



**2016-2017**

## **LEAP HANDBOOK**

Thank you for the opportunity to share a wonderful experience with your child through the 21<sup>st</sup> Century Community Learning Center's LEAP After-School Program. This letter is intended to communicate the rules and guidelines of the LEAP program. We look forward to meeting you and your child. If you have any questions, please feel free to call (770) 207-3371.

**Objective:** To work hand-in-hand with the Monroe community to provide an after school program in which children have the opportunity to learn and have fun in a positive and safe environment. LEAP understands the benefits of growing in a well-rounded environment.

### **LEAP Afterschool Procedures:**

**Check-in Procedures:** Each child will be checked in by the appropriate instructor. If a child is absent from LEAP, we cross check our list with the regular day absentee list. If the child is not on the absentee list, we check to see if there is a written notice from the parent. If there is no written notice, we then call the parents to ensure that the child should not be at LEAP and is safe.

**Pick-Ups:** If students are picked up early, each parent or guardian will need to enter the facility through the main entrance and sign in at the front desk. The person at the desk will call for the child. Each parent or guardian will sign their child out with the person at the front desk. If someone other than a parent is picking up a child, that person will be asked for a photo ID. If a child is not picked up by 6:15 PM and the school has not received a phone call to notify that the parent will be late, LEAP will attempt to contact the parents. If the parents cannot be reached, the emergency contacts will be tried. If no one can be reached and the site coordinator still has not been notified of the late pick-up, the Department of Social Services will be called. After the second offense, the student will be removed from the afterschool program.

**Illness:** LEAP reserves the right to release a child if he or she appears too ill to participate in the After School program or considered contagious. LEAP will notify the child's parent or emergency contact and request that the child be picked up within a half hour. If the child has not been picked up within the allotted time, LEAP reserves the right to take any necessary action to ensure the health and safety of the child. If a child has a fever, the child is not permitted back to the program for 24 hours after the fever has subsided.

**Disease:** Parents must inform LEAP within 24 hours or the next business day if the child or any member of the family has developed a reportable communicable disease. Life threatening diseases must be reported immediately.

**How to Report Fraud, Waste, Abuse and Noncompliance Complaints:** If you are unsure how to proceed with a concern, you may contact Human Resources during normal business hours at (770) 266-4410 for guidance prior to completing the Fraud, Waste, Abuse and Compliance Reporting Form.

- In person or writing: The Human Resources Department is located in the Walton County Board Office at 200 Double Springs Church Road, Monroe, GA 30656
- By phone: (770) 266-4410.

We define abuse, fraud, waste and noncompliance as:

- "Abuse" means the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the locality; or extravagant or excessive use so as to abuse one's position or authority.
- "Fraud" means the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to local government that could result in a tangible or intangible benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.
- "Waste" means the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use, or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.
- "Noncompliance" means not following guidelines set forth by local, state and federal regulations and grant requirements.

**Complaint Procedures Regarding 21st CCLC:** Please try to resolve complaints for WCSD 21<sup>st</sup> CCLC with WCSD 21<sup>st</sup> CCLC or the school district before moving forward on a formal complaint. For complaints about 21<sup>st</sup> CCLC please call Dawn Spruill for (770) 266-4484 for county resolution or for a copy of the complaint form.

To initiate a formal complaint, a person must submit the 21<sup>st</sup> CCLC Form in writing to the Walton County School District, Complaint Regarding 21<sup>st</sup> CCLC. This complaint form may be obtained by contacting Rita Dickinson, Walton County School District at (770) 266-4484, or 200 Double Springs Church Road, Monroe, GA 30656. You may also contact Michael Thaler, Program Manager, 21st Century Community Learning Centers, Office: (404) 232-1197, Cell: (404) 326-3107, mthaler@doe.k12.ga.us.

## **TRANSPORTATION PROCEDURES**

**Bus Riders:** In compliance with Walton County School's Board of Education policies, Kindergarten students will not be dropped off at a bus stop without a parent or guardian present. In the event no one is present, the child (ren) will be brought back to the school and must be picked up there. If the bus returns the student(s) back to the school two times, the child will be removed from the bus for the remainder of the year. The child (ren) may remain in the program, but alternative transportation must be provided. If you have any questions about the transportation policies or guidelines of Walton County Public Schools, please contact transportation at (770) 207-3200.

**Car-Riders:** For students who are car riders and picked up daily, they will receive a sign to put in the car with the student's name on it. If that sign is not present or if someone else picks the child up, he or she must come into the building and show a photo ID.

## **ATTENDANCE PROCEDURES**

Each child who is registered in the LEAP Program is expected to attend each day, unless he/she has an excused absence. The following are excused absences:

- Personal illness
- Serious illness or death in student's immediate family
- Conditions making attendance impossible or hazardous to the student's health or safety.

If a student is absent from LEAP, a written note from the parent or guardian explaining the reason for the absence is required. An absence is not excused until a note is received within three days of his/her return. If a student has more than three unexcused absences, the student can be removed from the program. Every two unexcused early dismissals will count as one absence. An early dismissal is any dismissal before 5:30 PM.

## **DISCIPLINE PROCEDURES**

Students will be held accountable for their behavior. The discipline policy is in effect any time students are in the care of a Walton County School District employee: on school grounds, on the bus, and during field trips. The following procedures will be followed:

- 1<sup>st</sup> Offense: Warning-The student will be warned verbally of the inappropriate behavior.
- 2<sup>nd</sup> Offense: Referral-The student will be sent home with a discipline referral for families to sign and return.
- 3<sup>rd</sup> Offense: Removal and Referral-The student will be removed from enrichment activities for three days and sent home with a discipline referral.
- 4<sup>th</sup> Offense: Dismissal-The student will be dismissed from the LEAP program for the remainder of the semester.

Any behaviors that fall under the Level II categories as outlined in the student code of conduct for Walton County Schools, is subject to being dismissed from the LEAP program for the remainder of the school year. Actions will be taken according to school policies after administrators are notified. Reentrance into the afterschool program is not guaranteed. If it is the decision of the site coordinator to allow the student to return, he or she will go to the end of the waiting list. If the student returns and another offense occurs, the student will be dismissed for the remainder of the school year.

# ARES LEAP HANDBOOK

## 2016-2017



### Program Offerings:

- ✓ Academic Tutoring in Reading and Math
- ✓ Enrichment Activities
- ✓ Snack
- ✓ Family Nights
- ✓ Guest Speakers
- ✓ Community Awareness Projects
- ✓ Back-Pack Buddies through F.I.S.H.
- ✓ Reading Initiatives

### Times:

Monday-Thursday  
3:15 PM-6:15 PM  
Car riders are dismissed at 6:00 PM.

**August 15, 2016-April 27, 2017\***

**\*This date is subject to change.**

If you are interested in taking part in our after school LEAP program, feel free to contact the site coordinator for more information. Once you receive a registration packet, return it to the school as soon as possible. Please understand that students are served according to academic needs. Everyone else will be placed on a waiting list, and as soon as a spot becomes available, families will be notified. Students are not to stay after school unless families have been contacted.



Cammie Smith  
21<sup>st</sup> CCLC Site Coordinator  
Cammie.Smith@walton.k12.ga.us  
(770) 207-3371

