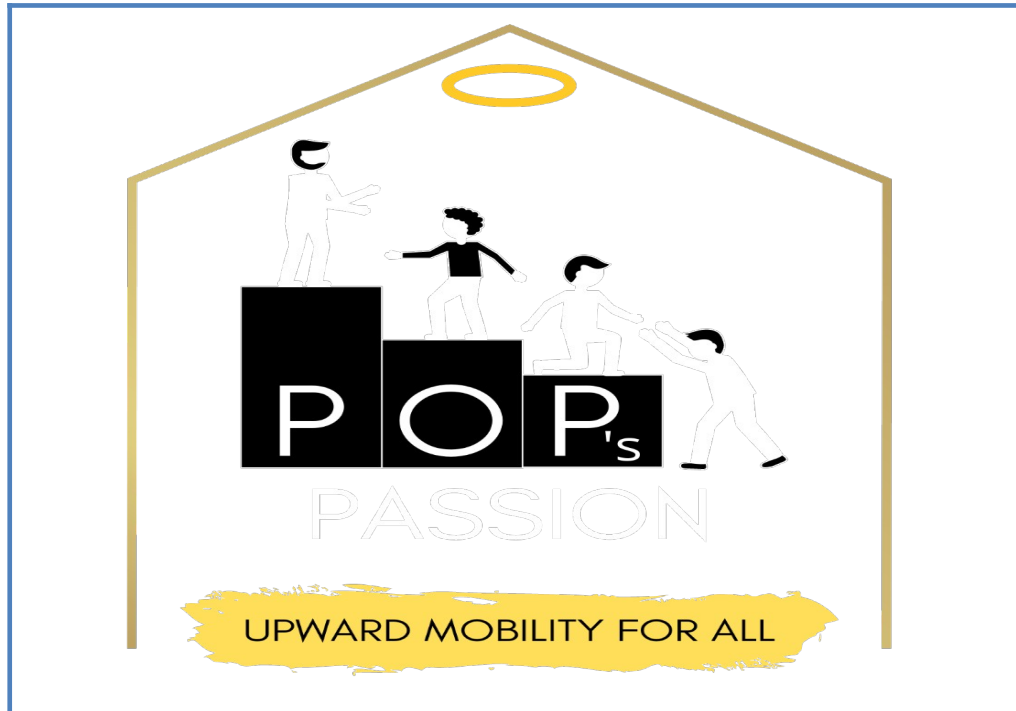


**CHARLOTTE CHAMPIONS FOR LIFE  
AFTERSCHOOL CLUB  
2021-22 Parent Handbook**



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Charlotte, NC 28208  
833-743-3847

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[www.popspassion.com](http://www.popspassion.com)

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910-633-9572

Executive Director: Dennis Williams, II

## STATEMENT OF PURPOSE

The purpose of the Charlotte Champions for Life Program is to:

- (1) Provide high-quality homework assistance and academic tutoring to help students (particularly students in high-poverty areas and those attending low-performing schools) meet school standards in reading and mathematics based on NC Common Core Standards.
- (2) Offer students an array of enrichment services such as art, music, recreation, technology education, character education and youth development activities to reinforce and complement regular academic programs.
- (3) Offer families related educational development and evidence-based parenting education.

## PARENT EXPECTATIONS

Our program is funded by donors and parent fees.

**We do require that parents:**

1. **Attend Orientation**
2. **Make an appointment to complete a Student Action Plan**
3. **Attend at least 80% of parent workshops, programs, orientation, etc.**
4. **Help their child maintain a minimum 80% attendance rate.**
5. **Provide a minimum of 10 hours of volunteer time each school year and/or donations.**

## GENERAL OPERATION

This program is operated by POP's Passion dba Charlotte Champions for Life in the Caldwell Center of Faith Memorial Missionary Baptist Church at 211 Lakewood Avenue, Charlotte, NC 28208. It is open after school from 3 pm until 6:00 p.m.

Our Open/Close Schedule is based on Charlotte-Mecklenburg School's schedule for regular school days and extreme weather conditions.

## ENROLLMENT

Our program targets elementary and middle school students who attend Title I schools but is open to students from other schools. Students will be admitted without regard to race, color, religious belief, national origin or gender and is on a first-come-first-serve basis until we reach capacity. Parents must notify us IMMEDIATELY of changes in name, address and phone numbers where you can be reached in case of emergency.

