

Lyfe Three, Inc. Afterschool Program



A 21st Century Community Learning Center

Parent/Student Handbook

“PURSUING EXCELLENCE, EXCEEDING POTENTIAL”

Dear Families,

Welcome to Lyfe Three, Inc., a 21st Century Community Learning Center Program. We are committed to providing high quality and engaging enrichment activities that support student’s learning and development. The program provides students with health, physical and nutritional opportunities, enrichment programs, field trips that allow them to explore new interests, provides homework learning projects, engages students in cultural projects, and more.

This handbook is a comprehensive guide to understanding Lyfe Three, Inc. and 21st Century Community Learning Center’s policies and procedures. As the Founder and Program Director, please let me again extend my heartfelt gratitude to you and your child. May you have a wonderful academic and or summer school year.

Sincerely,



Tammie Dean
Program Director

Corporate Office:
1046 Broad Street
New Bern, NC 28560
Phone: 252-288-6377
Fax: N/A
Email: tammiedean@lyfethreeinc.org

Website: www.lyfethree.org
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LYFE THREE INC. STUDENTS LEARNING CENTER

21st Century Community Learning Center Program

What is 21st Century Community Learning Center?

21st Century Community Learning Centers Program is authorized under Title IV, Part B, of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001. The program provides supervision during non-school hours for children, particularly students who attend high-poverty and low performing schools. The program helps students meet state and local standards in core academic subjects, such as reading and math. We are excited to partner with you on this very important initiative. Working with parents, schools, and community organizations to provide a safe, educational, and fun environment for our youth is our mission. With your parental support, we know we can make a difference for your child during after school.

Mission Statement

The mission of 21st Century Community Learning Centers is to provide:

- Quality before and after school care
- Academic instruction/tutoring in math and reading
- Homework assistance
- Enrichment activities
- Recreation and sports activities
- Cultural activities
- Nutritional meals, following USDA guidelines
- Field trips
- Service-learning projects
- Safe environment before and after school
- Highly qualified Curriculum Project Director
- Certified Site Directors
- Certified teachers
- Experienced staff members

Results expected from the program:

1. An out-of-school-time experience for students that is enriching and education, provides a sense of belonging and safety, involves parents and promotes community spirit.

2. Programs will focus on academics, especially from the academic curriculum used during the school day to link to the afterschool program.
3. Develop committed relationships among community agencies and Craven County Schools for the benefit of students.
4. Programs will focus on recreation, enrichment and cultural activities based on the needs of the participants, the school, and their communities.
5. Children and youth succeeding in school.
6. Increased parental involvement in both the afterschool program and day school programs.

All participating students and families can expect the following:

1. Students are safe while participating in the afterschool program. Parents of community sites must always sign their students out each day.
2. Adult supervision of students at all times
3. Kind, respectful communication throughout the program
4. Staff always interacting with children
5. Staff on-time and prepared with daily program schedules, lesson plans, and adequate materials and supplies.
6. Workshops that provide relevant information for parents and adult caregivers.

The long-term goals for this initiative are as follows:

1. Students enrolled in the Lyfe Three, Inc. will have afterschool opportunities that address their unique needs.
2. Garner additional resources to serve students with long term plans for sustainability.
3. Agencies will provide a multitude of services to students and their families at the 21st CCLC site.
4. Families will be able to participate in family literacy and STEM activities.
5. The support infrastructure will continue to provide assistance to those schools involved as well as continually work to improve community school relationships and partnership opportunities.

For More information on 21st CCLC afterschool Programs please visit:

<http://www.dpi.state.nc.us/21cclc/>

ENROLLMENT FORMS *Can be found here- <https://lyfethree.org/programs>

Parents are required to complete the following:

- Lyfe Three, Inc. student enrollment application

- Emergency Contact Information Card
- Parental Partnership Agreement
- Parent Permission for Student Computer and Internet Access
- Photo and Video Release form

The program expects all forms to be kept current. The parent/guardian/caregiver must provide new information to the Site Director regarding information updates such as emergency persons, names, employers, addresses, phone numbers, transportation mode and medical information. Notifying the school office is not adequate, a written note or revised application form must be provided to the Site Director or Operations Coordinator. These changes are vital for your child's records and their safety.

