



**Boys & Girls Clubs of Tampa Bay**  
**21<sup>st</sup> Century Community Learning Center Parent & Student Handbook**  
**2022-2023 Program Year**

Revised 5/6/2022

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## INTRODUCTION

### **Organizational Mission**

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

### **Organizational Values**

- Commitment
- Integrity
- Accountability
- Teamwork
- Dynamic

### **21<sup>st</sup> CCLC Program Purpose**

As a 21<sup>st</sup> Century Community Learning Center program, we are committed to:

- Providing opportunities during non-school hours for academic enrichment, including providing tutoring services to help students, particularly students who attend low-performing schools, to meet the challenging State academic standards
- Offering students a broad array of additional services, programs, and activities during non-school hours such as youth development activities, service learning, nutrition and health education, drug and violence prevention programs, counseling programs, arts, music, physical fitness and wellness programs, technology education programs, financial literacy programs, environmental literacy programs, mathematics, science, career and technical programs, internship or apprenticeship programs, and other ties to an in-demand industry sector or occupation for high school students that are designed to reinforce and complement the regular academic program of participating students
- Offering families of students served by community learning centers opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development

### **21<sup>st</sup> CCLC Honor Code**

As a participant in the 21<sup>st</sup> CCLC program, I will attend the program and have a positive attitude and try my best when I am at the program. I will be punctual in my attendance, both to program and activities. I will obey all program rules and policies set forth in this Parent & Student handbook. I will be respectful to all staff, teachers, site coordinator, and school administration. I will earn the respect of my peers and staff. I will communicate with my parents/guardians and the site coordinator about program related manners.

## **21<sup>st</sup> CCLC Program Services**

The 21<sup>st</sup> CCLC program is a cost-free program providing both academic and personal enrichment opportunities to all participants and literacy and parent involvement opportunities to adult family members. Academic enrichment activities will focus on the content areas of math, reading, and science and be conducted with a Florida State Certified Teacher. Students will participate in creative and enjoyable activities while in a positive, fun, safe, and supervised environment. USDA approved snacks/meals are served daily.

Enrichment activities include, but are not limited to, academic projects, homework help, tutoring, character development, life skills, student choice programs, healthy lifestyles and fitness, and a variety of other enrichment opportunities.

## **21<sup>st</sup> CCLC Program Directory**

**Administrative Office:** 1307 N MacDill Avenue Tampa, FL 33607

**Program Director:** Toneice Evans | 813-377-3141 | [tevens@bgctampa.org](mailto:tevens@bgctampa.org)

### **Cohort 17**

- **Greco Middle School:** 6925 E Fowler Avenue Temple Terrace, FL 33617  
**Site Coordinator:** Jacob Goad | 813-476-1559 | [jgoad@bgctampa.org](mailto:jgoad@bgctampa.org)
- **Jeff & Penny Vinik Boys & Girls Club:** 7605 Destin Drive Tampa, FL 33619  
**Site Coordinator:** Lisa McClendon | 813-488-7041 | [lmclendon@bgctampa.org](mailto:lmclendon@bgctampa.org)  
**Collaborative Liaison:** Michelle Range | 813-763-3506 | [mrange@bgctampa.org](mailto:mrange@bgctampa.org)

### **Cohort 19**

- **Foster Elementary School:** 2014 E Diana Street Tampa, FL 33610  
**Site Coordinator:** Altorian Salary | 813-406-0070 | [asalary@bgctampa.org](mailto:asalary@bgctampa.org)
- **Sligh Middle School:** 2011 E Sligh Avenue Tampa, FL 33610  
**Site Coordinator:** TBD

## PROGRAM

### Hours of Operation

Hours of operation for 21<sup>st</sup> CCLC programs vary per site. Please speak with the Site Coordinator for the site-specific hours of operation.

