

STATE COLLEGE AREA SCHOOL DISTRICT COMMUNITY EDUCATION EXTENDED LEARNING (CEEL) PROGRAM



PARENT HANDBOOK 2022-2023

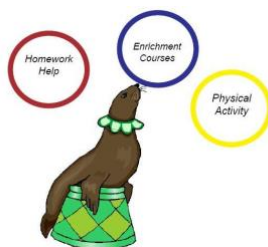


Table of Contents

Mission Statement	3
Financial Assistance	3
Attendance Procedures	3
Behavior Expectations	3
Cancellations/Refunds.....	4
Contact Information	4
Daily Schedule.....	4
Grievance Procedures.....	4
Health/Safety/Medications	5
Inclement Weather Procedures.....	5
Inservice Days/Summer Day Camps	5
Late Pick Up Policy	6
Lost & Found	6
Notification of Changes	6
Outdoor Policy	6
Payment	6
Personal Items	6
Pick-Up Procedures.....	7
Roles & Responsibilities of Parents	7
Staff.....	7
Tax Statements/Invoices/Dependent Care Forms.....	7

Welcome!

We would like to take this opportunity to welcome you and your child(ren) to our Community Education Extended Learning (CEEL) before school and/or afterschool program. This is a district sponsored program with a focus on extended learning. Our goal is to offer a high-quality program that extends the school day through a variety of enrichment activities, homework assistance, community service projects, organized physical activity and free play. We strive to provide a safe and nurturing environment under the supervision of competent, trustworthy, and caring staff.

Mission Statement

The mission of State College Area School District Community Education's Extended Learning (CEEL) program is to provide extra learning opportunities for elementary students in an afterschool program designed to meet the needs of our community. In a relaxed, nurturing environment, surrounded by dedicated professionals, students will engage in activities that cultivate individual creativity, encourage diversity, and promote a healthy lifestyle.

Financial Assistance

Financial assistance is available for families in need. Assistance is evaluated on an annual basis. To apply, visit www.scasd.org/CEEL and click on CEEL Forms at left. A CEEL representative will be in touch once your application has been reviewed by the Scholarship Committee, which meets as needed beginning in August. Scholarships are not retroactive and documentation will be requested before a final award is given.

Attendance Procedures

CEEL staff take attendance daily. If your child attends school during the day, you are responsible for emailing the CEEL supervisor by 2:00 p.m. if your child will be absent from CEEL (i.e. early dismissal due to illness or doctor's appointment, intramurals, etc.) Time is of the essence during attendance so it is important that you notify the supervisor by 2:00 p.m.

- The parent, guardian and/or emergency contact will be notified if a child registered to attend CEEL does not report to the program and is not on the official school absentee list and the supervisor has not been notified by the parent/guardian. This helps ensure the safety of all the children attending our program.
- A student must attend school, and be present at dismissal time*, in order to participate in the CEEL program. Once a student is signed-out of CEEL, he/she is not permitted to return on the same day. *The exception to this is in-school sponsored activities such as intramurals and clubs. Students are typically able to attend activities that are school-sponsored and then finish the day at CEEL. Please check with the site supervisor for specifics regarding this.
- Students who stay for the CEEL program, but are NOT on the daily roster, will be sent to the office. Students who are not registered are not permitted to attend the program.

Behavior Expectations

Behavior expectations are the same as during the regular school day. For minor behaviors, staff may use a brief form to document specific situations. A Behavior Report will be completed as deemed necessary by the site supervisor and/or other staff and shared with the parent/guardian as soon as is feasible. Behavior Reports will be shared with the principal at the site supervisor's discretion. The principal may choose to address the behavior with the student during the school day and/or a parent/guardian conference with the principal and site supervisor may be requested.

In extreme cases of behavior including but not limited to running away, fighting, disruptiveness, stealing, threats of violence, or destruction of school property, the parent/guardian may be called to pick up the student immediately. Suspension or dismissal from the CEEL program may occur. A parent/guardian conference with the school principal and site supervisor may be scheduled at staff discretion.