Enrollment Process

The 21st Century program encourages students of all backgrounds to attend. The program does not discriminate on the basis of sex, race, color, creed, national origin, ethnic background. Enrollment is on a first come first served basis. Once a classroom exceeds teacher: student ratio, we will place students on a wait list. They will be contacted as soon as space becomes available. To attend the program, a child must be enrolled. This includes the completion of the full enrollment packet by the parents/guardians. Without a complete enrollment form, the program cannot authorize services for the child, nor allow the child to attend the program. Forms are available at your child's school and each program office. We can email applications to you upon request. You must complete a separate form for each child. There is no limit on how many students can enroll in the 21st CCLC program from a family. Students can be enrolled at any time there is an opening. However, if transportation is requested the students start date may be delayed pending availability.

21st CCLC Afterschool Site Information:

1046 Broad Street (The Village)

New Bern, NC 28560

Phone: 252-288-6377

Fax: N/A

Lyfe Three, Inc. Email: lyfethreeinc@gmail.com

Program Director - Email: tammiedean@lyfethreeinc.org

Site Director - Email: rodnesshaminor@lyfethreeinc.org

Attendance

The primary and priority service of 21st CCLC is academic achievement, enrichment, and recreational activities. We are able to provide this opportunity to you free of charge only if students meet attendance expectations. It is imperative that all students participating in the program have regular attendance in order to receive the full benefit of the program and for Lyfe Three, Inc. to continue to receive funding from the 21st Century Community Learning Center Grant. Each afterschool site maintains a daily log of student attendance and participation.

We encourage parents to avoid early pick-up. Early pick-up causes students to forfeit the full benefit of the program offerings. Consistent early pick-up could result in your child being dismissed from the program. If you need to pick your child up early, please give the Site Director notice to allow minimum disruption to the program.

If for any reason your child will not discontinue attending the LYFE 3 21st CCLC program, we ask you to give us proper notice. This will allow us to enroll students on the waiting list and cancel bus transportation if applicable.

Field Trips

LYFE 3 21st CCLC provides students with field trip opportunities throughout the school year. All if not most field trips take place during the afterschool programming hours. Some field trips may require Saturday attendance. Any overnight field trips require a mandatory parent meeting. You will receive 30 days' notice for any scheduled overnight trips.

Field trips are educational and aligned to one of the NC Common Core educational standards. All field trips are taken on state approved and licensed transportation carriers. Field trips are offered at no cost to students.

Absences

If your child will not attend the program due because of scheduled appointments, religious holidays/commitments, vacations, or other planned absences, please notify a Lyfe Three, Inc. staff member in advance. When your child is absent from the day school, they are not allowed to attend the afterschool program.

****Students suspended from day school may not be allowed to attend the Lyfe Three, Inc. after school program, dependent upon the reason for referral. Site Director and Lead Teachers will assess each situation on a case-by-case basis, centering the corporate safety of all students and staff.**

Sign In Procedures

Lyfe Three, Inc. staff members, parents/guardians and students have the ability to sign in and out. Only high school students and students given prior permission from their parents/gaurdians may sign themselves out of the program each day. Each site will contain a sign-in log electronically utilizing Procure, our attendance application, or a sign in log sheet. Lead Teachers will ensure each student signs in at arrival each day.

Release of Students

***Lyfe Three, Inc. only provides transportation from designated local area schools to our program site for a limited number of students. See a staff member for more information.*

Students who are car riders must be signed out of the program daily by their parent/guardian or other authorized pick-up person indicated on the enrollment application. All students must be car riders or walkers. Students will be escorted by the parent/guardian or authorized pick-up person to and from the

program areas as designated by the program policies. It is the student's responsibility to come directly to the afterschool program upon school dismissal. Lyfe Three, Inc. will be accountable for students after they have signed in and until they have signed out.

Photo Id's should be brought by persons picking up your child. Program staff will ask for a photo identification of any person who is not a regular person that picks up the student. We do not allow children to verify persons when they do not have a valid ID. If a parent/guardian has a onetime emergency pick-up by persons not listed on the PickUp list, they must email permission to Lyfe Three, Inc. at lyfethreeinc@gmail.com. No child will be permitted to leave based on telephone permission. It must be emailed.