### Closure Dates

The 21<sup>st</sup> CCLC program sites will be closed on the following dates for the 2021-2022 program year:

- Fourth of July Holiday: July 1, 2022 (school sites)
- Fourth of July Holiday: July 4, 2022
- Labor Day: September 5, 2022
- Non-Student Day: October 17, 2022
- Veterans Day: November 11, 2022
- Fall Break: November 21-25, 2022
- Winter Break: December 26, 2022 – January 9, 2023
- MLK Jr. Day: January 16, 2023
- Non-Student Day: February 17, 2023
- Non-Student Day: March 6, 2023
- Spring Break: March 13 – March 17, 2023
- Non-Student Day: April 7, 2023

**Please note: school-based sites may be closed on conference nights and the last day of school dependent on school administration requests. Closure dates for conference nights are TBA.**

Should the program have to close suddenly for unexpected reasons, all families will be notified via our Remind messaging system.

### Rules and Expectations

- ***Adult Family Members – Parents/Guardians***

As a parent/guardian of a student participating in the 21<sup>st</sup> CCLC program, you are expected to:

- Allow your child to participate in the full school year program by staying until the end of the program day (see specific site hours) and the summer program by staying until 4:00pm.
- Notify the Site Coordinator if your child is unable to attend the program (must be prior to absence).
- Notify the Site Coordinator of any concerns with the program.
- Adhere to the terms of the behavior & discipline policies of Boys & Girls Clubs of Tampa Bay as outlined by this handbook.
- Sign your child out daily by coming into the site.
- Use proper and polite language while inside the site.
- Attend a minimum of one (1) program orientation and three (3) parent literacy nights throughout the year.

- ***Students***

As a student participating in the 21<sup>st</sup> CCLC program, you are expected to:

- Have fun & come with a positive attitude and try your best.

- Respect the club, others, and yourself.
- Walk inside the building and hallways.
- Keep hands and feet to yourself.
- Use proper and polite language.
- Clean up after yourself.
- Stop all activities when told to do so.
- Report any problems to staff the same day they occur.
- Leave personal items, such as games, electronics, toys, and similar items at home.
- Wear closed-toe shoes and/or sneakers and appropriate clothing.

### **Behavior Policy**

To ensure programs operate safely, prove enjoyable, as well as create a fun and educational environment for all, the following are not permitted at any 21<sup>st</sup> CCLC site:

- Profanity
- Fighting
- Slap-boxing or horse playing
- Bullying
- Misuse of equipment, supplies, facility, vehicles, etc.
- Disrespect towards staff members, teachers, volunteers, etc.
- Alcohol, tobacco, vape products, or other drugs
- Unsportsmanlike conduct
- Inappropriate attire (for safety reasons, including sandals, or displaying inappropriate messages)
- Weapons of any type

### **Consequences**

The following consequences will be used to redirect inappropriate behavior:

- 1st Offense: Child is redirected by staff member
- 2nd Offense: Written Warning by staff member/Club Director
- 3rd Offense: Suspension – length of suspension based on severity of conduct
- 4th Offense: Long-Term Suspension – length of suspension based on severity and frequency of behavior concerns

**Note: Some offenses may result in immediate suspension or termination of membership.**

### **Orientation Policy**

Parents/guardians must attend a Club Orientation and sign the attached acknowledgment form prior to their child/children attending the program.

### **Report Card Policy**

In order to receive services provided by the Boys & Girls Clubs, ALL student report cards will be collected without exception. Parents/guardians MUST complete and sign a Data Release Form.

### **Pick Up Policy**

A parent, guardian, or authorized to pick up contact must come into the building/car line to pick up their child/children. You must provide a photo ID and a staff member will then assist you by verifying your identification prior to releasing the child. Students are not allowed to wait outside of the site for a ride **NO CHILD MAY LEAVE THE CLUB OR SCHOOL SITE WITHOUT A PARENT/GUARDIAN** or without written permission. For any youth that are still at the Club after normal hours of operation, families will be charged late fees of \$15 for pick-up anytime within the first 15 minutes of the club closing (i.e., picking up at 6:08pm will result in a late fee of \$15). After the first 15 minutes, families will be charged \$1 per minute in addition to the first \$15. Fees must be paid within a week, or the member may be suspended.

