

**Wendell P. Williams E. S.**

1030 J Street  
Las Vegas, NV 89106

Phone: 702-799-4760  
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**Administration:**

Cynthia Ireland  
Principal

Rajul Edmond  
Assistant Principal

**21<sup>st</sup> CCLC Site Leader:**

Michele Haldeman  
Learning Strategist  
702-799-4760 ext. 4089  
Cell: 702-503-5095 (Please leave a message)

**Wendell P. Williams Elementary School**

**21<sup>st</sup> Century**

**Community**

**Learning**

**Centers**

**Parent Handbook**

**“Soaring Beyond Expectations”**

## Consent to Release Information



The 21<sup>st</sup> CCLC Program works closely with your child's classroom teacher. As part of our program, we will be sharing information with teachers and other school staff, contracting agencies, program evaluators and funders. Sharing this information ensures continued funding as well as the best possible services and support for your child.

## Media Release



21<sup>st</sup> Century Community Learning Center staff may photograph, videotape and/or audiotape members and others participating in programs and activities. These forms of media may be used at the discretion of the 21<sup>st</sup> CCLC program for working with and promoting the program. By signing the registration form you give permission for your child to be photographed and published.

## Fees

21<sup>st</sup> CCLC programs are fee of charge.

## Goals



The 21<sup>st</sup> Century Community Learning Centers Program provides tutoring, recreation, enrichment and prevention opportunities to youth and families. The components of the program are designed to provide opportunities to:

1. Stay in a safe environment with positive adult role models during the after-school hours.
2. Socialize with peers in a healthy manner.
3. Receive assistance with homework.
4. Engage in learning and enrichment activities that may not be available during school hours.
5. Learn sportsmanship and fair play in recreational activities.
6. Learn how to engage in a healthy lifestyle through prevention activities.
7. Become actively involved in the community.

Our program is constantly changing. Classes and activities may be modified at any time to best suit the needs of our students.

## Enrollment



All youth enrolled in Wendell P. Williams Elementary School are eligible to attend. We will be offering programming Monday, Tuesday, Thursday and Friday. We have a split schedule: 7:00 – 8:00 am and 3:20 – 5:20 pm.

Students may attend the program once a completed registration form and the Parent Release of Records Form are on file.

### Movie Nights



As a special activity, students occasionally view movies during the program. Movies at the elementary schools are rated G.

### Health Information



#### Illness Policy

If a participant becomes ill, a parent or authorized person will be called to pick up the child immediately.

#### Emergency/Health Information

Parents are asked to provide emergency and health information on the enrollment form. Information on the form includes home and places of employment phone numbers, names and phone numbers of family physicians, health problems the child has, if any, and directions as to handling emergency child illnesses and injuries. **It is important that 21<sup>st</sup> CCLC has this information and that it is current at all times.**

#### Medication

If your child requires medication during afterschool program hours, an authorization form must be completed. If your child receives medication during the school day, a

separate form must be completed for the afterschool program. Please notify the Site Coordinator in writing.

### Location



The 21<sup>st</sup> CCLC Program takes place at school before the school day begins and after the school day ends. Activities take place throughout the school building and school yards. Students are to be dropped off and picked up at the main gate near the school office.

### Hours



The 21<sup>st</sup> CCLC Program will offer programming Monday, Tuesday, Thursday and Friday. We have a split schedule: 7:00 – 8:00 am and 3:20 – 5:20 pm. We also offer adult classes. We are not open on days when school is closed. This includes holidays, staff development days, half days and inclement weather closings.

### Daily Schedule



Students receive one healthy and nutritious snack daily. In addition to a snack, students participate in a variety of activities such as homework/tutoring assistance, recreation, and enrichment activities.

### **Pick Up Policy**



Parents are required to pick up their children at the end of the afterschool program. For your child's safety, we insist that you enter the school grounds to sign your child out from the program. We will not release your child to anyone who is not on your authorized list. Once your child signs out and leaves school grounds, your child is no longer the responsibility of the 21<sup>st</sup> CCLC program.

No bus transportation is available.

Always be on time to pick up your child. If you are going to be late due to an emergency, you must notify the Site Leader. If your child has not been picked up within 15 minutes after the program ends, our staff will try to contact you and/or anyone listed on the registration form. A late pick up may result in a phone call to local authorities, including the school police or Child Protective Services, suspension from the program or enforcement of fees which must be paid prior to returning to the program.

### **Parent Involvement**



Parent/guardian participation is welcomed and strongly encouraged. You are welcome to visit at any time.

The Site Leader will send notices for upcoming parent events. Please check student backpacks regularly.

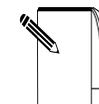
### **Discipline Policy**



To maintain a safe and fun environment, students are expected to follow the school rules and any other site-specific rules that are established by the Site Leader.

If, however, the problem persists, a Discipline Referral report will be written. You and the Principal will receive a copy of the report. We operate on a "Three Strikes and You're Out" policy.

### **Surveys**



Your comments and suggestions are important to us. As 21<sup>st</sup> CCLC participants, you and your child may be asked to fill out surveys and/or assessments. Information gained from these surveys is strictly confidential. The information is used to help improve the program and to ensure continued funding.