## CURRICULUM

We concentrate on helping students with homework, tutoring and providing Common Core exercises. **However, parents are still responsible for checking homework to insure that it is correct and completed.** Our main focus areas are English and Math with time set aside for recreational periods and enrichment activities. Shortly after your child is enrolled, we will work with you to identify student academic strengths and weaknesses by completing a Student Action Plan. We ask for releases to conduct discussions with teachers with your permission and to make copies of students' report cards, progress reports and EOG reports as available.

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### **PROGRAM SCHEDULING & SIGNING IN**

Our afterschool program starts and ends in conjunction with the Charlotte-Mecklenburg school calendar. We follow CMS' lead on our open/close schedule. Our operating hours are 3pm-6:00pm.

For afterschool, students will be signed in by a staff member upon entering and must be signed out by a parent or approved pick-up person 16 years or older or staff driver.

### **ATTENDANCE**

Our students are required to maintain at least an 80% attendance rate. Should your child's attendance fall below that rate, we will send you written notification and a time period for improvement. If the low attendance rate persists, your child may be subject to dismissal from the program.

### **SECURITY/SAFETY AND FIELD TRIPS**

The safety of your child is our primary concern. For that reason, students will not be allowed to leave the premises with anyone except a parent/guardian or persons designated by you to pick them up. We require a note in writing or by email sent to [charlottechampions@mail.com](mailto:charlottechampions@mail.com). Identification will be required of persons not known by the staff.

Should we take field trips, permission slips must be signed and dated by a parent/guardian in order for your child to attend.

### **LATE FEES**

We charge a late fee of \$2 per minute after closing hours. Payment is expected at the time—unless other arrangements are made.

### **CLOTHING AND PERSONAL BELONGINGS**

Students should wear comfortable clothing and shoes. Advertisements such as “hard rap” groups, alcoholic beverages, and immodest messages are not acceptable. While we make every effort to help children find lost items, we cannot be responsible for items brought from home. Parents are encouraged to check the Lost & Found Box.

Students are asked NOT to bring or handle personal items such as cell phones, video games, MP3's, CD players and other personal electronic items, toy guns or weapons of any kind or money while in afterschool.

### **PARENTS VISITING THE CENTER**

Parents are permitted access to the Afterschool Club at any time their child is in attendance by first stopping by the office. We encourage you to discuss your concerns and questions both informally and by scheduling a conference to talk about your child's specific issues.

### **FOOD**

Students are served a nutritious snack each day. We do not force a child to eat anything placed on their plate, but we do not substitute food choices except in the case of allergies or a special diet documented by a physician. We will keep the note from the physician in the student's file. No student, however, is forced to eat something they do not want. **Note that gum is never allowed.**

### **DISCIPLINARY PRACTICES**

The discipline goal for each student is self-control. No form of corporal punishment will be used for disciplinary purposes with your child, nor will punishment be associated with food, or toileting accidents. If the teacher has a problem with a student that cannot be resolved, the student will be sent to the Afterschool Director. If the Director is not successful in dealing with the student, the parent will be called immediately. (See attached Discipline Policy)

**We will make every attempt to correct the problem; however, students who consistently show disobedient or abusive behavior may be asked to leave the program.**

### **ILLNESS**

Please do not send your student to the program if she/he has a fever or shows signs of illness. If your child becomes ill in our care, you will be notified as soon as possible.

In the event of an accident or emergency, every effort will be made to notify you immediately. If you cannot be reached, we will attempt to reach the child's physician. In the event the physician cannot be reached, we will secure the medical attention deemed necessary. All precautions for the safety of your child will be taken.

### **MEDICATION**

Prescribed medications will be administered only if it is in the original container, clearly labeled with the child's first and last name, prescription number, expiration date, and dosage. A signed medication authorization form must be completely filled out prior to dispensing any medication. We must have specific time intervals or symptoms such as fever, congestion or cough. As per HIPPA, student medical conditions will be considered confidential.

### **SCHEDULES AND ROUTINES**

Included in the Parent Handbook are our routine schedules. We also will post and make available routine schedules for daily operations. However, please note that there may occasionally be changes due to unforeseen circumstances. Depending on the age and/or maturity of the child, students will be escorted or monitored going to the restroom and water fountain.

