



Excel Kids Academy - 21st CCLC After School & Summer Program Adult Family Member Handbook

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After School & Summer Program Adult Family Member Handbook

Revision 2.0
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1.0 WELCOME MESSAGE

Welcome to Excel Kids Academy in partnership with 21st CCLC. As you read through, you'll get further insight into our goals and expectations with respect to 21st CCLC guidelines. We hope your family will enjoy the program and the friends you will make. This handbook describes our program, goals, policies, and the myriad of practical details that go into making each day as happy and successful as possible. Please read it and keep it for reference, as it will answer many of your questions. Excel in partnership with 21st CCLC's programs are high quality driven. We apply research-based curriculums focused on the whole child. Excel in partnership with 21st CCLC employs the best practices for total success. Through therapeutics, mentoring, and the arts, students gain opportunities, and access to succeed. Excel in partnership with 21st CCLC's campus offers open and innovative spaces to host festivals, movies under the stars, art, music, scholastic showcases, and more. Excel in partnership with 21st CCLC offers a rich and varied learning environment to meet the individual needs of each student. Our academies are committed to growing communities through children and family-focused programs that yield results for bright futures.

2.0 CONTACTS

Please get to know our Senior Management Team. The following people will be happy to receive your phone calls or emails. We are all here to be of service to you and your child.

Title	Contact Information
CEO	<i>Shawna Pointville</i> Office: (305)-624-0101 Cell: (305)-494-5007 excelkidsacademy@gmail.com
Program Director	<i>Aissatou Balde</i> Office: (305)-624-0101 Cell: (917)-443-5652 abalde@excelkidsacademy.com
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3.0 STATEMENT OF PHILOSOPHY



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Excel Kids Academy in partnership with 21st CCLC's vision is to provide high-quality education, intervention, support, and meaningful experiences to students that bolster creative talent and the confidence required for sustainable communities. Our mission is creating a foundation of value and knowledge. Cultivating success for sustainable futures. Collaborating with intentional efforts and unlimited resources that drive education, heal communities, and build equally for generations.

It is our belief that children come first. Our values and beliefs about children are deeply rooted in the history of Childhood Education.

We believe in Exposure. Excel Kids Academy in partnership with 21st CCLC encourages students to explore through engaging academics and diverse extracurricular activities, helping them discover their interests in a supportive environment.

We believe in Experience. Through Excel in partnership with 21st CCLC, students enjoy small classes and caring teachers, gaining important life skills through activities like therapy, mentorship, and the arts.

We believe in opportunity. Excel in partnership with 21st CCLC offers students access to a wealth of opportunities, from academic success to personal growth, supported by our dedicated faculty.

Excel in partnership with 21st CCLC is a dynamic learning environment where exploration knows no bounds. Our commitment to fostering growth resonates through every corner of our community. In the culture of Excel in partnership with 21st CCLC, we believe in empowering individuals to become their best selves, whether it's through immersive journeys around the world or engaging in our sustainable learning spaces.

Our approach is inclusive, with a focus on supporting each student's unique journey.

Our students learn and explore within a supportive and inspiring ecosystem. Excel in partnership with 21st CCLC's approach is organic, fostering engagement among children, families, and educators in various domains of learning and development, both independently and within communities of practice.

Excel in partnership with 21st CCLC is where professionals and experts observe the impact of high-quality programming. We maintain a culture of accountability, wellness, liberty, and justice for all. From the moment you step through our doors, you'll feel the unmis energy of community and purpose.

Our commitment to social and emotional wellness ensures that everyone, from children to educators, learns and grows together respectfully.

Excel in partnership with 21st CCLC is not just a school; it's a paradigm of pedagogy

We present learning as a natural process, mastering the art of science by leveraging strengthsWe aim to shift away from the need for rehabilitation and embrace the benefits of prevention wholeheartedly. Our curriculum prioritizes critical thinking, learning, and problem-solving through hands-on experience.

Daily immersion in real-life scenarios and artistic culture is a cornerstone of our approach. Engaging discussions on history and contemporary events stimulate curiosity and drive a thirst for knowledge.