Cancellations/Refunds

- Cancellations must be requested using a form available at www.scasd.org/CEEL (click CEEL Forms at left) by the 15th of the month or you will be charged the following month's payment.
 - No refunds will be issued for unused days for which you have already paid. (i.e. - if you cancel effective the 10th of the month, you will not receive a refund for the balance of unused time for that month). Your child would be welcome to attend any of the days for which you have paid.
- The registration fee and deposit are non-refundable.
- An administrative fee of \$25 will be charged for all.
- There will be no reduction in fees if your child does not attend the program for any reason (i.e. - due to illness, weather-related cancellations, intramurals, etc).

Contact Information

The SCASD Community Education Office is typically open Monday through Friday, 8:00 a.m. to 4:30 p.m. Located in the Panorama Village Administrative Center located at 240 Villa Crest Drive State College, PA 16801, we can be reached at (814) 231-1061 or commed-reg@scasd.org. Visit www.scasd.org/CommunityEd or www.scasd.org/CEEL for program details.

School	Site Supervisor	CEEL Phone	Email
Corl Street/ Easterly Parkway	Thea Park	(814) 357-5479	tdp17@scasd.org
Ferguson Township	Morgan Lang	(814) 574-5509	mrl23@scasd.org
Gray's Woods	Antonio Rascon-Gato	(814) 574-2617	axr32@scasd.org
Mount Nittany	Zach Finley	(814) 571-0648	ztf13@scasd.org
Park Forest	Lisa Vonada	(814) 571-2294	lxv11@scasd.org
Radio Park	Patty McKenna	(814) 571-3349	pjm24@scasd.org
Spring Creek	Rachel Sullivan (Sackett)	(814) 810-8399	rjs30@scasd.org

Daily Schedule

Upon dismissal from school, enrolled students report to the all-purpose room or other general gathering space where attendance is taken. Children are provided with a daily snack. If your child has any food allergies, dietary restrictions, or prefers different or additional food, please feel free to send a snack to school with your child. Should you choose to send a snack, please keep in mind that **COMMUNITY EDUCATION HAS A NUT-FREE POLICY**. Students will not be permitted to open or consume any product containing nuts. Failure to adhere to this policy is cause for removal from the program. Programs vary by school, but following attendance and snack, students typically have recess until 3:45 p.m. At that time, they move onto activities in the areas of STEM, art, and physical activity. At 4:45 p.m., when classes conclude, students participate in table games, building activities and crafts.

Grievance Procedures

CEEL staff takes all concerns expressed by parents seriously. Should you have a grievance, the following procedure should be followed:

- Contact the site supervisor and arrange a time to talk by phone or send them an email detailing your concerns.
- If after your communication with the site supervisor, you are not satisfied with his/her resolution of the matter, please contact Shannon Messick, Coordinator for Community Education at 231-1061 or send an email to sem29@scasd.org to share your concerns.

Health/Safety/Medications

As an extension of the school day, CEEL will follow all guidelines as directed in the district's Health & Safety Plan. Every site is equipped with several first aid kits. The site supervisor will notify parents/guardians if there is evidence of serious injury or illness. Please notify us if your child has physician-ordered physical activity restrictions or if there is other pertinent information regarding your child's health.

In case of emergency, illness or serious injury, parents/guardians will be notified immediately. If a parent/guardian cannot be reached, the emergency numbers provided in your online registration account and/or the student information system will be called. You are responsible for promptly picking up your child should you be contacted regarding an emergency, illness or injury. Sick or injured children are not permitted to stay at the CEEL program. Students may not attend CEEL if they have been told by health room staff that they have lice or if they have been told that they are unable to attend school for any reason. Students must be cleared by health room staff before returning to any district-sponsored activity.