### **DSS NOTIFICATION**

Note that we are required by law to report any suspected child abuse, neglect, exploitation or deprivation cases to the Mecklenburg County Department of Child & Family Services.

Parents also are encouraged to report suspected cases to 704.336.CARE.

### **PARENT PERMISSION**

By enrolling your child and signing the Permission Form, you give us permission to conduct discussions with teachers/school staff with your permission and to make copies of students' report card, progress reports and EOG reports as available.

You also give us permission for photographic, video and online use of child's image for public relations purposes.

### **CRIMINAL BACKGROUND CHECKS**

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All staff and volunteers working with students must undergo criminal background checks at the federal, state and local level. A current and accurate criminal history check must be completed for all individuals, paid or unpaid, working with children either in person or via phone/internet in the program prior to that individual working with students including, but not limited to certified teachers, any school district staff, and any person who will be tutoring or directly working with students.

### **PARENT COMMUNICATION**

Parents should expect:

- Requests for communication responses and appointments will be responded to within 24 and 48 business hours at the most.
- Impromptu meetings after afterschool has ended will be accommodated, if possible.
- Immediate contact will be made for any potentially serious health issues.
- Notification of a single or ongoing serious issue or problem.

In return, parents are responsible for communicating:

- Changes in family situations (divorce, new baby, move, etc.) that may impact their child's behavior
- Medical issues that can impact the student's health
- Family emergencies, etc., with a written note.
- The need for an appointment with a teacher or afterschool director
- Any changes in contact information or pick up procedures.

### **Confidentiality**

We consider the following information confidential:

#### **STUDENT INFORMATION:**

- Grades and assessment data
  - Information that a student chooses to discuss confidentially
  - Teacher feedback to an administrator
  - Punishment Information
  - Student Lists and contact information
- a. Parent Information:
- Parent telephone/e-mail lists
  - Parent preferences
  - Billing/Payment Matters

Under the Family Educational Rights and Privacy Act, parents also have the right to inspect their child's records and to request that any errors in their child's records be corrected.

### **VOLUNTEERS**

Volunteers are always highly encouraged. We will make every attempt to match volunteers with their interests and best times available, as well as provide an orientation. However, we will require that volunteers complete an application, pass criminal background checks, adhere to positive behavior standards, be as prompt as possible in attendance and time, sign in and out on the Volunteer Sheet and follow general operating principles of our organization. Should there be any ongoing issues between a volunteer and staff or students, the volunteer

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will understand that they serve at the pleasure of the program and may be asked to leave the program with or without cause.

### **DISCIPLINE POLICY**

The purpose of this Discipline Policy is to insure the safety of all students, to demonstrate proper behavior in an afterschool school setting and to promote the best learning environment for all students.

#### **Afterschool Program Rules**

- \* We respect ourselves, others and property.
- \* We are students with integrity who are helpful, responsible, trustworthy, and who follow the rules.

#### **Specific Classroom Rules and Expectations**

1. Everyone must be prepared for class on time.
  - \*be unpacked, seated, and ready to listen to further teacher instructions
  - \*have the materials you need for class (pencils, paper, textbook, homework, journals)
2. Permission must be granted:
  - \*to speak during class
  - \*to leave seat during class
  - \*to leave the classroom at anytime
3. Respect is expected for and from everyone:
  - \*in language
  - \*in behavior
  - \*to all property (students', teachers', school's)

THIS INCLUDES KEEPING YOUR DESK/WORK AREA FREE FROM CLUTTER AND TRASH.

#### **Bus Safety Rules**

- |                                    |   |
|------------------------------------|---|
| A. Stay in your seat               | B. Keep hands to yourself               |
| C. Talk quietly                    | D. Follow the Driver's instructions     |
| E. Keep all body parts inside      | F. No throwing items from the bus       |
| G. No profanity or obscene actions | H. Seat belts must be worn at all times |

#### **Leaving the Bus –**

1. Remain seated until the bus comes to a complete stop.
2. Exit the bus in an orderly manner.
3. Cross in front of the bus.