We seamlessly integrate technology, life skills, history, and theory into our teachings, guiding students along intentional pathways to success.

Through intentional routes, we turn the dial on education, incorporating technology, life skills, history, and theory into daily practice.

Welcome to Excel in partnership with 21st CCLC, where everyone is inspired to thrive, and where learning knows no bounds.



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Children will be accepted regardless of race, creed, national origin, or sex.

Children with disabilities are first and foremost children, worthy of equal respect, opportunities, treatment, status and place.
Excel Kids Academy in partnership with 21st CCLC accepts all children with disabilities.

Moral Right

Children with disabilities are first and foremost children. They will benefit from the same experiences that are desirable for all children for the same reasons. They will also benefit from avoidance of the same undesirable experiences for the same reasons. Inclusion provides opportunities for socialization and friendships to develop. It provides a sense of belonging and appropriate modeling of social, behavioral, and academic skills.

Civil Right

Separate is not equal. If something is offered to all children it must be accessible to all children. Access should not be denied based on disability or any characteristic alone. Children with disabilities have a right to go to the same schools and classes as their friends, neighbors, brothers and sisters. They have a right to be afforded equal opportunities.

Parental Right

Parents have a right, as experts on their own children, to pursue the least restrictive environment with support and services for their children to successfully achieve their individual goals. They will always have far longer and greater responsibility and vested interest in their child's future, than any system or paid professional. They are equal partners of the IEP (Individual Education Program) Team.



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4.0 OUR PURPOSE

Our programs are designed to ensure your child reaches his or her full academic potential. Whether your son or daughter is gifted in a particular area, taking mainstream courses, or struggling with school, your child will get the attention, assistance, and support necessary to thrive academically.

Opportunities for all children all school-age children should be provided the academic skills and learning opportunities they need to develop the full potential of their talents.

Family and Community Involvement Children and youth must be seen in the context of their families and neighborhoods. The education and development of a child should include parent, family, and community involvement whenever possible and appropriate.

Diversity should be celebrated as each child's individuality contributes to the overall experience of the group. Different learning styles, interests and backgrounds help enrich student interaction and should be respected and encouraged.

People are key to organizational success People are our greatest asset. We are committed to recognizing individual talents, promoting diversity and cultural understanding, fostering a collaborative and open environment, and providing opportunities for personal development for all involved with the organization.

5.0 PROGRAM DESCRIPTION

Excel in partnership with 21st CCLC offers educational after-school, and camp programs. During our program students will participate in organized outdoor activities, reading and STEM lessons, field trips, arts and crafts, enrichment activities, cultural development, and health and nutrition lessons.

Summer Camp Program

Excel Kids Academy in partnership with 21st CCLC Summer Camp Programs provide an opportunity for kids in the community to interact with their peers in a stress-free environment, emphasizing collaboration and creative thinking. *Camp hours are 8:00 a.m. – 4:00 p.m.

As in the after-school program, kids are placed in teams by grade-level and spend the day participating in activities designed to build teamwork and problem-solving skills. Led by certified Dade and Broward county teachers and trained adults, the academic work is only part of a day filled with arts & crafts, sports and other fun outdoor activities and games. We'll also take field trips to allow the students to have a hands-on learning experience. For example, if we learn about bird migration, we might take a trip to an aviary to see the birds up close and personal.

6.0 ENROLLMENT PROCESS

All children are welcome at Excel Kids Academy in partnership with 21st CCLC regardless of race, color, religious background, or national/ethnic origin. Before starting the program, enrollment and authorization forms must be completed. **Please Visit excelkidsacademy.com or see the individual program sites for any registration and program needs.** Parents will be asked to update information seasonally after-school and summer.



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6.5 ENROLLMENT/ ACCEPTANCE PROCESS

1. Parent/Guardian MUST complete an application for programming
2. Students and family undergo acceptance/screening review.
3. Determination letter sent to the email address on student application.
4. Parent/Guardian and student MUST attend Mandatory orientation
5. Program Start!