Walkers

Only student participants ages 10+ are allowed to walk home from program location, unless accompanied by older sibling (age 13 or older) residing in the same home, and for whom parent/guardian has provided written authorization. At time of enrollment, parents will complete Authorization and waiver form for walker students.

Program staff will monitor all walkers at program dismissal and will be available to escort walker students across main corridor (Broad Street).

Craven Terrace and Trent Court Walk home policy

Craven Terrace and Trent Court are walk home/car pick up communities. Parents, we will not release students to any person under the age of 13. If you have a child in the program and desire them to walk home with an older sibling in the program, you must obtain a notarized form from the Site Director indemnifying LYFE 3 of all and any incidents that may occur from your decision to have students walk home with an older sibling in the program.

Ex: Parent has a 1st grade and 5th grade student. Parent wishes for the students to walk home together. Due to the age of the 5th grader. You are required to obtain the notarized form that can be obtained from the Site Director. We will not honor your request until the form has been received in our office. Faxed forms are not acceptable. We must have the original form and will provide the parent/guardian with a copy.

All students residing in Craven Terrace or Trent Court will only be released to persons listed on the application. All persons must be 13 year of age or older. No exceptions.

Late Pick-Up

Parents who have 3 or more late pick-ups will be required to make other arrangements for the child to be picked up on time. Late pick-up begins 5 minutes at the end of the program.

Lyfe Three, Inc. will make attempts to contact the parents, guardians and other emergency contact persons on the application. If we are unsuccessful in reaching someone listed on the application, we will by law, call the New Bern Police and Department of Social Services.

Parents, to avoid these types of undesirable situations, please communicate with your Site Director or staff member when issues arise that may prevent you from being on time. It is our goal to work with you, however we will also abide by childcare laws regarding late pick-ups.

Under the Influence:

Persons who appear to be under the influence of alcohol and/or drugs or displaying inappropriate behavior will not be allowed to remove a student from the program. Although this will be a last result, if necessary, we will contact the local police department and/or the Department of Social Services.

Distribution of Medications

Lyfe Three, Inc. is unable to administer medicines. If student participants need to take medication during the program day, parents will work with the Lyfe Three, Inc. staff to make appropriate arrangements.

Health and Safety Policy

Our staff strives to provide a safe and healthy environment for all children. Staff and students are reminded that hand washing is a requirement after using the bathroom and before eating.

Please include any medical or mental health conditions your child has on the Registration Form. If your child has a known medical or mental health condition (asthma, diabetes, ADHD, ODD, autism, seizure disorder, migraines, severe cramps, nose bleeds, etc.) you must be sure the Site Director knows what to do if a problem should occur during program hours. Parents must make sure that any medication needed is available and that the appropriate forms for its use have been completed. Failure to notify the LYFE 3 21st CCLC program of your child's physical or mental health condition limits our ability to serve your family and may mean services cannot be rendered.

The parent/guardian/ or adult care giver will be notified to pick up the child immediately if a child has any of the following symptoms or behaviors and may not return until symptom-free for a 24 hour period:

- Any communicable disease
- Chills and or fever over 101 degrees Fahrenheit
- Nausea, vomiting or diarrhea
- Undiagnosed rash
- Prolonged Cough
- Head lice
- Ringworm
- Pink eye
- An accident requiring medical attention ● Physically act out ● Is verbally abusive.

In case of accident or illness or unacceptable behavior, the staff will call immediately the child's parent/guardian/caregiver and or emergency contact persons listed on the

COVID-19 Safety Protocols

Unfortunately, we are still dealing with COVID. To ensure health and safety of all, Lyfe Three, Inc. will remind ALL individuals to wash their hands or use alcohol-based hand sanitizer. Masks are allowed.

Student Supervision

- Students will be supervised at all times including snack time, restroom breaks (as needed for the whole class), enrichment, field trips and during regular programming.
- Do allow non-enrolled students to enter the program area while the program is being conducted. We are not responsible for students who are not enrolled in the program.
- Staff are not allowed to bring their children to the program. Staff may enroll their child in the program; however, they cannot teach their child. In cases of emergency please see the Site Director.
- Once students arrive in the program, they become our responsibility.