#### **Actions With Automatic Consequences\***

- |                             |   |
|-----------------------------|---|
| 1. Fighting                 | 2. Bringing a Weapon on the Premises                  |
| 2. Cursing                  | 3. Property Destruction or Vandalism                  |
| 4. Inappropriate Touching   | 5. Possession or Under the Influence of Drugs/Alcohol |
| 6. Bullying or Intimidation | (*to be determined by administration)                 |

#### **Consequences for Infractions**

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A concerted effort is made to match the consequence with the infraction. Our goal is for the inappropriate behaviors to diminish and students to understand the importance of following the rules. Parent support is crucial for the student to progress to this understanding.

Talking with the student(s) -- Teachers/Supervisors will take time to discuss the situation and choices with the student. Redirection of behavior is the goal. This is implemented as quickly after the infraction as possible in a private manner. This method is used from the first minor infraction through to the more serious infractions.

- **Restriction of Activities** -- Student activities will be restricted at teacher's discretion.
- **Writing an Office Referral** -- Teachers/Supervisors will refer a student to the office for major infractions which require further discipline.
- **Contacting the Parent** -- Parents will be contacted if the student persists in disrupting the class.
- **Suspension/Expulsion** -- A decision regarding suspension or expulsion will be made after meeting with parents and at the discretion of the Director and/or Executive Director.

### **BULLYING & HARASSMENT**

Bullying and harassment are not allowed--this includes bullying of students and employees. Bullying or harassing behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that: 1) Places a student or employee in actual and reasonable fear of harm; 2) Creates a hostile environment. No student or employee shall be subjected to bullying or harassing behavior by other students or staff, and no person shall engage in any act of reprisal or retaliation for reporting bullying or harassment.

If staff, a volunteer or a student witnesses or has reliable information about an incident, the supervising teacher/tutor is required to intervene and/or report ANY bullying incident to the site director and/or parents. Failure to do so can result in appropriate consequences including and up to expulsion or firing for students, employees and volunteers.

**2019-20 DAILY SCHEDULE**  
**CHARLOTTE CHAMPIONS FOR LIFE AFTERSCHOOL CLUB**

	<b>AFTERSCHOOL SCHEDULE of ACTIVITIES</b>
3:00 - 5:00pm	ARRIVALS
4:00 - 4:45pm	SNACK ( Rolling )
4:15 - 4:45pm	FELLOWSHIP HALL/OUTSIDE ( Rolling)
4:45 – 6:00pm	<b>HOMEWORK/REMEDIATION Monday - Thursday</b>
5:30 – 6:00pm	<b>Pick Up</b>
3:00 - 6:00pm	<b>FUN FRIDAY ACTIVITIES (Art, Games, Field Trips, etc)</b>



## **INTERNET/COMPUTER USAGE POLICY**

### **A. Overview**

In accordance with the Children's Internet Protection Act, we will seek to provide internet safety 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).

We also will: 1) Monitoring the online activities of minors to promote Internet Safety; and 2) as required by the Protecting Children in the 21st Century Act, we will provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.

This afterschool program provides an electronic communications and wireless connection network that allows students external access to the Internet. Access to the Internet is a privilege provided to students solely to support student education, research and career development, and is therefore subject to certain restrictions. These guidelines apply to all students and include all aspects of network use, whether by desktop, laptop, iPad, smart phone, etc., owned by the afterschool, individual student, parent or other third party. Violations of any provision of these guidelines may result in cancellation of the student's access to the internet and possible disciplinary actions.

This afterschool program cannot completely control the content of the available information on the Internet. But we do not condone access to objectionable material and we will take precautions to inhibit access to it. Parents are encouraged to instruct their children regarding materials they do not want them to access.

### **B. Access to Information**

Students will be able to access information that may include:

1. Information, news, and resources from businesses, libraries, educational institutions, government agencies, research institutions, online textbooks and tutorials, other digital media content, and a variety of other sources;
2. Public domain and shareware software;
3. Telecommunications with individuals and groups around the world.

### **C. Digital Rules**

Users must abide by Digital Citizenship rules, which include, but are not limited to:

1. Students must be polite; rudeness will not be tolerated;
2. Students must use appropriate language; use of profanity, vulgarities, abusive, or inappropriate language will not be allowed;
3. Students must practice appropriate online behavior when using PTDs;
4. Cyberbullying of any kind will not be permitted; (Cyberbullying is defined as the use of information and communication technologies, including but not limited to email, cell phones, text, still photograph or video messages, instant messaging, defamatory personal web sites, and online personal or public web sites or journals, to convey an offensive, racial, derogatory, bullying, or obscene message to another person, including but not limited to references to race, color, ancestry, national origin, gender, socioeconomic status, academic status, gender identity or expression, sexual orientation, religion, physical or sensory disability, and/or physical appearance.)