A child with Disabilities - EKA in partnership with 21st CCLC policy is to accept all children with disabilities.

7.0 CURRICULUM

Our curriculum is bias-free and developmentally based, focusing on the individual child's social, emotional and intellectual needs.

Our programs are designed to instill in your child a lifelong love of learning and discovery. Please see the individual program sites for activities provided.

*Program hours vary depending on location/site.

8.0 THE PARENT ROOM

Parents' Right to Access

Parents have the right to access the program during the hours of operation. Please keep in mind that if you arrive in the middle of an activity, it may disrupt the children's rhythm and cause them to lose focus. If you have to pick up your child early, please call in advance to see what time would be least disruptive.

Parent Orientation

All parents and/or guardians of students enrolled in the after-school and summer Program receive an Adult Family Handbook and are provided with an orientation at the enrollment session.

Parent/ Staff Communication

Parent-Staff Conversation: Parents and Staff need to communicate! Please feel free to talk to the staff members at the site. You may also request a call back or a note of response.

Parents are required to sign their child out daily at the END of the program. This is a good time to share a few words with the staff or to arrange a later time to talk. Parent-Staff Conferences are scheduled upon request.

Parent Bulletin Board

A bulletin board is available with announcements for you to view and read. Please take the time to scan the parent board regularly to keep informed of the activities, happenings, and/or general announcements. Look for the Parent Night and other special events involving your child!

Parent Involvement

Parent involvement is MANDATORY Parents (or family representatives) are expected to attend ALL engagement activities scheduled.



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Please let our Program Managers know if you would like to be involved in the after school program in some way. You may want to volunteer your time working with some children in learning a specific skill in which you have expertise. Some programs include field trips, and we are always in need of additional adults to ensure the safety and supervision of our children while offsite. This is your opportunity to give your input for the benefit of all children and parents.

Program Evaluations

Parents will be given the opportunity once a year to evaluate the program. (For Summer Programs, this is provided the last week of the program). It is done in the form of a survey. Parents will be notified when it is that time of the year. This is very important to us, since you can help shape our programming for the benefit of all. Please take the time to fill it out when it is received.

9.0 ABSENCES ARRIVAL & DEPARTURE POLICY

Excel Kids Academy in partnership with 21st CCLC operates Monday – Friday 2:00 p.m. -6:00 p.m. for the after school program and 8:00 a.m.-4:00 p.m. for the summer program. **Students are required to stay for the whole duration of the program. Failure to comply with this will result in the same consequences as being absent.**

Excel in partnership with 21st CCLC views attendance as a student and family responsibility. Regular attendance is expected of all students and is a necessary factor in achieving success.

Absences are excusable for illness, recovery from an accident, required court attendance, professional appointments, death in the family, observation or celebration of a religious holiday, and such other good causes, considered acceptable by Excel in partnership with 21st CCLC.

Excessive absence is defined as 3 or more days absent (excused or unexcused) in one calendar month.

At 3 days absent, parents will receive a telephone call notifying them of the total days absent. The site manager will discuss with the parents to determine the circumstances surrounding the absences and determine if further action is necessary.

At 5 days absent, parents will receive a letter indicating the total days absent. The parent and/or guardian must submit a written statement explaining the reason for the absences. The site manager and program director will determine to either meet with the school to seek an alternate remedy or discharge the student from the program.

All students attending the After School Program will be expected to report to the staff person on duty and sign in. Student Participants will be signed in by Excel in partnership with 21st CCLC Representative. If a child does NOT sign in with a staff member, the Site Manager will be obliged to verify that child's whereabouts by contacting the host (school) office and/or the parent.

Excel Kids Academy in partnership with 21st CCLC operates Monday – Friday 8:00am -4:00pm for the summer camp program.

All students attending the summer Program MUST be signed in and out by a parent/guardian. If a child is NOT signed in/out, the site supervisor will be obliged to contact the parent/ guardian to return and sign the student in/out. If a parent/guardian fails to sign a student in/out on three or more occasions, services will be terminated due to failure to comply with program policies.