It is imperative that we are always able to account for attendance and achievement of our students participating in the program.

Student Discipline

A variety of classroom management techniques are critical skills needed by 21st CCLC staff. Staff is expected to help students develop positive classroom behaviors conducive to the learning process through class rules and procedures. Discipline is everyone's responsibility. 21st CCLC staff not only has obligations for classroom discipline but also for entire school campus discipline.

All staff will accept responsibility for enforcing behavior expectations fairly and consistently. Neither Lyfe Three, Inc. nor 21st CCLC allow corporal punishment of any kind for any reason. Staff are forbidden from: Grabbing, Pushing, Shoving, Hitting, Yelling, Screaming, Verbally or Physically abuse of any student in our program. Any staff found committing these offenses or accused and found guilty will be dismissed with no recourse for rehiring.

Removal from Class/Program

Participation in Lyfe Three, Inc. afterschool/summer programming is a PRIVILEGE. Consequently, if a student disrupts the learning process, disciplinary actions will be taken. If multiple disruptions occur, the student will be referred to the Site Director and/or Program Director and may lose the privilege of attending. Always call on the Site Director to assist you in dealing with severe discipline issues. Staff should report all disciplinary issues to the Site Director so that detailed disciplinary records can be kept and so that the Site Director can subsequently relay that information to the parents.

Discipline and Discharge

It is our desire to serve all children who are in need of the program's services; however, certain situations may require that a child be removed from the program either on a temporary or permanent basis. Generally, these reasons include, but are not limited to the following:

- Incomplete enrollment forms and required authorizations
- Specific incidences, or repeated behavior problems that endanger the child, others, or property
- Conditions that cause health and safety concerns for the child or threaten the

program's safety, such as sick children or children who are not signed in and out daily by their parents/guardians or an authorized pickup person

- Is unable to safely function in the space without constant support and/or attention from staff
- Inflicts physical or emotional harm on self, other children, or staff
- Threatens the safety of others through actions prohibited under program guidelines
- Disregards or repeatedly violates the rules which guide student behavior during program time, thereby endangering self and others or disrupting learning.

If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged from the Lyfe Three, Inc. program.

Our rules and expectations center on the emotional, mental, and physical safety of all staff and student participants. We expect students to offer themselves, their peers and staff courtesy and respect during program times.

Disruptive behavior will be addressed in the following manner:

Parents are required to sign a registration form (Parent Agreement Form) that addresses understanding of behavior and discipline expectations. Violation of any rules will not be tolerated. Discipline will be handled at the Site Director's discretion.

A written Incident Report will be completed and discussed with a child's parent(s) or legal guardian whenever the child behaves disrespectfully or improperly, destroys property, injures another person, uses inappropriate language, or in any way disrupts the Lyfe Three, Inc. program. We view participants' parents as our partners in ensuring appropriate behavior during program times, and redirecting student behavior, as necessary.

Discipline Policy is as follows:

1st Offense: Site Director discusses the violation/incident with the student and program staff and notifies the parent via email or mailed letter.

2nd Offense: Site Director conducts a conference with the student/parent/reporting staff. In addition, the staff will place into action and intervention measures such as loss of participation of activities, exempt from upcoming field trip, suspension from program or some other form appropriate for the incident. Completion of Incident Report.

3rd Offense: Site Director conferences with student and parent regarding the pattern of violations. The student may be suspended from programming for a period or expelled from the program. The Site Director will meet with all relevant staff to determine the best recourse. We seek to avoid expulsion; however, we must advise that in serious events expulsion is warranted and will be enforced.

Please note: In the case of a student harming or threatening harm to property, themselves, other students or staff, continually not following staff instructions, disrupting activities, using illegal substances, or any other endangering behavior, the child may be immediately removed from the program without going through the protocol listed above.

Internet offenses follow Craven County Schools district's use guidelines and are cause for immediate termination of computer privileges for the student. Students may be suspended from Lyfe Three, Inc. programming, pending investigation. A child may also be discharged if he/she is picked up late three (3) times. Late pick-ups cause undue burden on the student as well as program staff.

