**PUT YOUR SITE LOGO HERE – DON’T FORGET TO INCLUDED THE 21CCLC LOGO ☺**

SITE NAME

21st Century Community

Learning Center (21CCLC)

Parent Handbook

**Overview of 21CCLC Programming**

**Welcome to the 21st Century Community Learning Center – SITE NAME!**

We are so excited that you are joining us as we work towards improving the future for all children AT YOUR SITE. This Parent Handbook is connected to the 21st Century Community Learning Center (21CCLC) grant and can be used as guide to understanding how our school, community, home partnership can make our kids succeed in school and in life. Thank you for sharing your children with us!

**Contact Info**

SITE INFO

**What is the 21st Century Grant?**

In YEAR, YOUR SITE wrote for and received funding from the Iowa Department of Education’s 21st Century Community Learning Center funds. These dollars allow us to serve children with BEFORE/AFTER SCHOOL PROGRAMMING at YOUR SITE with programming that focuses on academics and enrichment opportunities as we work to improve reading and math, explore different hobbies and interests, and allow for lots of gym and outdoor time, INSERT SITE SPECIFICS HERE. Behind the scenes, we’re keeping track of all the good things done and telling the State of Iowa all about it!

**How do I enroll my child in programming? What’s up with all this paperwork?**

All 21CCLC Families will be asked to complete an enrollment packet one time every year that will collect basic information like contact info, some basic demographic info, and signatures giving us permission to access the following information: OR WHATEVER YOUR SITE COLLECTS (SEE EXAMPLE BELOW)

* Attendance
* Power School Permission
* FAST Scores
* Iowa Assessment Data
* Attendance
* Office referrals

YOUR SITE tracks all this data because we’re required to let the State of Iowa know how and what we are doing with the money we receive to support programming. All of the data we report is anonymous and we never single a child out for their performance. The State does ask us to provide pictures and success stories. We ask that parents give permission for us to take and use photos, video, etc. and when stories are shared, we use different names to protect the privacy of those involved.

**What will my child get to do in this program?**

**Daily Operations and Schedule:**

INSERT PROGRAM SCHEDULE

**Activities and Programs:** While with us your child will get to be involved with so many cool enrichments and activities. These opportunities are based on the interest of the kids attending as well as their area of need. A few examples of these include: INSERT YOUR OFFERINGS HERE

**What is expected of me and my child?**

**Attendance Expectations: SAMPLE LANGUAGE/INSERT YOUR OWN** When your child participates in daily programming, their worlds are opened to so many different opportunities! Regular attendance means that your child is gaining so many good things that can benefit them both now and later in life. It is expected that when you enroll your child in programming that they attend daily. Clearly there are exceptions to this rule – for example, when your child is sick. Communicating with staff is very important. If you have a worry or concern, please talk to your site coordinator about it. If your child does not attend daily and the reason is not excused, then your family may lose their spot in the program and the next family on the waiting list will have an opportunity to join.

**General Rules and Procedures**

* INSERT YOUR RULES HERE

**Is there a cost to be a part of this?** No! All of these programs are free thanks to the grant. UNLESS YOU CHARGE FEES (P.S. NOT A BEST PRACTICE) AND THEN YOU’D LIST THESE HERE.

# PARENT HANDBOOK ACKNOWLEDGEMENT



I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have received and read the

 **Print Name**

YOUR SITE/21CCLC Parent Handbook. I have had the opportunity to ask any questions I have regarding the contents of the handbook.

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 **Signature of Parent** **Date**

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 **Signature of Staff** **Date**