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5. In any electronic communications, students must not reveal any personal information about others, such as full name, personal address, or phone numbers;
  6. Students should release their own personal identification information with discretion, and only when such release supports a student's education or career development.
- Note that the afterschool is not responsible for any damages or injuries suffered as the result of a student releasing personal identification information.

### **D. Unacceptable Uses**

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

1. Taking any actions that may disrupt the afterschool Internet.
2. Knowingly introducing or attempting to introduce viruses or other malware into the network;
3. Unauthorized access ("hacking") into computer systems or networks;
4. Logging into the network on a personal account and allowing others to access that account, unless permitted by an instructor for collaboration purposes;
5. Accessing proxy avoidance sites;
6. Encouraging or committing unlawful acts or using the network to promote illegal activities;
7. Accessing or using threatening or obscene material;
8. Accessing pornography;
9. Using 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;
10. Sending or soliciting abusive or sexually oriented messages or images;
11. Accessing material that is harmful to minors;
12. Violating copyright laws, including duplication of software or plagiarism;
13. Utilizing the afterschool network for commercial purposes;
14. Providing political or campaign information or lobbying for a political cause or candidate unless directly connected to an instructional activity;
15. Operating a business for personal gain, sending chain letters, or soliciting money for any reason;
16. Posting photographs or school work of an individual student on student-created webpages without confirming that a Photo and Video Release form has been signed by the student's parents;
17. Posting personal information about students or staff without proper authorization;
18. Forwarding personal communications without the author's prior consent;
18. Distributing material protected by trade secret;
21. Downloading, installing, or otherwise using unauthorized games, music, public domain, shareware, or other unauthorized programs on any afterschool computer or network.

### **E. Monitoring and Filtering**

The afterschool will maintain the right to monitor the online activities of students and to maintain software in order provide Internet control and filtering. The filtering software is intended to allow valuable online Internet access while, to the extent possible, inhibiting access to content that is obscene, pornographic, harmful to minors, or whose purpose is to promote, encourage or provide the skills to commit illegal activities, including gambling, use

of illegal drugs, hate speech, or criminal skills. The filtering software is also intended to prohibit access to sites for online merchandising, alternative journals, and games.

#### **F. Security and Damages**

The security and maintenance of electronic devices not owned by the afterschool rests solely with the individual owner if it is stolen, lost, damaged or infected with a virus. Willful destruction of afterschool-owned electronic devices will be handled on a case-by-case basis.

### **STUDENT COMPUTER AND INTERNET USE POLICY**

**I understand, accept and agree to abide by the following statements.**

These rules are intended to provide general guidelines and examples of prohibited computer and Internet uses, but do not attempt to state all required or prohibited behavior by users. Failure to comply with this Student Computer and Internet Use Policy and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

#### **A. Computer Use is a Privilege, Not a Right**

Students use our computers, networks and Internet services as a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary action. The Afterschool director (in consultation with teachers or staff) shall have final authority to decide whether a student's privileges will be denied, suspended or revoked.

#### **B. Acceptable Use**

Students will be allowed access our computers, networks and Internet services for educational purposes and research consistent with the our educational mission, curriculum and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communications based on the Internet and Computer Usage Policy. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing our computers, networks and Internet services.

#### **C. Prohibited Use**

The user is responsible for his/her actions and activities involving our computers, networks and Internet services, and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

- 1. Accessing Inappropriate Materials** - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
- 2. Illegal Activities** - Using our computers, networks and Internet services for any illegal activity or that violates other policies, procedures and/or rules;
- 3. Violating Copyrights** - Copying or downloading copyrighted materials without the owner's permission;
- 4. Cyberbullying** -- The use of information and communication technologies (including but not limited to email, cell phones, text, still photograph or video messages, instant messaging, defamatory personal web sites, and online personal or public web sites or journals) to direct

an offensive, racial, derogatory, bullying, or obscene message at another person, including but not limited to references to race, color, ancestry, national origin, gender, socioeconomic status, academic status, gender identity or expression, sexual orientation, religion, physical or sensory disability, and/or physical appearance.

