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21st Cranston Community Learning Center Parent and Family Guide to Success

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can be located at:

www.cranstonafterschool.com

Updated January 2019

Hello 21st CCLC Parent/Guardian,

Welcome to Kidventure, Bain+2, and Camp XL, the Cranston Public Schools 21st Century Learning Center programs. We are happy you have joined our afterschool and camp community. We are always working to improve our programs with new offerings, partnerships, and a focus on involving our local community.

Our Mission/Vision:

In collaboration with our community partners, such as Global Science & Envirotech and Roger Williams Park Zoo, families, students, Cranston Public Schools, and other community members, our **mission** is to provide students with a supportive environment and access to enriching, project based learning that will meet their social-emotional needs and motivate them to pursue top career choices to better their futures and help them give back to their community and boost the global economy.

Our **vision** is that program participants will be motivated and equipped to change the world around them through the opportunities given to them in program offerings. We also hope to inspire them to be exemplary students that show sportsmanship, citizenship, and friendship.

You are now a part of a strong team of people who want to see success in Cranston youth. We want to support and motivate these young people to pursue careers or start businesses, and improve their neighborhoods. We believe in the promise and possibility of youth, and we know that if we help them develop the tools, they can change the world. Thank you for joining this team! We look forward to working with you and your wonderful ideas in the future.

Sincerely,

Sarah DeCosta

Sarah Decosta
Program Director 21st CCLC

Updated January 2019

Our Program Staff

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Contact Information: **Please contact your site coordinators for any immediate concerns.

General Guidelines:

The after school and camp programs all follow the rules found in Cranston Public Schools' "Student Family Handbook," which can be located at cpsed.net, or here: [W Handbook2021.docx](#)
It is the responsibility of students and families to be aware of these rules.

A. Priorities

- Children are our first priority. The children and their safety always come first.

B. Safety

- When picking up your child please provide valid photo identification.
- Make sure that you include everyone that has access to picking up your child on the registration, including yourself. If there is a custody issue you must provide valid paperwork. If at any point, you need to add a pickup person, please email the Site Coordinator or Program Director with the full name and phone number of that person.
- Students may be picked up by listed persons over the age of 18 by 5:00pm at Kidventure or 4:30pm at Bain+2.
- Anyone under 18 years of age cannot pick up a child from the programs.
- Please pick up students in designated areas at 4:30pm for Bain and 5:00pm for Kidventure.

C. Accountability

- It is important for students and families to be aware of the program rules and follow them. If the rules are not followed, students risk being removed from the program without a refund.
- Parents/Families are responsible for paying program fees. If a past due amount is not received before the beginning of a new session enrollment status will be put on hold until communication is made with Site Coordinators or the Program Director.
- **Parents/Guardians are required to pick up students on time daily at the end of the program. Kidventure ends at 5:00pm and Bain+2 ends at 4:30pm.**
- **There is a late bus provided for families who need it, but note that someone must be at the stop to pick up the student if they are in elementary school. The bus stop must match the address you provided for the school and must be within the district. Failure to pick students up on time can lead to the program taking action and involving school and program administration, the local police department, and child protective services.**

D. Parent and Family Workshops/Events

- Parents and families are encouraged to attend workshops and events hosted by the programs. These workshops and events are free to Kidventure and Bain+2 Parents and Families.

E. Attendance/Tardiness

- We expect students to attend the program every day. We do not register students for partial week attendance, and we have a waiting list for some programs. If a student does not attend regularly, the program staff will contact you, and we reserve the right to give that program slot to someone from the waiting list.

F. Homework Policy

- Students will have an opportunity to work on homework in some after school programs. However, the program is not responsible for homework completion. We encourage parents to check their student's homework.

G. Illness

- If your child gets sick during the programs and is released early please follow the school day guidelines about when a sick child may return to school.
- Alert the person picking up the child that they must still provide valid photo identification. This person must be on the designated pick up list for the school and program and must be 18 years or older.

H. Federal and State Holidays

- Program closure is in accordance with the Cranston Public School calendar with the exception of Camp XL, which runs during February break, April break, and 6 weeks during the summer break.
- The programs are closed on all federal holidays.
- Kidventure and Bain+2 abide by the Cranston Public School inclement weather plans, please plan accordingly when school is closed; snow days, early dismissals, and emergency situations.

I. Behavior Management; PBIS

- Students will be given the opportunity to be rewarded when displaying positive behavior.
- Parents will be contacted when negative behavior merits a major write up. If a student receives three major write-ups, they may be removed from the program.
- A student may be removed from the program for behavior without three major write ups if the behavior is deemed unsafe by the Program Director and Principal. (Please note that this could require more action from the school and Cranston Police Department)
- If a student is removed from any afterschool activity by a Site Coordinator, a parent/designated person must pick them up immediately.

J. Attitudes/General Feel

- A positive attitude is essential for a welcoming program.
- Students will be kept active, involved, engaged, and having a good time.
- Caring, Respect, Honesty, and Responsibility will be modeled at all times.

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- All parents and families are invited to attend the program but please notify the Site Coordinator in advance so they can provide you with proper name tags and a Volunteer Application! You must have a BCI done before attending the program during program hours.

K. Emergencies

- All Cranston Public School Staff are trained in ALICE
- In the event of an emergency please do NOT come to the school unless notified otherwise by school day or afterschool staff.
- In the event of an emergency please be alert within your neighborhood of any suspicious behaviors you might be able to report to proper authorities later.
- It is important that during emergencies you remain calm and work with the afterschool staff. They are trained professionals and know how to handle serious situations. Please trust that they will assist you in a timely manner.

