



2020-21

Parent/Student Handbook

Colorado AeroLab, Inc.

updated July 2020

Purpose Statement

Colorado AeroLab's 21st Century Community Learning Centers (CAL 5th Day) program is an out-of-school time program offered *free of charge* through a federal grant administered by the Colorado Department of Education. The program offers academic support, academic enrichment, college and career readiness, and recreational opportunities for students, and it also serves students' families. Family participation is very important to our program because of CAL 5th Day dual-capacity framework, meaning we serve both students *and* families! Throughout the year, families will be notified of upcoming opportunities to participate. Please join in on the fun as much as you are able!

This handbook contains information specific to student and family participation in the 21st CCLC program at your district. Please read and discuss this family handbook with your child.

COVID-19 Statement

Due to the ever-changing recommendations and requirements surrounding COVID-19, the policies, procedures and schedules outlined in this document are subject to change depending on the current situation at the federal, state and local levels. It is the intent of Colorado AeroLab to preserve the integrity of the 21st Century Community Learning Centers as originally designed but will adapt programming and overall structure to ensure the safety and well-being of students, families and staff members.

Section I: CAL 5th Day Introduction

Mission: Colorado AeroLab is a network of blended education centers in partnership with Colorado school districts. Each site is a unique laboratory-based learning environment driven by multidisciplinary engineering design and team problem-solving that prepares students for college, career and community pathways.

Program activities are designed to support student academic, social and emotional growth. The program focuses on activities that help students meet state learning standards in language arts, mathematics, science and social studies, and build critical thinking skills and positive character traits. To honor youth voice, activities are designed to be innovative, hands-on and relevant. They are built on learning goals that are shared with youth. The program strives to create strong, transparent connections to college and career exploration and readiness. It also includes sessions that promote health and wellness and support a student's success in school.

Goals

1. To help students meet the challenging State academic standards.
2. To reinforce and complement the regular academic program through educational enrichment activities that support essential skills.
3. To increase active and meaningful family engagement.
4. To create viable members of society capable of contributing in a positive manner.
5. To provide students with the necessary skillsets for 21st century readiness.

Section II: Enrollment and Attendance

Attendance Policy

This learning program is provided *free of charge* to students (and their families) living within the district of the participating school(s). Enrollment is on a first-come, first-served basis, while also reserving space for students who are identified as most in need of support. This is possible because the program is funded through a 21st Century Community Learning Center (CCLC) grant, administered by the Colorado Department of Education and provided through Colorado AeroLab, Inc., a non-profit corporation.

Attendance is a very important part of our program. To get the most out of the program, your child should attend each day programming is offered for the full program year. If your child will be absent, parents need to email the site instructor or contact the program director via phone or email as soon as possible.

Unexpected Absences

Please contact the site instructor in advance if you know your child will be absent from the CAL 5th Day program. Your child's safety is our top priority. We would never want to assume a child is with their family, while the family assumes the child is attending the program. That is why communication with the site instructor is so important. It's about your child's safety!

Section III: Program Hours and Activities

Hours of Operation

The CAL 5th Day program begins September 2020 and ends May 2021. Summer 2021 programs will be available as well.

Below is a sample of what a monthly schedule may look like at your school.

Sample Monthly Schedule	
Friday	Session from 8:00 – 2:00 (hours may vary)
Monday thru Thursday	1-2 hours of Afterschool Support
Parent/Family Engagement	1-4 hours/month

Activities vary throughout the year; consult the program activity calendar and regular newsletter for details of current activities.

Holiday and Bad Weather Policies

During the regular academic year, the calendar for the CAL 5th day program follows the calendar of the school district. On days when there is no school, including bad weather days, the CAL 5th Day program is not in session. If school is released due to bad weather, the program will not be provided. On school days when regular classes are in session but

bad weather is predicted for late afternoon, the afternoon program hours may be canceled. On Fridays where bad weather is predicted, parents will be notified by CAL staff or the school district's automated system if classes are to be cancelled.

Dismissal

As described in Section II of this handbook, attendance is important. To get the full benefit of this program, your child should attend each day for the full program length. The procedures outlined below will be followed during program dismissal:

- Students who take the bus home will meet at a designated location once released for the evening, and then board their designated bus.
- Parents who pick up students will go to the designated area once the program is over for that day. If students are to be picked up by persons other than those designated at the time of registration (those listed on the student's registration form), the site instructor must be notified prior to pick-up time, or the student will not be released.

Early Pick-Up

We discourage picking up your child early. Program staff plan activities based on the full program time available. Your son or daughter will not receive the full benefit if they do not participate in the full program day. We understand that early pick-up may be required sometimes. Please try to limit those times as much as possible. When you arrive, please check in with the CAL 5th Day staff, and be sure to sign your child out for the evening before leaving the building. If you want a person other than those listed on the registration form to pick up your student, the site instructor must be notified prior to pick-up time.

Late Pick-Up

Parents—or designees—should pick up students within 10 minutes after program ends. The learning center is not staffed after these hours. **A student may be removed from the program if he or she is picked up late three times.** Local authorities may be contacted for assistance if a student is not picked up after program hours and we can't reach the parent, guardian or emergency contacts.

Family Participation

Family involvement is a very important component of your child's education; we encourage each adult family member to participate in this program as much as your schedule allows. Each month, we plan to offer activities for both the parents and their children, or just for parents.

The community/family events are designed to be fun for the whole family, so we hope you will attend! We will provide the information for these events in advance.

We select the adult workshop topics based on community feedback and the sessions have been designed for adult learning. Please let the site instructor know if there are workshops that would be of interest or benefit to you.

