attached registration form.

## Student Discipline

Appropriate behavior is expected of all children at all times. If a child's behavior consistently disrupts the flow of the program, physically or emotionally harms others, parents will be notified. In cases of severe discipline problems, parents may be called to pick up their child immediately and the child may be suspended at that time.

## Discipline Plan

- 1st Offense: site coordinator talks to the student and notifies the parent both verbally and in writing. The student will be suspended from the program for one day.
- 2nd Offense: site coordinator talks to the student, notifies the parent both verbally and in writing. The student will be suspended from the program for one week.
- 3rd Offense: site coordinator conferences with student and parent in person regarding the situation. The student will be suspended from the program for two weeks.

Summer School  
Student Registration Form  
Santee Community School

**Student Information:**

Name (first) \_\_\_\_\_ (middle) \_\_\_\_\_ (last) \_\_\_\_\_

Grade student will be in during Academic Year \_\_\_\_\_

**Mailing Information:**

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Parent/Guardian Information:**

	Parent/Guardian 1 Information	Parent/Guardian 2 Information
Name		
Cell Phone		
Home Phone		
Work Phone		
Email Address		

**Please list emergency contacts:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Parent**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_