At the end of the day, we will only release students to those individuals who are registered on their student card. Authorized individuals are adults who are at least 18 years of age. Please make sure that any of the adults you have listed on the Student Card understand that they must produce a photo ID with a matching name. **Please do not be upset if we do not immediately recognize you. This policy is designed to ensure the safety and welfare of your child!**



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You are also kindly requested to update the Student application when a person needs to be added or removed. Once again, your cooperation with us will make sure that your child is being handed over to the person you want.



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Late Pick Up Policy

A late pickup is anytime after the program ends. Specific program times are posted at your school location. All late pick ups will be documented as a written notice. 3 or more notices of late pick ups will result in termination of services

NOTE: We kindly request that parents/guardians cooperate with picking up your students on time. We understand that emergencies arise. We also understand that traffic can be challenging or hectic, but expect all children to remain in the program for the required amount of time and be picked up on time. Traffic issues and family emergencies do not excuse the written notice of late pick up.

Late Pickup/No Show Procedures

In the event children are being picked up late, a designated staff member will remain with children until pickup by an adult that is authorized for student pickup. This designated staff member will also do the following:

1. Contact parent or guardian at home, on his/her cellular phone or at work.
2. Contact persons that are listed on emergency contact information.
3. Contact supervisor to inform him/her that children are being supervised at the site after program hours.
4. Contact local authorities.

10.0 TRANSPORTATION

Our after-school programs do not provide transportation to/from the program site.

When summer transportation is provided, You will be required to sign a release form, permitting your child to be picked up/dropped off by a contracted transportation service.

In the summer, we include field trips so that your child will have the opportunity to enjoy cultural and educational enrichment outside the immediate neighborhood. We follow strict safety guidelines when transporting children, and count on your cooperation to make sure that your child is behaving appropriately during the trip. If they show inappropriate behavior during bus travel or the field trip, we will use the following procedures:

- (1) Children will receive two verbal warnings for not adhering to the rules when traveling on the bus.
- (2) After the third incident the parent will be given an incident report.
- (3) After the parent has been informed, should the unacceptable behavior continue a period of exclusion from field trips will be implemented and the parent will be obliged to pick up the child at time of departure.

11.0 HEALTH

You are the best judge of your child's health, and we trust you will not allow your child to come to the program sick; however, if in the opinion of the staff your child's condition worsens, we will call you to come and pick up your child. Each site has a staff member who has been certified in First Aid and can recognize the signs of a communicable disease and other illness. The following criteria will be considered in determining if your child must go home:

- Fever of 100 degrees or more
- Inflammation of the eye



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- Vomiting
- More than one incident of diarrhea
- Communicable disease
- Unknown rash
- Yellow skin or eyes
- Evidence of lice infestation, scabies or other parasitic infestation

If your child is sent home due to illness, he/she cannot return to the program until he/she has been free from symptoms for 24 hours. This is to allow your child ample time to recover and to prevent the spread of illness to the other children.

It is your responsibility to notify the site staff if your child has a communicable disease such as: measles, mumps, chicken pox, head lice, etc. A doctor's note is required for your child to return to the program. A child may be readmitted without a statement from a physician only if the child has been absent for a period of time equal to the longest incubation period of the disease as specified by the Department of Health and Social Services.

Acute Illness or Injury:

If a child or staff becomes acutely ill, he/she will be separated from the other children and allowed to rest. Once settled in a separate area, vomit or other bodily fluids will be cleaned. The child's parent(s) will be contacted and asked to pick up the child as soon as possible. If the parent is not available, the child's emergency contact will be notified.

If a child requires medical treatment, 911 will be called. If the injured or ill child requires transportation to a medical facility, an effort will be made to contact the parent before the child leaves the facility. However, the health of the child is the primary concern. Parents will be notified of all injuries happening on site. They will be informed of any first aid administered to their child. An Incident Report will describe the circumstances. The parent will be required to sign the Incident Report, confirming that information has been provided.

