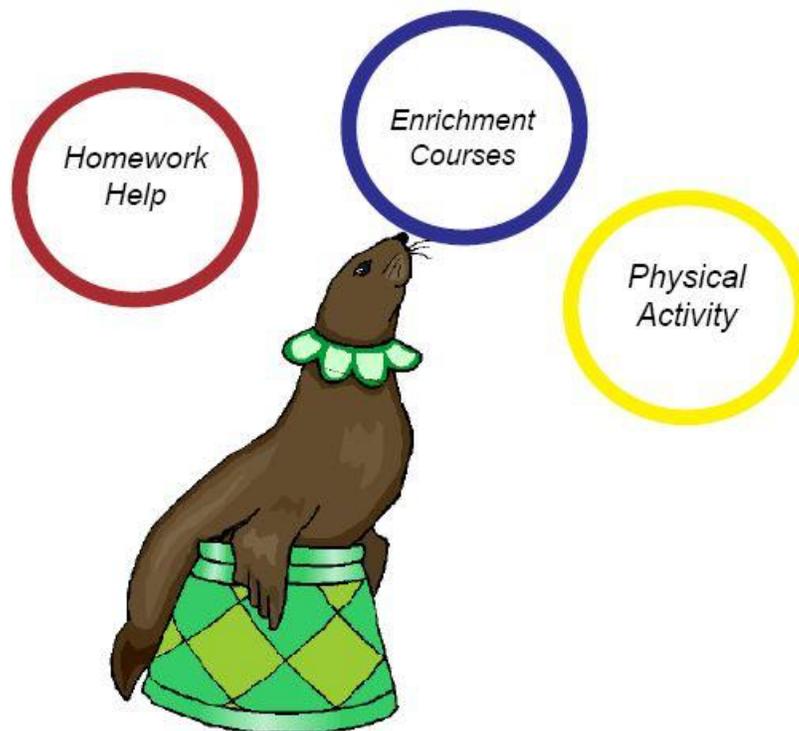


STATE COLLEGE AREA SCHOOL DISTRICT COMMUNITY EDUCATION EXTENDED LEARNING (CEEL) PROGRAM



PARENT HANDBOOK 2020-2021

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Welcome!

We would like to take this opportunity to welcome you and your child(ren) to our Community Education Extended Learning (CEEL) 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 courses, 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 a 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.

Payment

It is your responsibility to ensure the credit card you saved online is up to date and functions properly. If your payment fails, you will receive an email notification. You must log in to your account, update your card and process the appropriate payment amount.

The credit card on file will be charged on/about the **1st and 15th of each month**. This payment covers programming for approximately two weeks starting on that date, based on the anticipated number of school days for that time period. An anticipated fee schedule for Fall 2020 can be found on the following page.

Late fees have changed due to this new payment process. You will be charged a late payment fee of \$25 if you do not pay your invoice by **8 a.m. the next day**. Additional late fees of \$5 per day will be charged for each day the balance goes unpaid. Accounts must be paid in full 3 business days following the payment due date or your child will be unable to attend CEEL until payment in full is made and the Supervisor grants permission for return. Accounts that are repeatedly past due are subject to program cancellation.

Your payments are non-refundable. If for any reason we are unable to continue offering in-person CEEL afterschool programming, we will begin offering programming remotely and/or will provide themed activities for the remainder of that period. Once that time period ends, you will not be charged again until we are notified that we are returning to in-person learning.

There will be no reduction in fees if your child does not attend the program for any reason (ie - due to illness, behavior, weather-related cancellations, school-related functions, etc).

You can view your current enrollments, invoices and more by visiting www.scasd.org/CEEL and clicking Register Now.

Service Month	Payment #1 Date and Amount Due	Payment #2 Date and Amount Due
August	Due at the time of enrollment offer, \$65	n/a
September	Tuesday 9/1, \$130	Tuesday 9/15, \$143
October	Thursday 10/1, \$143	Thursday 10/15, \$117
November	Monday 11/2, \$130	Monday 11/16, \$91
December	Tuesday 12/1, \$143	Tuesday 12/15, \$65

Cancellations/Refunds

- You must complete a cancellation/change of schedule form for all cancellations or change requests. You can find this form at www.scasd.org/CEEL, click CEEL FAQ.
- Cancellations must be requested using a form available at www.scasd.org/CEEL (click CEEL FAQ at left) at least 5 business days prior to the payment dates noted previously.
 - 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 time period). Your child would be welcome to attend any of the days for which you have paid.