When removal is warranted according to the protocol listed above, the Program Director will be notified prior to its implementation. The Site Director and Program Director will then determine the length of program removal if not determined to be permanent. If permanent, the child may not reapply for admittance until the next school term.

Note: The length of program removal will be determined on a case by case basis. In some cases the severity of the student's behavior would make return unacceptable. Multiple discharges from the program are cause for permanent removal.

Internet Safety

Lyfe Three, Inc. and 21st Century Community Learning Centers provide students attending our afterschool program with access to electronic communications. Students who attend are allowed to access internet communications via internet services provided by Lyfe Three, Inc. through a wireless provider

Unacceptable Uses of the Internet

Unacceptable uses include, but are not limited to, the following types of conduct:

1. Taking any actions that may disrupt the network including introducing viruses into the network.
2. Unauthorized access ("hacking") into computer systems or networks
3. Logging into the network on a personal account and or allowing others to access that account without the knowledge or permission of the instructor.
4. Encouraging or committing unlawful acts, violations of the CCS Code of Student Conduct, or using the CCS or LYFE 3 network to promote illegal activities.
5. Accessing or using threatening or obscene material.
6. Accessing pornography; use of discriminatory, defamatory, offensive, or harassing statements or language including disparagement of others based on their race, color, ancestry, national origin, sex, sexual orientation, socioeconomic status, academic status, gender identity or expression, age, disability, religious, or political beliefs through any means including phone, online, or other digital communications;
7. Sending or soliciting abusive or sexually oriented messages or images; or accessing material that is harmful to minors;
8. Downloading, installing, or otherwise using unauthorized games, music, public domain, shareware, or other unauthorized programs on any school computer or network.

Monitoring and Filtering

Lyfe Three, Inc. afterschool/summer staff and or volunteers will monitor the online activities of students. Lyfe Three, Inc. staff are required to be in the classroom at all times when any internet usage is occurring. Each computer station will have a use log to record and track student use; students will sign in and out on the log each time they use program computers.

Filtering

Community Based Site Filtering: Lyfe Three, Inc. does not provide filtering software on it's electronic equipment but makes every reasonable attempt to block inappropriate websites as described above, along with provide intense supervision of students during usage of all electronic devices.

CIPA Policy

Lyfe Three, Inc. abides by the following CIPA Policy as mandated by the federal government as it applies to our program.

Children's Internet Protection Act

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

What CIPA requires: Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal. Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

- *Access by minors to inappropriate matter on the Internet;*
- *The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;*
- *Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;*
- *Unauthorized disclosure, use, and dissemination of personal information regarding minors; and*

- Measures restricting minors' access to materials harmful to them.

FERPA: Family Educational Rights and Privacy Act; (Lyfe Three, Inc. follows the following FERPA guidelines).

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." • Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- *Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.*
- *Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):*
 - *School officials with legitimate educational interest;*
 - *Other schools to which a student is transferring;*
 - *Specified officials for audit or evaluation purposes;*
 - *Appropriate parties in connection with financial aid to a student;*
 - *Organizations conducting certain studies for or on behalf of the school;*
 - *Accrediting organizations;*
 - *To comply with a judicial order or lawfully issued subpoena;*
 - *Appropriate officials in cases of health and safety emergencies; and*
 - *State and local authorities, within a juvenile justice system, pursuant to specific State law.*

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland

Avenue, SW Washington, D.C. 20202-8520

Cell Phone Usage:

Lyfe Three, Inc. follows the CCS guidelines for Cell Phone Usage. Students are not permitted to have cell phones out during instructional time during afterschool programming. Students may use cell phones during snack time, or as permitted by the Lead Instructor. All student cell phone use is subject to the Internet guidelines and safety protocols (see **Internet Safety Policy**, page 10-14). If an emergency arises and you need to contact your child, we respectfully ask that you contact the Site Director who will get your child to the office telephone.

Lyfe Three, Inc. does not assume responsibility for lost, stolen or damaged cell phones brought into the afterschool site, on field trips or during parent meetings. Occasionally, teachers will give special permission for students to use cell phones to participate in online curriculum, polling or other afterschool related activities. If you do not desire your child to use data during the afterschool program, we will provide other electronic options for your child to participate.

