

**Carter Lake Elementary
21st Century Program Registration Form
Semester 2**

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 2 PROGRAMS WILL BE FRIDAY, MAY 28th****

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).

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

Student Name: _____ Grade: _____

BEFORE SCHOOL:

AM LITERACY PROGRAM OPTIONS (7:30 - 8:30 AM, Monday - Friday)

Check off which day(s) your student will attend in the MORNING. Space is limited.

Monday: ___ Attend	Tuesday: ___ Attend	Wednesday: ___ Attend	Thursday: ___ Attend	Friday: ___ Attend
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AFTER SCHOOL PROGRAM OPTIONS

(Monday 1:05- 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.

Monday: ___ Large Group Activity & Omaha Children's Museum <input type="checkbox"/> NOT ATTENDING	Tuesday: ___ Legos (K-3) ___ Robotics (3-5) ___ STEM (K-5) <input type="checkbox"/> NOT ATTENDING	Wednesday: ___ Craft Club (K-3) ___ Wildlife Adventures (K-5) ___ Sisterhood (4-5) <input type="checkbox"/> NOT ATTENDING
Thursday: ___ Book Club (K-3) ___ Book Club (3-5) ___ Yoga (3-5) <input type="checkbox"/> NOT ATTENDING	Friday: ___ Omaha Zoo (K-3) ___ Soccer Club (2-5) <input type="checkbox"/> NOT ATTENDING	

OFFICE USE ONLY

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

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by Email / Phone

Completed by: _____

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

If CBCSD is in the Hybrid phase at the start of the 2nd Semester- Kids will be allowed to come to clubs on their In-Person school days. Group 1: Tuesday and Thursday and Group 2: Wednesday.

General Information

- ❖ **LAST DAY OF SEMESTER 1 PROGRAMS - Friday, January 15th. Semester 2 will begin Monday, January 18th.**
- ❖ 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 will also not have clubs during conference week. (Dates TBD)
 - ❖ **January 15th- Last Day of Semester 1 Programs**
 - ❖ **January 18th- First Day of Semester 2 Programs**
 - ❖ **March 18th- Student Vacation Day**
 - ❖ **April 2-5th- Spring Break**
 - ❖ **May 28th- Last day of Semester 2 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 student 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 third offense and student 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. |

Check out our Facebook page!

www.facebook.com/CB21stCCLCCarterLake

21st Century Program Staff

Lindsay, Site Facilitator
ldoane-large@cbscd.org

Jessica Walter, Program Coordinator
jwalter@cbscd.org

Nikki Clausen, Program Director
nclausen@cbscd.org

Elana, Zalar, Assistant Director
ezalar@cbscd.org

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We take the safety of our staff and students seriously, and have implemented a number of precautions in response to COVID-19. In addition to the precautions outlined below, we are closely following guidelines from the Pottawattamie County Public Health Department, and the Council Bluffs Community School District.

21st CCLC will:

- Offer secure, sanitary parent pick-up, using social distancing outside the building.
- Clean and sanitize surfaces, supplies and equipment before and after use. Custodial staff will also Victory Electrostatic spray all areas each evening.
- Require temperature checks of children and staff. Children and staff with a temperature above 100.4, or with any COVID-like symptoms will be sent home.
- Group children by age and limit groups to 15 or fewer people when possible.
- Monitor children and staff for symptoms of illness, separate sick children and send home as soon as possible.
- Require frequent handwashing & hand-sanitizing upon entering the gym or classroom, before and after snack and when transitioning to a different area.
- Maintain a fun environment with age-appropriate activities, built on fostering a learning atmosphere and promoting positive relationships between children and staff.
- Following district guidelines, children and staff will be expected to wear a face covering when social distancing is not possible, and are highly encouraged to wear a face covering at all times.
- Communicate with families regularly through email, text messages, social media, and face-to-face.

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.

Site management are encouraged to direct COVID response questions to the main office, and they may not be able to answer all questions.

21st CCLC is committed to protecting the privacy of our staff members and families.