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 FAQ. Scroll down to find the Scholarship Form link. 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 made.

Attendance Procedures

CEEL staff take attendance daily. Parents/guardians are responsible for emailing the CEEL site supervisor by **2:00 p.m.** if their child(ren) will be absent from the CEEL program (i.e. early dismissal due to illness or doctor's appointment, intramurals, etc.) if they have attended school during the day. 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 or early release sign out sheet. 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 school-sponsored activities such as intramurals. Students are typically able to attend activities that are school-sponsored and then finish the day at CEEL.
- 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.

Sign Out Procedures

You will receive specific pick-up instructions from the site supervisor.

Late Pick Up Policy

This year, 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 or emergency contact person 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 the police.

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 a first aid kit. The site supervisor will notify parents 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 injury, the parent or guardian will be notified immediately. If a parent/guardian cannot be reached, the emergency numbers provided in your online account and/or HAC will be called. **Please be sure to keep your emergency contact information updated, providing as many numbers as possible!** 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 the health room staff that they have lice or if they have been told for any

reason that they are unable to attend school. They must be cleared by the health room staff before returning to any district-sponsored activity.

In the event of an emergency warranting medical attention or considered life threatening, the site supervisor 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. Children are not permitted to have medication in their backpacks or lunch bags.

Staff Clearances

All personnel function under the 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 and volunteers have the required clearances (Criminal, Child Abuse, and FBI) and have participated in Mandated Reporter training; they go through the exact same hiring process as any other district employee.

Daily Schedule

Upon dismissal from school, children will report to their respective cohorts for attendance and 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.

Students will remain with their cohorts from 3:00 to 5:30 p.m. and participate in educational and recreational activities in the areas of art, STEM, academic enrichment and physical activity.

Outdoor Policy

We strive to provide students with outdoor play every day; however, the weather often has other plans. We will typically follow the district's outdoor recess guidelines, as detailed below. Students will spend time outside daily, 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).

Behavior Expectations

Behavior expectations are the same as during the regular school day. Should there be an issue of concern, the supervisor will email the parents/guardians detailing the specific situation. The principal may be copied on this communication. 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. The areas of concern will be discussed and steps to help improve your child's behavior will be outlined.

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

Roles & Responsibilities of Parents

As a parent or guardian, you are responsible for:

- Picking up your child(ren) by 5:25 p.m. each day. For the safety and security of our students, adults and siblings are not permitted to enter the building.
- Conforming to the payment schedule of the program.
- 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.
- Completing a cancellation form, found at www.scasd.org/CEEL, if
 - Your child is being withdrawn from the CEEL program.
- 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 on a consistent basis.

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.

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.

Grievance Procedures

CEEL staff takes seriously all concerns expressed by parents. 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. Contact information can be found on our website and at the back of this handbook.
- If after your communication with the site supervisor, you are not satisfied with his/her resolution of the matter, please contact Shannon Messick, Coordinator of Community Education at 231-1061 or send an email to sem29@scasd.org to share your concerns.

Tax Statements/Invoices

You are strongly encouraged to print a copy of each receipt you receive following each CEEL payment. If you do not do this, 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):

- Log in to the registration site found at www.scasd.org/CEEL
- Click *My Billing Info* tab.
- Click *My Invoices* tab. 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 located in the upper right-hand corner of the receipt.

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.

Contact Information

SCASD Community Education Office

Monday through Friday, 8:00 a.m. to 4:30 p.m.

240 Villa Crest Drive

State College, PA 16801

(814) 231-1061

commed-reg@scasd.org

www.scasd.org/CommunityEd or www.scasd.org/CEEL

CEEL Program Contact Information

School	Site Supervisor	CEEL Phone	Email
Corl Street	Thea Park (Zach Finley - Assistant Supervisor on-site daily)	(814) 380-6585	ztf13@scasd.org
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	Lisa Cocolin	(814) 571-0648	lac27@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 Sackett	(814) 810-8399	rjs30@scasd.org

Inclement Weather Procedures

- If there is an **early dismissal** due to winter weather conditions, the CEEL program is cancelled.
- If school is **cancelled**, there is no CEEL program.
- 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, not run at all, 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