Hand Washing

Frequent hand washing with soap and running water is necessary to prevent the spread of disease. Children and adults need to wash their hands before preparing or eating snacks, after water play, after handling any types of animals, toileting, coughing, and wiping noses. Set a good example and teach children how to clean their hands.

Medication

No medication of any kind will be administered by staff.

Incident and Behavior reports

If a child has an injury or incident during program hours, he/she will be separated from the other children and allowed to rest. Once settled in a separate area. The child's parent(s) will be contacted. An Incident or behavior report will be provided to the parent/guardian or authorized person picking up the child during the program dismissal time.

Emergency Procedures

We have regular fire and disaster drills at each site. The children are taught to listen to the site staff members for directions. We will assemble and count everyone and give aid and comfort as needed. We will stay with your child until you or someone listed on his/her emergency contact form can get there. We have stored emergency equipment at each site. Each site is provided with a Certified First Aid and CPR trained staff member.

Snacks

We provide a healthy afternoon snack consisting of two components from the USDA food groups daily. Water is always accessible for the children. Tables will be sanitized before and after food is prepared. Snacks will be served to the children by our staff once they are seated.



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at the table. You are welcome to provide your own snacks. We encourage you to give your child healthy snacks as opposed to those with sugar or fat content.

Personal Items

No personal items in effect, i.e. jewelry, handheld games, CD's, CD players/radios, electronic items, weapons, toys, etc... are allowed at the site. Excel Kids Academy, Inc in partnership with 21st CCLC. is not responsible for any stolen or lost items.

12.0 EMERGENCY SITUATIONS

Emergencies (Severe Weather, Building Evacuations, Lockdowns, Active Shooter)

The facility where the program is located may be subject to any of the following natural disasters and emergencies:

- (1) Severe Weather (tornado, severe thunderstorm, flooding, etc)
- (2) Technological Disaster (e.g. HAZMAT spill, power outage):
- (3) Security Emergencies or Disasters: (e.g. intruder, assault, shooting, suicidal attempt, weapons discovery, criminal/police activity in the neighborhood)

When there is inclement weather, please stay tuned to the local media for updates such as the local authorities' enacting a state of emergency. Where our program takes place at school sites, you should also check the media and the school district website for any updates on school closings. Excel in partnership with 21st CCLC will use the phone tree to contact all personnel in the event that we determine that the program has to be cancelled. Electronic devices will be prohibited from being used during a thunderstorm.

In cases of emergencies while the program is taking place, Excel Kids Academy in partnership with 21st CCLC will implement the following lockdown procedures in order to maintain a safe environment.

- 1) Site Supervisor (or designee) will announce the "Lockdown" notification procedure.
- 2) Site Supervisor (or designee) will contact the local law enforcement authorities
- 3) Site Supervisor (or designee) the 9-1-1 operator of any reported, and or known casualties.
- 4) The Site Supervisor will notify the District Coordinator once the police have been notified.
- 5) The Site Supervisor will not allow the dismissal of any students upon notification of a "Lockdown" alert.
- 6) All Staff and students located in open areas will immediately report to the nearest secured area.
- 7) Staff members will direct students in an orderly and controlled fashion to the nearest secured area. Staff members should take attendance in order to properly account for every child. In the event of a student missing from the designated group, notification will be made immediately to the Site Supervisor.

Parents/caregivers will be notified if it becomes necessary for you to pick up your child. We will designate a location for reunification of students with authorized adults. Release of students will take place, using the same procedure for regular student pick up.

13.0 DISCIPLINE POLICY

At Excel Kids Academy in partnership with 21st CCLC, we view discipline not as a means of punishing a child who has acted inappropriately, but rather as a means of teaching a child. Positive discipline teaches children where the limits are set, how to maintain control over their bodies, and how to problem solve in the event of conflict.

Discipline is most effective when it follows logical consequences. The consequences for behavior have to make sense to the child. If a child is playing on the playground and walks up the slide backwards, it is logical to tell the child that it is not safe to walk up the slide



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backwards. But let's not leave it at that. At Excel Kids Academy in partnership with 21st CCLC, we would get the child involved in a discussion about what could happen if the child were to fall off the slide. We consider this type of situation a teachable moment. We lead by example, and the children's safety is very important to our organization.

