

**Carter Lake Elementary
21st Century Program Registration Form
Semester 1 (2021-22)**

Register for 21st Century programs! **Complete one (1) form for EACH STUDENT** in order to enroll.

Enrollment occurs on a first come, first served basis due to limited space.

After form is returned to the school, the student is then able to participate.

****LAST DAY OF SEMESTER 1 PROGRAMS WILL BE FRIDAY, JAN 14TH****

Participant Information:

Student Name: _____ Grade: _____ Teacher: _____

Parent/Guardian Name: _____

Email: _____ Phone: _____

After programs at 5:15 pm, my child will:

Go to Boys and Girls Club (Must be enrolled in Boys and Girls Club)

Walk home

Get Picked up by: _____ Phone: _____

Does your child have:

Medical condition? ___ Yes No ___ If yes, please explain: _____

Allergies? ___ Yes No ___ If yes, please explain: _____

Accommodations during the school day? ___ Yes No ___ If yes, please explain: _____

PARENT/GUARDIAN PERMISSION: Sign below to give permission for your child listed above to participate in before and/or after school programs at Carter Lake Elementary. Also, please review the 21st Century Behavior Policy listed at the end of this packet.

Parent/Guardian Signature _____ Date: _____

Return this form to Carter Lake Elementary School ASAP.

NOTE: After form is returned, 21st CCLC staff will contact you regarding a start date for your child(ren).

Programs are funded by 21st Century Community Learning Center grants in partnership with Council Bluffs Community School District.

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Student Name: _____ Grade: _____

AFTER SCHOOL PROGRAM OPTIONS

(Monday 2:05- 5:15 and 3:45 - 5:15 PM Tuesday- Friday)

- Mark your student's first option with a 1. Mark your student's second option with a 2.
- Check "NOT ATTENDING" for the day(s) your child will not be attending programs.

<p>Monday: ___ Large Group Activity & Movies ___ NOT ATTENDING</p>	<p>Tuesday: ___ Legos (K-3) ___ Robotics (3-5) **This is a full school year program ___ Cheer (1-5) ___ NOT ATTENDING</p>	<p>Wednesday: ___ Craft Club (K-3) ___ Future Soccer (K-5) ___ Sisterhood (4-5) ___ NOT ATTENDING</p>
<p>Thursday: ___ Book Club (K-3) ___ Book Club (3-5) ___ Fontenelle Forest (K-2) ___ NOT ATTENDING</p>	<p>Friday: ___ Omaha Zoo (K-3) ___ Future Fitness (2-5) ___ Food, Fun and Learning with Rhonda (K-5) ___ NOT ATTENDING</p>	

OFFICE USE ONLY

Date Received: _____ Entered into CS: _____ Notified Parent(s): _____

by Email / Phone

Completed by: _____

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FOR YOUR INFORMATION - Please keep these last pages for future reference!

General Information

- ❖ **LAST DAY OF SEMESTER 1 PROGRAMS - Friday, January 14th.**
- ❖ Students will enjoy a healthy snack each day.
- ❖ Programs end at 5:15 pm each day.
 - Please do not plan to pick up your child before this time in order for them to complete the activity.
- ❖ There are no before or after school programs if the school is closed (holidays, snow days, school vacation, etc.). We may also cancel clubs due to conferences in October, but this is TBD.
 - ❖ **Aug. 23 - First day of semester 1 AM clubs**
 - ❖ **Sept. 13- First day of Semester 1 PM clubs**
 - ❖ **Oct. 22 - No School**
 - ❖ **Nov. 24-26 - No School/Thanksgiving Break**
 - ❖ **Dec. 20-Jan. 3 - No School**
 - ❖ **Jan. 14 - Last day of Semester 1 Programs**
- ❖ 21st Century programs are free to children in K-5th grade enrolled at the school.
- ❖ Enrollment occurs on a first come, first served basis due to limited space. After form is returned to the school, the parent/guardian will receive an email/call confirming student(s) enrollment from 21st CCLC staff.

Attendance Policy

In order to serve families and students who want to participate, if a student is absent three (3) times from an activity for which they registered without any communication from the parent/guardian regarding their absence after school, the student may be removed from their registered program. The parent/guardian will be contacted if this occurs.

Enrollment Policy

Once a student is enrolled in the 21st Century before and/or after school programs, if their parent or guardian decides to unenroll them for any reason the students will not be allowed to re-enroll into the program until the following semester.

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Behavior Policy

Repeated disrespectful, unsafe or violent behavior (both physical and verbal) will not be tolerated in 21st Century before and after school programs. The "three strikes" procedure will include:

1. Contact parents regarding behavior and note communication/details in PowerSchool log entries as first offense.
2. Contact parents regarding behavior and note communication/details in PowerSchool log entries as a second offense and students will not be allowed to attend for the rest of the week.
3. Contact parents regarding behavior and note communication/details in PowerSchool log entries as a third offense and students will not be allowed to attend for the rest of the school year.

Late Pick Up Policy

All Carter Lake 21st Century programs end at 5:15 pm unless otherwise communicated due to a field trip or special event. However, there is extended care until 6 pm. If students are not picked up by 6 pm, the following process will occur:

- | | |
|-----------------|---|
| 1st time | Call the parent/guardian and wait for arrival. Explain policy steps. |
| 2nd time | Call the parent/guardian and wait for arrival. Remind them of the policy and inform them after the 3rd late pick up their child will not be able to participate in 21st Century programs. |
| 3rd time | Call the parent/guardian and wait for arrival. Explain their student(s) will no longer be able to participate in the 21st Century programs until further notice. |

We request the parents and guardians:

- Remain outside the building at pick-up, practice social distancing and follow staff directions when picking up your student.
- Report to 21st CCLC any exposure, or possible exposure to COVID-19 among any member of the family.
- Refrain from sending toys, soft or plush items or cell phones with children, and label all items that are allowed.
- Keep sick children at home, and promptly pick up any sick child being sent home.
- Follow, and when appropriate, respond promptly to 21st CCLC communication.

Check out our Facebook page!

www.facebook.com/CB21stCCLCCarterLake

21st Century Program Staff

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