**5. Plagiarism** - Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc). When Internet sources are used in student work, the author, publisher and Web site must be identified;

**6. Copying Software** - Copying or downloading software without the express authorization of the system administrator;

**7. Non-School-Related Uses** - Using our computers, networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes, or for any other personal use.

**8. Misuse of Passwords/Unauthorized Access** - Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts;

**9. Malicious Use/Vandalism** - Any malicious use, disruption or harm to the our computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses;

**10. Unauthorized Access to Chat Rooms/News Groups** - Accessing chat rooms or news groups without specific authorization from the supervising teacher

#### **D. No Expectation of Privacy**

We retain control, custody and supervision of all computers, networks and Internet services owned or leased by us . We reserve the right to monitor and/or filter all computer and Internet activity by students. Students have no expectation of privacy in their use of computers, including e-mail and stored files.

#### **E. Compensation for Losses, Costs and/or Damages**

The student and/or the student's parent/guardian shall be responsible for compensating for willful destruction of devices that leads to losses, costs or damages incurred unit related to violations of this policy and/or these rules, including investigation of violations. The afterschool shall not be considered liable for any damages or losses that may incur to personal devices.

#### **F. POP's Passion dba Charlotte Champions for Life Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use**

We assume no responsibility for any unauthorized charges made by students, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

## **PRIVACY RIGHTS**

The **Family Educational Rights and Privacy Act (FERPA)** affords parents and students who are 18 years of age or older certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the afterschool receives a request for access (with every attempt made to provide records sooner than the limit). Parents or eligible students should submit to the afterschool director a written request that identifies the records they wish to inspect. The afterschool official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the afterschool to amend a record should write the director, clearly identify the part of the record they want changed and specify why it should be changed. If the afterschool decides not to amend the record as requested by the parent or eligible student, the afterschool will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the afterschool discloses personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to summer camp/afterschool club officials with legitimate educational interests. A school/afterschool official is a person employed by the summer camp/afterschool club as an administrator, supervisor, instructor, support staff member (including health or medical staff and law enforcement unit personnel), or a person serving on the summer camp/afterschool club board. A summer camp/afterschool club official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the summer camp/afterschool club would otherwise use its own employees and who is under the direct control of the summer camp/afterschool club with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another afterschool official in performing his or her tasks. An afterschool official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. In addition, upon request, the afterschool discloses education records without consent to officials of another afterschool in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. A record of disclosures of the education records will be maintained. A parent may inspect and review that record.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the afterschool to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5920

**Inclement Weather Policy**

**At all times, we will follow the open/close policy of Charlotte-Mecklenburg Schools for snow, storms, etc.**

**Emergency Preparedness Plan -- "IF IN DOUBT, WE WILL CALL 911"**

The safety of all students and staff are the highest goals in the event of an emergency. The director or anyone in a position of authority should be immediately notified should an emergency become apparent.

A general announcement of a lock-down due to police searches or an area emergency means that teacher will at a minimum get children away from doors and windows and, if needed, place a heavy object against the door to block entrance. If an evacuation is ordered for such causes as a fire, bomb threat, explosion, flood, severe thunderstorm, severe winter storm, hurricane, toxic fumes, electrical failure or structural failure, the following three scenarios will be considered:

1. In-place evacuation to bathrooms, gym or closets for events such as a tornado or outside chemical release.
2. On-site evacuation out of the building and into the upper parking lot for events such as structural damage.
3. Off-site evacuation to Masonic Lodge as the first evacuation site and the Lakeview community park on Kaylenne as the second site for on-site emergencies.

The following actions for accompanying emergencies will be followed:

Fire

- A. Stay low and evacuate all students from the area to the outside away from the building. Make sure all students are accounted for.
- B. If the fire is small, do not hesitate to use the fire extinguisher if trained. If not, activate the fire alarm as quickly as possible
- C. Call 911
- D. Have an administrator to direct fire department to scene--teachers stay with students  
Note that smoke color may indicate potential danger but do not try and guess. For example:
  - A. Yellow smoke may indicate toxic gases. Evacuate immediately and do not try to extinguish flame.
  - B. Gray smoke with brown wisps may be an electrical fire. Evacuate immediately and stay clear of area.
  - C. Gray-black smoke indicates a primary fire. The first priority remains evacuation.