Since the purpose of discipline is to teach, more verbal children should be encouraged to talk to their peers when conflict arises. This helps children to empathize with one another's feelings and really see the results of their actions.

Limiting a child's choices of activities due to inappropriate behavior is an effective means we use to teach children to respect property and one another. (i.e. A child who is stepping on the board games should be warned that he/she will be asked to find something else to do if he/she does it again, because stepping on the board games could break them.)

Separation of children may become necessary in the case of two or more children having extreme difficulty working or playing together without conflict. The employee will assign appropriate work and play areas for the children, with the message that they may try to get together at a later time if they do well on their own. The use of the time apart shall be very limited. A time-apart approach is an opportunity for a child who is out of control and at risk of harming himself or others to calm down and gain control once again. A time apart shall never be demeaning (forcing a child to sit in a corner or put his/her head on the table). Again, it is an opportunity to gain control over oneself so that the child and adult can discuss the situation and a more appropriate action can be taken.

When talking to the children about their behavior, we allow them input on what they feel is an appropriate consequence for their action. This works especially well as children get older. One may be surprised at how a child responds to this approach. If their suggestions are inappropriate, then we make the decision ourselves as to what the consequence should be. It is our belief that the child stands to gain the most if he/ she makes retribution on his/her own terms.

Inappropriate behavior shall be viewed as exactly that. Children shall NEVER be referred to as naughty or bad. We always address the behavior as a problem, not the child. Whenever possible, we give children a choice. We try to let them own their own actions by choosing what they do. An employee is expected to show respect to the children at all times and is also expected to give unconditional acceptance of the child as a good person trying his or her best to learn about life.

Discipline and Guidance

At Excel Kids Academy in partnership with 21st CCLC, the term guidance is used for several reasons. It is a positive term and implies working with the child to develop internal control of his/her behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices.

Guidance takes several forms:

- Environment- A place designed to meet the needs of children.
- Logical Rules- Such as keeping our hands to ourselves, and taking care of the learning environment. These are discussed with the children, as well as why such rules are needed.
- Curriculum- Is developmentally appropriate, based on the children's interest and level of readiness.
- Positive Behavior- We reinforce the behaviors we encourage. Catch them being "good!"
- Redirection- Often interesting a child in another activity can eliminate a potential difficulty. We might ask a child to help us or send them to a different area to play.
- Positive Reminder- Telling the child what we want them to do, rather than using "no or don't".
- Renewal Time- Occasionally a child needs to be removed from the situation for a brief time allowing them to consider alternate behaviors.



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Any on-going situations will be discussed with the parents to ensure a cooperative approach. Please feel free to discuss any questions or concerns.

NOTE: No corporal punishment will be allowed. This is defined as the use of negative physical touching. (spanking, slapping, pinching, etc.) No unusual punishment will be allowed, such as humiliation, ridicule, threat, or coercion.

Chronic Disruptive Behavior

We will make every effort to work with the parents of children having difficulties in the program. We are here to serve and protect all of our children, though children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well being of another child may require the following actions:

- Initial Consultation- The program coordinator may require the parent(s) of any child who attends the program to meet for a conference after five written behavior forms have been completed. The problem will be defined on paper. Goals will be established, and the parent will have the option to be involved in creating approaches toward solving the problem.
- Second Consultation- If the initial plan for helping the child fails, the parent(s) will again be required to meet with the program coordinator. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent.
- Suspension- When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the program indefinitely. The administrative staff may immediately suspend a child at any time he/she exhibits a behavior which is harmful to himself/ herself or others. A parent may be called from work at any time the child exhibits uncontrollable behavior that cannot be modified by the program staff. That parent may be asked to take the child home immediately. Suspension from the program may vary from a few hours to an indefinite period.
- We at Excel Kids Academy, Inc in partnership with 21st CCLC. reserve the right to dismiss a participant at any time due to an extremely disruptive episode, which is deemed as a verbal or physical threat to the participant, other participants, or Excel Kids Academy in partnership with 21st CCLC staff.