In the event of an emergency warranting immediate medical attention or considered life threatening, the staff will call 911 or take other necessary emergency measures. Parents/guardians and/or emergency contacts will be notified as promptly as possible.

If your child has a life-threatening allergy or carries an emergency inhaler, please contact the site supervisor to discuss an action plan. We are unable to administer medications, with the exception of emergency epinephrine for students with life-threatening allergies. Should your child require medication during CEEL, you will need to arrange a convenient time to come to the school to administer the medication. Students are not permitted to have medication in their backpacks or lunch bags, with the exception of emergency inhalers and epinephrine.

Inclement Weather Procedures

- If there is a **two-hour delay**, the CEEL Before School program will open at 9:30 a.m. (This is *only* for those students registered for the Before School program.) A one-hour delay would delay opening until 8:30 a.m.; a three-hour delay would delay opening until 10:30 a.m.
- If there is an **early dismissal** due to winter weather conditions, the CEEL program is cancelled. Be sure your child and your child's teacher know what your dismissal plan is in advance of inclement weather.
- If school is **cancelled**, there is no CEEL program.
- If a scheduled **in-service day program** needs to be cancelled due to severe weather conditions, an email will be sent by 6:00 a.m. to parents of all CEEL students registered for the program and information will be posted on the CEEL homepage (www.scasd.org/CEEL).
- If all **after school activities** are cancelled, the CEEL afterschool program *may be held*. Parents will be notified of the status. The program may operate as usual, close entirely, or close early to ensure the safety of all students and staff.

Weather related cancellations can be found on the SCASD home page www.scasd.org. We also encourage you to download the SCASD app, available in the app store for Google and Apple.

Inservice Days/Summer Day Camps

On select inservice and no school days, a full day of programming may be offered at one or two CEEL sites, typically Easterly Parkway and/or Park Forest. Individual inservice days are typically available for registration beginning approximately one month prior to each date. Scheduled activities for the day may include art, STEM, organized physical activity, a movie and free play.

Additionally, Community Education offers day camps throughout the summer; program registration typically begins by mid-February. Information can be obtained by visiting www.scasd.org/SummerCamps after mid-January.

Late Pick Up Policy

The CEEL program closes promptly at **5:30 p.m.** each evening. *We ask parents to arrive by 5:25 p.m. in order to allow children enough time to tidy up and gather their belongings.* All parents and/or guardians are expected to pick up their children on time. If you are unable to do so, it is your responsibility to notify the site supervisor that you will be late or are sending an approved alternate to pick up your child.

Should a student remain in attendance after 5:30 p.m., the site supervisor will attempt to contact the parent, guardian and/or emergency contacts by telephone. A **\$15.00 late fee/child will be charged for every 15 minutes or portion of 15 minutes after 5:30 p.m.** Late fees will be charged to your online account. Repeated late pick-ups are cause for removal from the program. If by 6:00 p.m. we are unable to connect with a parent, guardian or emergency contact, the supervisor will contact emergency services.

Lost & Found

All personal belongings, including jackets, lunch boxes, backpacks, etc. should be clearly labeled to help avoid loss. Items lost during CEEL are typically placed in the school's Lost & Found.

Notification of Changes

It is extremely important that you notify the site supervisor immediately of any changes in family situations and pick up procedures. Update your online account information by visiting www.scasd.org/CEEL and logging in to your emergency contact information.

Outdoor Policy

Students participate in outdoor play every day the weather permits. We will typically follow the district's outdoor recess guidelines, as detailed below. Students will spend time outside, within the following parameters:

1. When temperatures are above 15 degrees Fahrenheit (provided children have appropriate outer garments), in accordance with the following decision-making framework based on National Weather Service wind chill temperatures in Fahrenheit:
 - a. 15 degrees and above = 30 minutes,
 - b. 10 to 14 degrees = 15 minutes,
 - c. 5 to 9 degrees = Possible 5-minute brisk walk (supervisor discretion);
2. Other factors that may impact outdoor recess include wind gusts, moisture, and current blacktop/playground conditions (supervisor discretion).