L. Public/Parents and Families

- Communication with parents and families is extremely important; please supply us with the most updated information and the best way to communicate with you and your student.
- Remember that you and your family can be a great resource and support system for our programs; please feel free to volunteer, apply for a job, or help out in any way with our afterschool programs!!

1. Medical Information

- If your child requires immediate medical attention for allergies, asthma, or anything related to immediate action you must notify the afterschool program during enrollment.
- Kidventure and Bain+2 must have separate access to all medicines required to be taken during the afterschool hours.
- Parents must provide separate medical order forms for medicine that must be taken during Kidventure or Bain+2.
- All medical information must be shared with the school day nurse and afterschool site coordinators.
- 21st CCLC programs will not discriminate against students with medical considerations.
- The afterschool program will ask permission from the parents to have access to 504 plans made with the school day. If permission is NOT granted the afterschool program **cannot** be accountable for not adhering to specific requirements.

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Positive Behavioral Intervention and Support (PBIS)
Afterschool Program

PBIS has been implemented in most schools across the United States. These schools have all seen a significant decline in suspensions, expulsion, and chronic absenteeism. Over the past 7 years 21st Century Learning Centers have adopted PBIS to infuse the school day behavior expectations with the afterschool programs. PBIS is a positive way to correct behavior and has proven time and time again that simple redirection can create a friendly and inviting classroom atmosphere.

Kidventure and Bain+2 will follow the school's behavioral expectations. All staff will be trained in the use of PBIS. Both programs will hand out and adhere to the incentive programs that the schools offer. When student behavior is unacceptable, write up forms will be utilized. A parent will be contacted after a major write up. If a student receives 3 major write ups they can be removed from the program. Below is the behavioral expectation of our afterschool sites.

Positive Behavior Flow Chart:

Staff will follow this chart daily with 8 or more students. This is during snack, group time, and homework club.



Negative Behavior Flow Chart:

Staff must fill out write up forms immediately and with the student. They must identify on the write up sheet their incorrect behavior. The instructor will guide the student on the behavior that they want.



Removal of Student:

If a student is endangering peers, volunteers, or staff they must be immediately removed from the area by the Site Coordinators. Staff is still responsible for writing up the incident and must encourage all that are involved to give accurate accounts.

If a student is removed from the group they will receive immediate consequences from the Site Coordinators only. These can include:

- ❖ Immediate removal from the program for the evening.
- ❖ Out of program suspension.
- ❖ In-school suspension during program hours.
- ❖ Community service hours completed during program hours.
- ❖ School day involvement.

Bain+2 Incident Report Form

Please return to the site coordinator or assistant site coordinator after completion. The site coordinator or assistant site coordinator will keep staff updated on the follow-up of the below listed incident.

Student Name: _____	Date Incident: _____
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Location: Library ___ Gym ___ Cafeteria ___ Outside ___ Hallway ___ Staff Room ___ Bus ___ Other _____	Time: Pod/Enrichment _____ Homework Club ___ Transition _____ Other _____
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Minor Behavioral Problem (Staff Management)	Major Problem Behavior (Administration Management)	Possible Motivation
<input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Physical Contact <input type="checkbox"/> Defiance <input type="checkbox"/> Disruption <input type="checkbox"/> Property Misuse <input type="checkbox"/> Misuse of Electronics <input type="checkbox"/> Teasing <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Other _____	<input type="checkbox"/> Throwing Objects <input type="checkbox"/> Threatening Behavior <input type="checkbox"/> Abusive/Inappropriate Language <input type="checkbox"/> Fighting/Physical Aggression <input type="checkbox"/> Overt Defiance/Disrespect/ Noncompliance <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Inappropriate Display of Affection <input type="checkbox"/> Weapons <input type="checkbox"/> Theft <input type="checkbox"/> Other _____	<input type="checkbox"/> Obtain Peer Attention <input type="checkbox"/> Obtain Adult Attention <input type="checkbox"/> Obtain Items/Activities <input type="checkbox"/> Avoid Peers <input type="checkbox"/> Avoid Adults <input type="checkbox"/> Avoid Tasks/Activity <input type="checkbox"/> Do Not Know <input type="checkbox"/> Other _____
<small>*Note: 3 minor infractions in one week equals a major infraction.</small>		

Brief Description of Incident (if necessary): Notice: only refer to the student by name, all other remain anonymous.

Others involved None Peers Instructor School Staff Substitute Other _____

Person Completing Form _____	Signature _____
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Coordinator or admin use only: **Major Disciplinary Decision**

<input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Parent Contact	<input type="checkbox"/> Conference with students <input type="checkbox"/> Individualized Intervention	<input type="checkbox"/> Bus Suspension [day(s)] <input type="checkbox"/> Bain+2 Expulsion	<input type="checkbox"/> Bain+2 Suspension [day(s)] <input type="checkbox"/> Other: _____
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Coordinator Print Name: _____	Date: _____
Coordinator Signature: _____	

Signed Form for Parent Guide to Success; Kidventure and Bain+2 2021 - 2022

Name:

Date:

You are acknowledging that you have read and understand the Parent Guide to Success. You will follow all of the district and program policies and procedures. You will adhere to pick up times, program fee policies, and program behavior policies. You understand our homework policy and know that Kidventure and Bain+2 are not responsible for homework completion.

You understand by signing this you are making a promise to Kidventure and Bain+2 that you completely understand our rules, policies, and procedures and you and your student(s) will follow them to the best of your ability. You understand that failure to do the above may result in removal from our programs for 1 year.

Signature of Parent/Guardian:

Date:

Signature of Site Coordinator:

Signature of Program Director:

Sarah DeCosta