



OAK RIDGE SCHOOLS
21ST CCLC GRANT
EXTENDED SCHOOL HOUR
PROGRAM



PARENT/STUDENT
HANDBOOK
2022-2023

GLENWOOD AND WILLOW BROOK

The goal of the 21st CCLC Grant extended school hour programs is to provide students with academic and enrichment opportunities and support in order to improve educational progress.

Our philosophy is to join the standards and expectations of the regular day school program with our after school strategies in order to enhance learning and progress. We believe our smaller groups and enrichment activities will help students grow socially as well as academically.

Our mission is for all of our students to experience success in a safe and nurturing environment.

Our vision is for our students to become happy, healthy, contributing members of their communities and the world.

Programming

To begin the 2022-2023 school year, most of our programming will be through direct instruction before and after the regular school day. We will also offer some virtual and contractual programming for our students. The site directors will contact you for scheduling.

*Parent input concerning the program is important. Please contact our staff with any questions or concerns you may have.

District Grant Administrator	Marcia Wade	865.603.1282
Glenwood Site Director	Amelia Bell	865.621.7405
Willow Brook Site Director	Tina Marascia	865.425.3206

*It is the policy of the Oak Ridge Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in any educational programs or activities as required by Title VI and Title VII of the 1964 Civil Rights Acts, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

*Both schools will operate daily classes before school from 7:30-8:15, with students dismissed to their classrooms for breakfast at 8:15. Please see the program information from your site director for specifics.

*Both schools will operate after school programs on Monday, Tuesday, Wednesday, and Thursday. Your site director will provide specific details for classes and times.

*Both schools will provide each child with nutritional snacks. Please notify your site director of any specific allergies or dietary needs on the registration form.

*Our after school programs **will not operate** when regular school is closed for holidays, weather, or emergencies.

*There is no cost for any aspect of our 21st CCLC Extended School Hour Program.

*Parents must complete the registration/permission form and the transportation form in order for your child to attend.

*Students must have a completed permission form to go on any field trip.

*Our program will not replace or provide restitution for lost or damaged personal belongings. Students must be responsible for their own belongings. It is strongly suggested that valuable items be left at home.

*At dismissal, children will either ride the bus, go to ECC, walk home, or be a car rider. Staff must document the transportation type and time for each child before s/he is allowed to leave the campus. Car rider pickups must be prompt. Your child will not be released to anyone who is not listed on your transportation form. In case of an emergency, written permission must be provided in order for another adult to pick up a child. (note or FAX) Identification will be required.

*It is very important that your child have regular attendance in order to succeed in our program. Children must attend a minimum of one hour each day in order to be counted for the day. Regular day absences and early dismissals will be documented through the school office. If your child has to miss an extended

school hour program class, please contact your site director before the absence occurs. Poor attendance could result in dismissal from the program.

*Medications indicated on your registration form will be given by trained staff. If your child becomes ill during our program, you will be notified to pick him/her up. Our staff is certified in CPR and First aid and will handle minor injuries. Guardians will be notified of more extensive injuries and consulted on further emergency medical treatment.

*We respect your child's confidentiality. Names, materials, or records will not be shared or discussed with unauthorized people. Photos or videos of your child may be used within our program. No images will be shared with outside sources without your agreement on the permission form.

*Children should not have electronic devices during the extended school hour program without approval of the site director.

* The students in our extended school hour program are expected to exhibit the same appropriate behavior as during the regular school day. Bullying is not allowed. The same policies and practices will be used as long as your child is at school and/or in our care.

*Our dress code policy is the same one set forth by our school district and the individual schools. Clothing and footwear should be appropriate for the weather and school activities.

*Your child may be withdrawn from our program for continuous disciplinary problems, incomplete forms, repeated late pick up, or inappropriate conduct of a parent or guardian. Drugs, alcohol or weapons are not allowed on campus.

