



**YMCA of WNC Horizons**  
**21<sup>st</sup> Century Community Learning Center**  
**Parent Handbook**  
**2021-2022**

Horizons provides a safe and challenging environment for middle school students at the end of the school day. The program engages students in hands-on activities that promote health, wellness, academic growth, leadership skills and confidence.

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## **About YMCA Horizon 21<sup>st</sup> Century Community Learning Center**

The 21ST Century Community Learning Centers (CCLC) is an out of school time program offered FREE OF CHARGE through a federal grant administered by the North Carolina Public Education Department. The program offers academic, leadership and enrichment opportunities for students and families. Bus services will be available throughout the course of the program, and you will be notified if your child is eligible for transportation. The After School Learning Program is offered for students in grades 5-8<sup>th</sup>.

Family group activities will be offered monthly each Thursday from 5:30-6:30. Please attend as many activities as possible. Family participation is very important to our grant because 21ST CCLC has a dual capacity framework, meaning we serve both students and families.

Your child is expected to meet expectations and participate. Instructors use positive reinforcement during the out of school time program to keep a positive and fun learning environment! To maintain a good learning environment, we will not allow harassment or bullying. We have a "zero tolerance" policy for any weapons or controlled substances. Expectations during the out of school time program are the same as during the traditional learning day.

Program activities support student academic growth in meeting the Common Core State Standards in language arts, mathematics, and science. Activities are innovative and hands-on. They are built on learning goals that are shared with youth. The program also strives to create strong, transparent connections to both college and career exploration and readiness.

**Our Mission:** To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

**Our Vision:** To strengthen our community through youth development, healthy living, and social responsibility.

**Our Values:** Caring, Honesty, Respect, Responsibility, and Faith

## **Hours and Days of Operation**

Afterschool program hours are 3:00 pm to 6:30 pm, Monday through Thursday from September through May. Students will come to the afterschool program directly after dismissal and will stay until picked up by their parent or guardian. The program does not regularly operate on school vacation days, on days of early release for inclement weather or days of school cancellation for inclement weather.

Our Summer camp program operates for 6 weeks throughout the summer. During the summer program is held for 3 days a week. 7:30 am- 5:30 pm.

## **Enrollment and Attendance**

During the online registration process there will be several documents that you will complete as one registration.

- Enrollment signature Page
- Photo/ Video Release
- Medical treatment Release form

Attendance is a very important part of our program. For your student to get the most out of the program, he/she/they are encouraged to attend regularly. Regular attendance is considered 3 out of the 4 scheduled days every week.

The program sites serve a limited number of students. Recurrent absences without cause could lead to losing your student's spot if there are other students on the waiting list. If your student will be absent, please call the program site phone.

## **Orientation**

At the beginning of the program year, we will hold a virtual parent orientation that will allow families to get acquainted with the program by going through the program handbook and providing an overview of the program. Parents may ask any question that they may have, and even request a tour of the program location if the school permits outside visitors.

If your student registers after the start of the program, there will be a staff member available to go over all things Horizon with you!!!

## **Scheduling**

Students who participate in the program are provided with 30 minutes per day for homework help, or tutoring. Enrichment Clubs will be offered weekly, and they can include but not be limited to a culture club, bike club, cooking classes and other staff-led clubs. We also have community partners who come in and teach enrichment classes. In the past, community partners have been FEAST, AMOS, and Leaf.

A typical schedule is as follows:

3:00-3:15 Student dismissal from school and check in at program

3:15-3:30 Get up and get moving activity

3:30-4:00 Homework Help /Tutoring

4:00-5:00 Enrichment Clubs

5:00-5:30 Reflect & Relax (A time to talk about the day or just relax)

5:30-6:00 Free time and student dismissal

This schedule is subject to change. Parents will be notified by email or verbally by staff.

## **Snack**

A nutritional Snack will be provided each day. Please include any food allergies on your child's enrollment forms.

## **Dismissal**

1. Pick must be made only by authorized individuals that are included on the student's registration file.
2. At pick up the authorized individual must call the site phone, and a staff member will walk the child to the vehicle.
3. Staff will not release children to anyone who appears to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home.

The afterschool program ends exactly at 6:30 pm and pick up should be no later than that. Please be on time. Chronically late pick ups could result in our inability to continue serving your student.

## **Management of Illness**

The 21st CCLC sites provide children with a clean and healthy environment. A child with any of the following symptoms will be isolated and parent or emergency contact notified:

- Temperature of 100+ degrees F – in combination with other signs of illness
- Persistent Diarrhea
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness on the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey/white stools
- Stiff neck with an elevated temperature
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick up the child. Anytime a child is isolated, they will be kept within sight and hearing of a staff member.

The 21st CCLC sites will follow the Board of Education and YMCA of Western NC policies for Covid-19 procedures.

## **Medications**

Horizons staff will administer medications to a child only with medication form, accompanied by a physician orders or prescription. Prescription medications must be in their original container and be administered in accordance with instructions on the label. Medications will be stored in a lockbox inaccessible to students. Medication may not be stored or brought in a students bookbag. The only exception to this rule is students who require the immediate use of an inhaler or epi pen. Parents must sign a release that allows the student to always have access to the medical device.

## Parent Participation

Parents are encouraged to participate whenever possible in family engagement nights and parent/site coordinator conferences. Due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Schedule appointments allow staff to focus on you and your student. If you have any immediate concerns, please feel free to bring them to the site coordinator or program director.

Opportunities for parent/family engagement are including but not limited to:

Participate in appropriate activities & programs that support the education of their child.

- Get involved with the Parent Advisory Committee and help make program decisions.
- Contact other parents to encourage participation.
- Attend site-sponsored parent training and workshops.
- Help plan and participate in healthy activities as appropriate

**Parent Conferences:** Parent conferences are scheduled biannually by your student's site coordinator. These meetings can be held virtually or in person. Staff can provide input to your child's classroom teacher on a continuous basis regarding academic and behavioral performance. All parents and guardians are encouraged to take advantage of meeting with staff. We will try to be as flexible as possible.

# Responsibilities

## **Student responsibilities include:**

1. taking care of equipment
2. cleaning up after activities
3. sharing equipment with each other
4. keeping hands and feet to themselves
5. using appropriate language
6. treating staff with respect
7. finish what they start
8. being responsible for all personal belongings
9. leaving all toy weapons and personal toys at home
10. obey all school rules while participating in the program

## **Parent Responsibilities include:**

1. being on time to pick children up
2. treating staff with respect
3. bringing concerns to staff
4. keeping up with policy changes
5. notifying staff of changes in enrollment information
6. informing staff of contagious illness
7. keeping child's records up to date
8. cooperating with staff on discipline matters
9. completing program surveys and questionnaires

## **Staff responsibilities include:**

1. treating children and parents with respect due them
2. motivating the children
3. providing a safe, comfortable, and enriching environment
4. introducing students to new and innovative hands-on activities not available during the regular school day

# BEHAVIOR

To provide a safe and secure environment for everyone, the following expectations have been developed which will be always in effect.

1. Follow Code of Student Conduct rules listed in the school's specific handbook
2. Follow the directions of staff the first time they are given.
3. Show respect and treat others with kindness.
4. Ask permission to leave an area.
5. If a student has a discipline issue, parents will be informed of their child's behavior.