If the student walks or rides a bike home, parents should inform the Site Coordinator and fill out the Walk Home Permission form. Only students over the age of 11 years old may walk home alone from the 21<sup>st</sup> Century program. Students under the age of 11 must be accompanied by an older sibling who meets the age criteria or an adult. The student should always check in with the Site Coordinator or front desk staff prior to leaving at the designated time.

### **Attendance Policy**

To maximize benefits of the afterschool program, students are expected to attend the program five (5) days a week. Failure to do so may result in dismissal from the program, at which point the space will be offered to another student. All students enrolled in the 21<sup>st</sup> CCLC program must stay the full duration of the program while it is in session. Please contact the specific Site Coordinator for specific program times.

- ***Unexcused Absences***

Failure to notify the Site Coordinator of your child's absence or an early pick-up without valid reason will result in an unexcused absence.

- ***Excused Absences***

The 21<sup>st</sup> CCLC program recognizes that sickness, doctor appointments, and other uncontrollable life events happen. Please notify the Site Coordinator of your student's absence in events such as these.

- ***Other Extracurricular Activities***

The 21<sup>st</sup> CCLC program recognizes that students have many opportunities to participate in other afterschool extracurricular activities. Should your student be participating in athletics or other activities, please provide the Site Coordinator with a note from the coach and/or activity leader that states what days and times meetings are held. It is the expectation of the 21<sup>st</sup> CCLC program that any time the student does not have a practice or meeting, the student attends the 21<sup>st</sup> CCLC program.

**Note: 5 unexcused absences or 10 excused absences per semester will cause your child to be removed from the program.**

### **Meals & Snacks**

All students will receive USDA approved snacks/meals every day at the 21<sup>st</sup> CCLC program. If your student has specific dietary needs, please communicate with the Site Coordinator.

## Safety Precautions

The Boys & Girls Clubs of Tampa Bay is taking extra precautions to ensure the health and safety of our youth and staff. These precautions include monitoring youth and staff daily for the following symptoms:

- Sore Throat
- Shortness of Breath
- Fever
- Report if we are notified a child/staff has been exposed to someone who tested positive
- Chills
- Repeated shaking with chills
- Muscle pain
- New loss of taste or smell
- Continuous cough
- Our clubs are mask optional for ALL staff and club members.
- If our staff feel a child is showing symptoms of illness, they will take the child's temperature. If any child has a temperature of 100.4 degrees or higher, we will isolate the child and contact parents/guardians for pick up.
- **Staff to youth ratio will be no more than 1:25. However, we will aim to serve at a 1:20 ratio.**

## Personal Belongings & Dress Code

Boys & Girls Clubs of Tampa Bay is not responsible for lost, stolen, or damaged personal belongings. Please leave all extra items at home (i.e. cell phones, ipods, tablets, toys, games, etc.). These items will be confiscated and returned to the parent at the end of the day if a student is found with the item on them.

Members are not to wear clothing that displays violent or inappropriate language that depicts alcohol, drugs or tobacco use/advertising. The member's parent/guardian will be contacted, and the member will be sent home to change. If the member is not able to go home and change, the member will be asked to sit in the office for the remainder of the day. Clothing should be enough to always conceal undergarments. See-through or fishnet fabrics, halter tops, Off the shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. Flip-flops and sandals are not allowed at the club. Shoes must be closed-toed. **This dress code also applies to parents/guardians or guests who attend site functions.**

## Sickness & Injury

In case of accident or injury, Boys & Girls Clubs of Tampa Bay staff are trained in basic CPR and first aid. The local paramedics will be called for serious injuries. A parent will be notified promptly, and if necessary, the student will be transported to the local hospital accompanied by a staff member. In the membership application, parents/guardians may authorize the club to obtain immediate medical care if the parent/guardian cannot be located right away.

If a student is sick, a parent or authorized contact will be contacted to sign out the child as soon as possible. Students are not permitted to remain at the site if they have a fever over 100-degrees, are vomiting, or have a communicable disease (including head lice).