Payment

If you choose to utilize the payment plan option at the time of registration, your invoice will be divided into nine monthly payments, beginning on/about August 20. It is your responsibility to ensure the credit card saved online and associated with the plan is up to date and functions properly. If your payment fails, you will receive a system-generated email notification. You must log in to your account, update your card and process the appropriate payment amount.

Accounts that are past due as of the 25th of each month will be assessed a late fee of \$15. If you have not paid the balance by the last day of the month, an additional \$25 will be charged. If your account is still past due by the 5th of the next month, your student will be removed from the program until the balance due is paid in full. Delinquent accounts, and those that are persistently late, may result in suspension or removal from the program.

If you pay your balance in full or inadvertently make a payment larger than you intended and require a refund for any reason, you will be charged a 5% service fee not to exceed \$100 for the amount refunded.

You can view your current enrollments, invoices and more by visiting www.scasd.org/CEEL and clicking the Update My Account link.

Personal Items

Students are not permitted to bring items to the CEEL program such as devices (including but not limited to tablets, video games, iPods/iPads, phones, smart watches), toy guns or weapons of any kind, trading cards, money or other items of high value, etc. CEEL staff are not responsible for any lost, damaged, or stolen belongings. For safety and security purposes, students are not permitted to return to their classrooms once they arrive at the CEEL program.

Pick-Up Procedures

You may be asked to present your ID to staff. Only persons authorized by you (via your online account) may pick up your child from the program. Staff members may request photo identification and verify authorization in our system if the person picking up the child is unfamiliar to us. Your child will not be released to anyone without prior consent.

Specific pick-up procedures may vary by school. The supervisor will communicate the details with you prior to the start of school.

As a reminder, CEEL will close promptly at 5:30 p.m. daily so please plan accordingly.

Roles & Responsibilities of Parents

As a parent/guardian, you are responsible for:

- Picking up your child(ren) on time each day. For the safety and security of our students, adults and siblings are not permitted to use the restrooms, visit the classrooms, or be unsupervised at any time.
- Conforming to the payment schedule.
- Reading emails and other communications, which contain important information regarding your child's time with us at CEEL.
- Reinforcing behavior expectations at home and supporting the CEEL staff in creating a safe, enriching environment.
- Notifying the site supervisor if:
 - Your child attended school, but will not be attending the CEEL program on any given day or period of time.
 - There is a change in the daily departure routine or the person picking up.
 - Your child's participation in the program is limited due to health or other impairments.
 - Your child has any allergies or special needs.
- Keeping the school informed of your child's CEEL schedule.

Your child may be dismissed from the program if you fail to meet the above responsibilities.

Staff

All personnel function under the direct supervision of the site supervisor, an experienced professional who works on site to supervise the daily activities and safe operation of the program. All staff members have the clearances and training required of all District staff.

Tax Statements/Invoices/Dependent Care Forms

You are strongly encouraged to print a copy of each receipt you receive following your CEEL payments. If you do not do this and require receipts for tax purposes, you will need to do the following to print a receipt with all payments listed for the current *school* year (families who were with us last school year will need to print the receipt from last year, as well, in order to cover a full calendar year):

- Log in to the registration site found at www.scasd.org/CEEL
- Click *Billing Info* in the left panel.
- Click *My Invoices*. Look for the Invoice for the current school year (DATE: will show date you registered; STATUS will show Payment Plan, if you are currently on the payment plan).
- Click *Print*.
- The Tax ID number required by most organizations is printed on the receipt and can also be found under CEEL FAQ on the CEEL homepage.

Should your company or tax preparer require a different form of payment verification, email your specific requests to commed-reg@scasd.org at least two weeks prior to the date you need the document.

Dependent care forms must be submitted to the Community Education office, not the site supervisor, at least one week prior to the date you would like them to be completed. Note that we will only sign off on payments for services rendered. We will not sign off on payments for future services.