If students abuse the cell phone usage policy the following will occur:

- 1st offense: Student will receive a warning and given the opportunity to comply with directions
- 2nd Offense: Students phone is taken by teacher and given to Site Director, parent must come to retrieve cell phone
- 3rd Offense: Student will not be allowed to have cell phone in program for a period of 30 days.
- 4th Offense: Student is suspended from program and must go on a waiting list to re-enter.

Bullying:

Bullying Policy

Lyfe Three, Inc. afterschool program is free of discrimination, violence, and bullying. Our program works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Bullying Definition

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

Each student at Lyfe Three, Inc. has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

Types of Bullying

- Verbal bullying is saying or writing mean things. Verbal bullying includes:
- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
- Leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public
- Physical bullying involves hurting a person's body or possessions. Physical bullying includes, but is not limited to:
- Hitting/kicking/pinching, spiting, tripping, pushing
- Making mean or rude hand gestures
- Taking or breaking a person's belongs

Stop Bullying on the Spot

Lyfe Three, Inc. staff will not accept, ignore or tolerate any form of bullying. Our staff will take these steps to stop bullying on the spot and keep kids safe.

We Will:

- Intervene immediately. It is ok to get another adult to help.
- Separate the kids involved.
- Make sure everyone is safe.
- Meet any immediate medical or mental health needs.
- Model respectful behavior when you intervene.
- Stay calm. Reassure the kids involved, including bystanders.

Our Staff will follow the following 6 Don'ts in bullying.

- Don't ignore it. Kids can't always work it out without adult help.
- Don't immediately try to sort out the facts.
- Don't force other kids to say publicly what they saw.
- Don't question the children involved in front of other kids.
- Don't talk to the kids involved together, only separately.
- Don't make the kids involved apologize or patch up relations on the spot.

As a parent you will be notified if your child is the victim or perpetrator of bullying. Bullying could result in loss of privileges, temporary suspension, or permanent expulsion.

Medical Emergency Protocols

If immediate hospital attention is need for a serious medical emergency, staff will call 911 and the child will be taken to the nearest local hospital for treatment by emergency vehicle and the parents will be called immediately following as soon as time permits. If you have a hospital preference, please make sure that is known and noted on the Emergency Release Form (included in Registration). The child's parent(s) or legal guardian will be held responsible for all costs incurred.

Student Snacks

Afterschool snacks are provided to all registered participants free of charge. All snacks must be eaten in the designated program area. The snack is in accordance with USDA guidelines. Students are asked to refrain from bringing snacks to after school and should not share any snack items that is not directly provided by the afterschool snack program.

Parent, Family and Community Involvement and Program Feedback

It is the expectation of Lyfe Three, Inc., that parents are involved in the program. Some ways parents may be involved is through volunteering for the program, participation in family engagement events, parents' meetings, Parent Advisory Board and or visiting the programs. As a requirement of the program, parents will also be asked to complete a survey(s) regarding your child's social and academic progress and surveys after meetings.

Parents/guardians, community partners and agencies play an important role in the Lyfe Three, Inc. program. The schools of students play an important role in designing and implementing the afterschool program. We strongly encourage all parents, community partners and organizations, related service agencies and neighborhood residents to participate in our students' success by collaborating with the Lyfe Three, Inc. staff. Opportunities include being a volunteer, mentor or assisting with school activities during program time and special events.

Lyfe Three, Inc. welcomes feedback and encourages feedback from all stakeholders. The Site Director, Program Director and the staff are willing to meet with you to hear your ideas, address your concerns as

well as testimonials. Please contact the Site Director to schedule a visit if written feedback is not appropriate.

Questions, Concerns, or Suggestions

Please see contact information for site located on page 5.

Thank you for allowing Lyfe Three, Inc. to serve your child(ren). As a team of dedicated professionals, we are daily helping each child Pursue Excellence and Exceed Potential.

Please visit our website at www.lyfethree.org for additional information.