## **Medications**

The Boys & Girls Clubs of Tampa Bay urges parents to schedule any necessary medication that needs to be taken outside of Boys & Girls Clubs of Tampa Bay attendance. If medication must be administered during Club hours, it must be done so in accordance with the following policy.

- Club youth may be permitted to self-administer medication for potentially life-threatening illnesses such as diabetes, allergies, asthma, and cystic fibrosis.
- Written authorization is needed from the club member's physician, advanced registered nurse practitioner, or physician assistant certifying that the club member has the life-threatening illness. In addition, the licensed health care provider is attesting that the club member is capable of and has been instructed in the proper administration of the required medicine and /or procedure for management of life-threatening health condition(s).
- The parent/guardian must sign a written authorization for their child to self-administer medication. This authorization also includes a statement that the Boys & Girls Clubs of Tampa Bay shall incur no liability as a result of any injury arising from the self-administration.
- Permission is effective for each registration period (school year & summer) and will be reviewed annually.
- Permission may be revoked if there is reason to believe that the life-sustaining medication, treatment, equipment, or supplies are being used inappropriately.

## **Homework & Academic Data**

All members have a designated time during program in which they can complete their homework and receive assistance with homework assignments Monday-Friday during the school year. It is important to understand that while members are given a chance to work on their homework, it is the parent/guardian's responsibility to check their child on all matters dealing with homework and school projects. The 21<sup>st</sup> CCLC program collects academic data, such as report cards and FSA performance, on all youth who participate in the program. These data pieces are an integral part of the success of our 21<sup>st</sup> CCLC program.

## **Field Trips**

Field trips, including walking trips, will be taken during the summer program and during the school year. Parents/guardians will need to fill out and sign a permission slip for each trip. Site Coordinators have discretion to remove Club members from the field trip who display disruptive behavior during the program and/or lack of attendance at the program. Parents/guardians will be advised of field trips with advance notice, no later than one (1) week prior to the field trip date.

- Due to field trip space limitations, members may only attend one (1) off-site trip for the summer.
- Field trip sign-ups will be offered one (1) week prior to the field trip date.
- Field trips will be on a first come, first serve basis.
- Club Directors have discretion to remove members from the field trip for behavior issues and/or lack of attendance.

- A member must attend 4 days/week the week before the field trip to be eligible to go on an off-site field trip

### **Information and Technology Access Agreement**

The internet offers the opportunity to enhance the educational experience for our students. Students are directly responsible for using this tool in an appropriate manner. Failure to act responsibly can result in dismissal from the program. Software is utilized to block sites that are considered inappropriate. Students who access inappropriate sites, whether they were blocked or not, shall be subject to dismissal from program. Of club members inadvertently access an inappropriate site, it must be reported immediately to the teacher of staff with the group.

### **Special Needs Student Policy**

The 21<sup>st</sup> CCLC program will make reasonable accommodations and modifications to serve students and/or adult family members with disabilities. The 21<sup>st</sup> CCLC program will provide appropriate aides and make facilities accessible within reason. If your child has an IEP or 504 Plan at the school, please provide us with a copy of the documentation so the program can make the appropriate accommodations during pre-, mid-, and post- testing of students.

### **Photography Release**

The Boys & Girls Clubs of Tampa Bay and the 21<sup>st</sup> CCLC program has permission to copyright, use, reuse, publish, and republish photographic portraits or pictures of my child/children whether in whole or in part for educational purposes only used by the Boys & Girls Clubs of Tampa Bay or 21<sup>st</sup> CCLC. Parent/guardian waives any right to inspect or approve the finished product or products.

### **Testing & Surveys**

The 21<sup>st</sup> CCLC program requires all students and parents to take pre-, mid-, and post- tests and end of year surveys to monitor the effectiveness of the programs and activities we offer. The 21<sup>st</sup> CCLC program will administer these tests and surveys throughout the program year via paper or online tests/surveys.