Fire

- D. Stay low and evacuate all students from the area to the outside away from the building.

Minor Illness or Injury

- E. Treat with medical supplies on hand.
- F. Anything that requires more than a band aid, light application of ice or the child needs to lie down, contact parent.
- G. Evaluate periodically to see if further medical attention is needed.
- H. Make sure someone is with child until parent arrives.

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- I. Document condition and actions and place in child's file.

### Major Illness or Injury

- A. Stabilize child and utilize first aid techniques.
- B. Call 911 and parent.
- C. Make sure someone stays with child.
- D. Administrative staff should go to emergency facility and wait until parent has some word of child's condition.

### Death

- A. We will Call 911, request emergency assistance and tell nature of call.
- B. We will contact police and give them the parent's contact information, allow them to notify family members.
- C. Do not move the body. All children should be moved to a separate part of the building away from the body. Children should only be told what is essential for them to know.
- D. News media should be steered to the director.
- E. We will be prepared to follow up with counseling for children.

### Gas Leak

- A. If anyone reports smelling gas, we will act quickly. Open windows immediately.
- B. Call 911 or Gas Company.
- C. Do not turn any electrical switches on or off and eliminate all flames.
- D. Check all gas taps and turn off.
- E. If necessary, turn off the gas main. The shutoff valve is next to the meter. Use a wrench to turn off the valve a quarter turn in either direction.
- F. If the odor remains strong, evacuate immediately.
- G. Do not return to the building until Fire Department announces it's safe.

### Tornado/Hurricanes

- A. All children should be moved to one of the designated safe places such as bathroom, closet or gym.
- B. Make sure to do a head count before moving to a safe place and after arriving at safe place.
- C. Direct children away from any windows or doors and to sit on floor with shoes on.
- D. Direct children to kneel on their knees with their heads between their legs and covering their heads with their hands.
- E. Maintain voice contact with other staff persons.
- F. After being absolutely sure storm has passed, check for fire, water or structural damage and call 911 if needed.

CCFL AFTERSCHOOL CLUB PARENT HANDBOOK

I ACKNOWLEDGE THAT I HAVE RECEIVED THE CCFL  
AFTERSCHOOL CLUB PARENT HANDBOOK AND I AGREE TO:

- ATTEND ORIENTATION
- COMPLETE A STUDENT ACTION PLAN WITH MY CHILD'S  
AFTERSCHOOL TEACHER
- ATTEND AT LEAST 80% OF PARENT WORKSHOPS,  
STUDENT PROGRAMS, ETC.
- GIVE PERMISSION FOR CHARLOTTE POP'S PASSION DBA  
CHARLOTTE CHAMPIONS FOR LIFE TO RECEIVE MY  
CHILD'S EOG, GRADING, ATTENDANCE AND DISCIPLINE  
RESULTS FROM CMS.
- IF MY CHILD IS A SCHOLARSHIP RECIPIENT, GIVE  
PERMISSION FOR MY FAMILY'S INCOME INFORMATION &  
CHILD'S INFO TO BE SHARED WITH THE CITY OF  
CHARLOTTE.
- MAINTAIN A MINIMUM 80% ATTENDANCE RATE FOR MY  
CHILD IN THE PROGRAM
- COMPLY WITH THE COMPUTER/INTERNET POLICY
- VOLUNTEER AT LEAST 10 HOURS PER SCHOOL YEAR,  
AND/OR ATTEND PROGRAMS AND/OR MAKE DONATIONS.
- ALLOW AFTERSCHOOL STAFF TO CONTACT SCHOOL  
OFFICIALS REGARDING MY CHILD IN CONSULTATION  
WITH ME IN ACCORDANCE WITH THE FEDERAL FAMILY  
EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).
- USE PHOTOGRAPHIC, VIDEO AND INTERNET LIKENESSES  
OF MY CHILD TO HELP PROMOTE THE PROGRAM

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PARENT SIGNATURE

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DATE

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CHILD/CHILDREN'S NAME



# CCFL AFTERSCHOOL CLUB PARENT HANDBOOK