Section IV: Behavior Policy

The behavior policy at our site was established to help students develop self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed over time by participating in activities and interacting with others. The main reasons for establishing behavior expectations are these:

- to prevent possible harm to self or others;
- to prevent infringing on the rights of others; and
- to prevent damage to equipment and property.

To provide a safe and secure environment for everyone, the following expectations will be in effect at all times:

- Follow the rules of the school district handbook.
- Follow the directions of staff the first time they are given.
- Show respect and treat others with kindness.
- Ask permission to leave an area.

Students will be taught to be responsible for their own actions; they make the choice to follow the rules and enjoy the rewards or to ignore the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards and positive communications with parents. Whenever possible, natural and logical consequences will be provided for inappropriate behavior.

If a student has a discipline issue, the parent or guardian will receive an incident report. Parents will be informed of their child's behavior and may be asked to participate in a discussion to resolve special situations. If your child receives three of these forms, he or she may be suspended from the CAL 5th Day program for three to five days. The fourth write-up may result in termination from the CAL 5th Day program for this school year. We reserve the right to suspend or terminate a student from the CAL 5th Day program immediately if a student's behavior warrants it. Please refer to the School Handbook and Code of Conduct.

Section V: CAL 5th Day Staff and Volunteers

The CAL 5th day program has a teaching team that consists of full-time and part-time staff hired specifically for the 5th day program.

We may also recruit volunteers to assist students in a variety of ways: small-group tutoring for academic skill practice, apprenticeship or technical skill instruction, and enrichment projects. Other volunteers work behind the scenes on administrative tasks.

We welcome all family members who would like to volunteer with the CAL 5th Day program! If you or someone you know would like to donate a few hours in the classroom or behind the scenes, please contact Elaine Menardi, program director, at 307-258-0552 or at emenardi@coloradoaerolab.org.

All Colorado AeroLab team members, paid instructors and volunteers, are required to pass a fingerprint/background check. Your child's safety is a priority, so this policy is strictly enforced.

Section VI: Communications

It is important to keep the lines of communication open between the CAL 5th day staff and families of enrolled students. Listed below are ways we plan to keep families updated, and a way for families to contact program staff.

Homework: Staff will assist your child with assigned homework. However, based on the daily program schedule, there may be times when not all homework is completed. (This is a learning engagement program, not just a homework program!) Staff will let you know the status of your child's homework by using a planner.

Program activities: A newsletter will be sent home regularly notifying families of upcoming events/activities.

Questions, concerns, suggestions: Please contact the Program Director, Elaine Menardi, at 307-257-0552 or at emenardi@coloradoaerolab.org.

Section VII: Additional Details

Snack & Meal

A nutritious snack and meal* will be provided on program days at no charge through the Food Services Department. Students are welcome to bring their own snacks from home. Candy, gum and soda are not allowed. The site instructor must be notified of any special dietary concerns.

*meals are Fridays only

Medications

The CAL 5th Day program staff are not responsible for giving medications to students. Arrangements must be made to have medications administered before students arrive at the program. Exceptions to this rule include EpiPens for allergic emergencies or inhalers for asthma treatment. Students should have these supplies with them. The CAL 5th Day program does not have a supply of EpiPens or inhalers.

Health and Safety

Our staff provides a safe and healthy environment for all youth. Please list your child's medical conditions on the registration paperwork. If your child has a known medical or health condition (such as asthma, diabetes, ADD, autism, seizure disorder), be sure the site instructor knows what to do if a problem should occur during program hours. Please notify us of your child's physical or health condition so we can do our best to serve your family. If a child becomes ill while in the out-of-school time program, the parent, guardian or approved adult will be notified. Depending on the nature of the illness, the adult may be asked to pick up the student. If a child has any of the following symptoms or behaviors, the parent or guardian will be notified to pick up the child immediately:

- Any communicable disease
- Chills and/or fever over 100 degrees Fahrenheit
- Nausea, vomiting or diarrhea
- Undiagnosed rash
- Cough
- Head lice
- Ringworm
- Pink eye
- Accident requiring medical attention

CAL 5th Day Emergency Policy

In case of an accident or illness, we will call the parent or guardian of a child. Please be sure we have your correct phone numbers and address on file. In serious emergencies, you will be contacted and 911 may be called. Directions from the Emergency Medical Technician (EMT) will be followed until you have arrived. If the EMT determines the need to transport the student and you have not yet arrived, the student will be transported to the hospital and accompanied by a staff member. Once you arrive on campus, you will be updated on the transportation of the student. The parent(s) or guardian(s) of the student will be

responsible for the cost, if any, of the emergency vehicle and/or emergency room.

Natural Disasters and Other Emergencies

CAL 5th Day follows the emergency action plan procedures of the participating school district in the event of a natural disaster or other emergency. If you would like to review the school or district plan, please contact the site instructor.

Field Trip Permission

You will be notified of plans for any field trips. Permission slips are required if a student is taken off campus. The usual district and school policies for field trips will carry over to the CAL 5th Day program.

Personal Belongings

We assume no liability for lost/damaged items. Students should keep personal belongings, including cell phones and other electronic devices, in their backpacks. These devices should not be used during program hours unless there is an emergency or a student has permission from the program staff.

Evaluation and Confidentiality

The 21st CCLC program must annually be evaluated for program quality. Information about the quality of the program is collected through the year about student progress, teacher instruction and how the program is meeting expectations and quality standards. This information is shared with the Colorado Department of Education and the United States Department of Education under the 21st Century Community Learning Centers grant. The purpose of this data collection is to calculate the impact 21st CCLC has on student performance. All records and information are protected and kept in confidence by specific Colorado AeroLab personnel. Colorado AeroLab abides by FERPA when it comes to student Personally Identifiable Information.

On behalf of the entire Colorado AeroLab staff and instructional team, we look forward to an outstanding year of learning and fun!