### **Anti-Bullying Policy**

The Boys & Girls Clubs of Tampa Bay operates all activities, programs, and services with a zero-tolerance approach to bullying and other forms of victimizing. It is the Club's expectation that all members adhere to a policy of respectful behavior. The Club will do everything in its lawful power to reduce the incidence of bullying and bully-type behaviors, and to proactively create an atmosphere of respect, tolerance, dignity, and human rights.

Definition of Bullying: For purposes of the Club's environment and its expectations of its members, staff, and volunteers, the Boys & Girls Clubs of Tampa Bay defines bullying as:

- An attack of intimidation toward another with the intention to cause fear, distress, or harm, that is either physical, verbal, psychological, or digital (social media websites, posting photos without

permission, etc.) “Cyber bullying” and other forms of electronic aggression are defined as bullying.

- Repeated attacks or intimidation, no matter the severity, between the same youth over time.

Rectifying the Situation: Staff cannot always be aware of incidents outside of the club, but in cases where acts of bullying are witnessed or reported, either from the victim or a third-party, staff will immediately cease the situation, should the act be occurring. Then the staff will begin the process as noted below if there is merit in the case.

- In cases where alleged “bullying” behaviors are prolonged, continue either verbally or physically, staff will consider the situation to be a bullying offense.
- When bullying is witnessed or reported to any Boys & Girls Club of Tampa Bay employee or volunteer, and the alleged incident is found to be an actual case of bullying, action will be taken to immediately interrupt any active incident of bullying.
- The incident will be documented and fully investigated to determine any necessary disciplinary actions which may include removal from the club.

### **FREQUENTLY ASKED QUESTIONS**

#### **What does my child do with his/her “stuff”?**

We are sorry, but we are not responsible for lost or stolen personal articles. Staff is unable to hold for safekeeping any money or other objects. Open cubbies are provided. Please label everything your child brings to the Club. Toys, games, radios, jewelry and similar items should be left at home. THE BOYS & GIRLS CLUB IS NOT RESPONSIBLE FOR BROKEN OR MISSING CELL PHONES OR ELECTRONIC DEVICES.

#### **What do I do if my child has a problem or if I have a question?**

Please call the Club and ask to speak to the Club Director on the same day that an incident occurs. We will work to correct any misunderstandings or wrong doings while all the facts are still fresh in our minds. After-hours messages may be left at 813.875-5771 on the voicemail.

#### **What is the sign in/sign out policy and child walk home policy?**

All club members must sign in and out of the Club. Anyone picking up a child must be listed in the membership file and they must follow our COVID-19 sign-out protocol. Permission to walk home must be designated, in writing, in the membership file.

#### **Help, I am running late. What do I do?**

If you are running late, please call the Club so the staff can reassure your child that you are on your way. If the child remains after the posted closing time, the staff will contact the emergency numbers. For any youth remaining at the Club after normal hours of operation, families will be charged late fees of \$15 within the first 15 minutes, and then \$1 per minute thereafter. If this is an ongoing problem, the child’s enrollment in the Club may be suspended or terminated.

**Note: Local authorities will be called if the child remains 1 hour after the posted closing time without notification of parent.**

#### **Why do some Clubs operate differently?**

Most of our Club locations are receiving various grants to help subsidize the costs of operations for our programs and facilities. The different grants that we receive, provide us with the opportunity

and the tools to expand and enhance program offerings. Certain clubs located in partnership sites are governed by the regulations and schedules of the host organization. For more details, please speak with the Club Director

## Acknowledgement Form

Please read the following Acknowledgement. After reviewing, sign below and return to the Site Coordinator.

I acknowledge I have registered my child(ren) as a participant in the Boys & Girls Clubs of Tampa Bay 21<sup>st</sup> Century Community Learning Center program. I have received a copy of the Boys & Girls Clubs of Tampa Bay's 21<sup>st</sup> Century Community Learning Center Parent & Student Handbook for the **2022-2023** program year. The handbook has been explained to me and I understand the information contained within.

Please list your **child(ren)'s names** and their **2022-2023 school grade(s)** below:

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\_\_\_\_\_  
PRINT Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date