Discharge Policy

Excel Kids Academy in partnership with 21st CCLC reserves the right to cancel the enrollment of a child for the following reasons:

- Excessive student absences, Early/late student pick-up
- Not observing the rules of the program as outlined in the parent agreement
- A child is enrolled in the program that has special needs which we cannot adequately meet with our current staffing pattern
- Physical and/or verbal abuse of staff or children by parent or child

13.5 GRIEVANCE INFORMATION AND PROCEDURES

Parents are asked to follow a chain of command when conflicts arise.

- The first step is to discuss it in conference with the Site Manager of the school.
- If the problem is not resolved as a result of the conference with the Site Manager, the parent and student may appeal to the Program Director.



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- If the problem is still unresolved, it may be appealed to the Company's Operations Manager.
- If no resolution is reached at the Operations level, the final appeal in the complaint procedure is submitted to the program's partnering school's principal. A written appeal must be submitted to the school principal.
- Upon receipt of the written appeal, the matter will be placed for a conference on a mutually agreeable date.

14.0 HOLIDAYS

The following holidays will be observed and the program will be closed:

- New Year's Day
- Martin Luther King Jr.
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day, the day after Thanksgiving Day
- Christmas Break

15.0 CHILD ABUSE & NEGLECT

Staff members are required by law to report any suspected child abuse or neglect.

16.0 ACTIVE SHOOTER POLICY CONTINUED

1. Prevention and Preparedness:

- Regular Training:** All staff members will receive comprehensive training on active shooter response protocols, including recognizing signs of potential threats, evacuation procedures, and lockdown drills.
- Threat Assessment:** Conduct regular assessments of potential threats and vulnerabilities within the program's facilities and implement appropriate security measures to mitigate risks.
- Communication:** Establish clear communication channels for reporting suspicious activities or concerns related to potential threats.
- Emergency Contacts:** Maintain up-to-date contact information for local law enforcement agencies, emergency responders, and relevant authorities.

2. Response Procedures:

- Evacuation:** In the event of an active shooter situation, prioritize the safety of participants and staff by evacuating the premises using predetermined exit routes and assembly points.
- Lockdown:** If evacuation is not feasible, initiate lockdown procedures to secure the facility and prevent access by the shooter. Follow established lockdown protocols, including barricading doors, turning off lights, and remaining quiet.
- Shelter-in-Place:** Designate safe areas within the facility where participants and staff can seek shelter and hide from potential danger until law enforcement arrives.
- Emergency Contacts:** Maintain up-to-date contact information for local law enforcement agencies, emergency responders, and relevant authorities.



After School & Summer Program Adult Family Member Handbook

Revision 2.0
Effectivity Date: 10/8/2024

Adult Family Member Handbook Consent and Receipt

The Handbook is a guide. By signing this statement, I acknowledge I:

- ✓ read all of the policies, rules, procedures and expectations outlined herein and intend to follow all of them;
- ✓ know who to address questions regarding the Handbook;
- ✓ I understand the definition and meaning of my participation with EKA in collaboration with 21st CCLC's program;
- ✓ must follow all EKA in collaboration with 21st CCLC rules stated in the handbook and agree to the terms
- ✓ thoroughly understand everything stated in EKA in collaboration with 21st CCLC's Adult Family Member Handbook
- ✓ Failure to comply with any rules or regulations, I agree to terminate my participation with EKA in partnership with 21st CCLC

Participation with Excel Kids Academy in collaboration with 21st CCLC is "at-will." This means that at any time either Excel Kids Academy in collaboration with 21st CCLC or I may end my participation, with or without cause or prior notice.

Each participant is required to submit, with his or her original signature, receipt of Excel Kids Academy in collaboration with 21st CCLC's Adult Family Member Handbook. An electronic signature is not acceptable.

Participant Signature: _____

Date: _____

month/day/year

Participant Printed Name: _____

First

Last