LEADING YOUTH FORWARD THROUGH EDUCATION EXPRESSION and EMPOWERMENT
A 21st Century Community Learning Center

PARENTAL AUTHORIZATION

I _____, give my child, _____, permission to attend the Lyfe Three, Inc. Afterschool Program. The program is a 21st Century Community Learning Center Afterschool Program to be held at The Village, 1046 Broad Street, New Bern, NC, 28560. The program will operate Monday through Friday afternoons from 3:00pm to 6:00pm, and otherwise adhere to the Craven County Schools Calendar (i.e., early release days, teacher workdays, inclement weather, and holidays, etc.) unless given notification otherwise.

The Lyfe Three, Inc. Afterschool Program will expose my child to various activities which will take place at 1046 Broad Street, New Bern, NC and on field trips. I give the Lyfe Three, Inc. staff permission to take photos, recordings, and allow my child to take part in news events, as well as publications which will be used to promote my child's progress along with the Lyfe Three, Inc. 21st Century Community Learning Center Afterschool Program. Unacceptable behavior will not be tolerated. I acknowledge that my written permission must be obtained before my child can go on any scheduled field trips, they are eligible to go on.

Parent/Guardian Signature

Date

Parent Acknowledgement 2024-2025 Academic School Year

Lyfe Three, Inc. desires to be ecologically friendly. For this reason, we review the parent handbook during parent orientation. After the meeting, we can email electronic copies to parents/guardians. Parents who elect to receive a printed copy will be accommodated. By signing this form, you are acknowledging that you have reviewed the Parent Handbook and have signed up to receive an electronic copy of the Lyfe Three, Inc. Parent/Students Program Handbook for the current year which outlines all policies and procedures of the Lyfe Three, Inc. 21st CCLC programs. If your electronic copy is not received via email within 10 business days, please contact your Site Director. You have the right to request a printed copy at any time. Each Site has a printed copy located in the Site Directors office which is available for review at any time.

I understand that all questions and concerns should be directed to the Site Director for my child's site. (Site Director information is listed on page 6 of the handbook). If the Site Director is unable to answer questions to your satisfaction, please feel free to email or contact the Program Director, also listed on page 6 of the handbook.

Student(s) Name: (Please Print): _____

List Additional Student(s):

(Please Print): _____

(Please Print): _____

(Please Print): _____

(Please Print): _____

Parent Name (Please Print): _____

Signature: _____

Lyfe Three, Inc. Student Academic Records Access Consent Form

Student Information:

- Student Name: _____
- Grade: _____
- School: _____

Parental Consent:

I, _____ [Parent/Guardian Name], am the legal parent or guardian of the above-named student enrolled in the Lyfe Three, Inc. afterschool program. I hereby consent to the release of my child's academic records (report cards, progress report, teacher input) to Lyfe Three, Inc. for the sole purpose of supporting and tailoring educational activities for my child within the afterschool program.

Consent Details:

I understand that academic records include, but are not limited to, report cards, test scores, progress reports, and any other academic information pertinent to my child's educational development.

Consent Purpose: (Please select one of the following)

- ☐ I do not want my child to share their grades or report cards with Lyfe Three, Inc.
- ☐ I acknowledge that the academic records will be used by Lyfe Three, Inc. for the following purposes:
- Tailoring educational support and lesson plans within the afterschool program.
 - Assessing students' academic needs and progress.
 - Developing individualized educational strategies.

Duration:

This consent is valid throughout the students attendance in the Lyfe Three, Inc. Afterschool Program, unless earlier revoked in writing by me as the parent or legal guardian of the above-named student.

Revocation:

I understand that I have the right to revoke this consent at any time by providing written notice to Lyfe Three, Inc.

Confidentiality:

I acknowledge and agree that all academic records shared with LYFE Three, Inc. will be treated as confidential and used solely for program-related educational purposes. I also understand that the information will not be shared with any third party without my express written permission.

Signature:

Parent/Guardian Signature: _____

Date: _____

LYFE THREE, INC. IS PROUD TO BE A 21ST CENTURY COMMUNITY LEARNING CENTER



For More Information of 21st CCLC programs, visit the NC DPI website at:
<http://www.dpi.state.nc.us/21cclc/>