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21st Century Grant Program / Valley Forge High Discovery Center Parent Information Sheet

September 2020

Dear Parents/Guardians of Valley Forge High School Students:

You can now register your child for the 21st Century Community Learning Center Grant Program, **Valley Forge High Discovery Center**. This federally funded program is a *free* after school program designed to serve the 8th through 12th grade students of Parma High School. The objectives of the Discovery Center emphasize Academic Intervention in Math and Reading, College and Career Exploration, Increase Graduation Rates, Credit Recovery, Youth Development Enrichment Activities, and Parent Engagement. We are an inclusive environment where your child can make friends, let the stress of their day go, and learn to learn through enriching activities with the help of caring teachers and tutors. This is a phenomenal opportunity for your child, one that can open new areas of interests and career exploration for their future.

Two different programs are available at the Discovery Center.

1. Credit Recovery is for students who have failed a course and rather than taking that course again, they can recover that credit through our on-line APEX program. Students must first discuss enrolling in the Discovery Center Credit Recovery program with their school counselor. There are assigned Math, English, History, & Science teachers to work with students. All Credit Recovery students must attend Monday – Thursday 2:30 – 5:00. If for some reason your child cannot make all four days, parents and students must meet with the site coordinator to work out an acceptable arrangements. We do make exceptions but they are on a case by case basis. There are limited seats available so we prioritize with seniors first and we will remove students not meeting our attendance requirements.
2. Homework/Tutoring and Enrichment is available for students needing a positive encouraging place to do their homework, get tutoring help if they need it and participate in fun, active, and enriching activities. Students begin their day at the Discovery Center enjoying a snack, reviewing their agenda and homework assignments with our available teachers and working in the APEX tutorial program which prepares students for taking the AIR tests in the spring. From 3:00 to 4:00, students work on homework and/or receive tutoring from our teachers. Enrichment activities start at 4:00 and end at 5:00. Enrichment activities may include; Cooking, Yoga and Mindfulness, Team Sports, Swimming, Games/Chess, Art/ Stained Glass/Sculpting, and Music. The Discovery Center operates Monday –Thursday 2:30 – 5:00. Students must attend all four days for the entire time. If for some reason your child cannot make all four days, parents and students must meet with the site coordinator to work out an acceptable arrangements. We do make exceptions but they are on a case by case basis. Space is limited and students not meeting our attendance requirements can be removed.

There are three (3) sessions available. When you register your child into a session, they are expected to attend **from 2:30 – 5:00 pm** on their assigned in-school days for the entire session. You can withdraw your child at the end of a session. Due to student teacher ratios outlined by The State of Ohio, space will be limited. Your child will be removed if they are not meeting attendance requirements to allow other interested students to attend. A wait list will be maintained. Once your child is enrolled, we automatically enroll them into the next session unless you contact us to withdraw your child.

Due to the COVID-19 pandemic this year, we are modifying our schedule and programming will be flexible to accommodate district learning schedules. If we are distance learning only, Credit Recovery will be available but not Homework/Tutoring and Enrichment. When students are learning through the hybrid schedule, all students attend the Discovery Center on their assigned in-person days. When school operates again open to all students Monday – Friday, the Discovery Center will be open Monday – Thursday and will be closed on Fridays.

Date	Hybrid: 2:30 – 5 PM Regular: 2:30 - 5:30 PM
September 29 – December 11, 2020	CREDIT RECOVERY Tuesday – Friday 10 Weeks
October 6 - December 11, 2020	HOMEWORK & ENRICHMENT Tuesday – Friday 9 Weeks
December 15 - January 3, 2021	CLOSED
January 4 - March 4	CREDIT RECOVERY AND HOMEWORK & ENRICHMENT Monday – Thursday 9 Weeks
March 8 - March 14, 2021	CLOSED
March 15 - May 21, 2021	CREDIT RECOVERY AND HOMEWORK & ENRICHMENT Monday – Thursday 9 Weeks
April 1 - April 11, 2021	CLOSED

There will be administrative planning weeks between sessions. The Discovery Center will be closed between sessions and for Thanksgiving, Winter, & Spring Breaks.

Schedule is based on Virtual learning September 15 – 25th, Hybrid Learning September 28th – December 18th, and full In-School learning after January 1st. Schedule is subject to change depending upon Parma District School policy.

Parents and/or Guardians are responsible for arranging a way home for their child each day. All students are dismissed by 5:00 p.m. Please be timely. If your child will be absent, late, or if you need to pick them up early, please call us at 440-843-8524. **Students cannot leave early without permission from their parent/guardian.**

All parents and families are expected to participate in our Family Event nights. These events will be scheduled once allowable by The State of Ohio and are held after regular Discovery Center hours. Information for these events will be provided to students well in advance of the event. Registration for family events will be required. Field trips will be scheduled once allowable by The State of Ohio. All registered students are expected to attend all field trips as they are part of our programming.

Please review the **Registration Packet** and complete the attached registration forms completely. Your child needs to return the attached forms to the Parma High Discovery Center office located in the Media Center, or to your child’s school counselor and they will forward to us at the Discovery Center.

Sincerely,

Sandra DiFranco
Program Manager
21st Century CCLC
difrancos@parmacityschools.org





Discovery Center at Valley Forge High School CODE OF HONOR

RULES:

- **Discovery Center is open 4 days/week 2:30 – 5:00**
- **Student is expected to attend entire time on assigned in-school days.**
- Tell adults in charge before leaving the program to go anywhere.
- It is the student's responsibility to sign in and out every day.
- Valley Forge High School rules and consequences apply. Respect students and staff with your actions and words.
- Respect the property of others, the school and the Discovery Center.
- Personal electronics, such as cell phones can be used with the permission of the site coordinator. If student abuses this privilege, the site coordinator can and will remove the device until student leaves for the day.
- Use appropriate language and voices.

The Discovery Center operates with a **Model of Progressive Discipline:**

1. First Offense/First Warning – Verbal consultation with the student (**exceptions listed below). Child may be removed from remainder of that day's program depending upon the nature of the offense.
2. Second Offense /Second Warning – Verbal consultation with the student (**exceptions listed below). Child may be removed from the remainder of that day's program depending on the nature of the offense. Parent/Guardian is called and the child may be picked up.
3. Third Offense/Third Warning – Verbal consultation with the student. Parent/Guardian is called. Child is removed from the program for the remainder of the week, session or school year, to be determined by program staff depending on the severity of the offense.

The Discipline Code may be altered at the discretion of the Administration.

*****EXCEPTIONS: There is zero tolerance for bullying and acts of physical aggression towards staff and other students.** Acts of bullying or physical aggression will result in suspension or expulsion from the Discovery Center at Valley Forge High School and may also result in school disciplinary action.

Enrichment activities will include music, art, sports, cultural experiences, careers, character development, technology, and social skills. These activities will be administered by community partners and volunteers such as yourself. If you have a skill or interest that you are willing to share with our Discovery students, please contact the program manager at DiFrancoS@ParmaCitySchools.org

PLEASE KEEP THE ABOVE TWO PAGES FOR YOUR RECORDS



Valley Forge High School 21st Century Community Learning Center 2020-2021 Enrollment

Please print all information

Child's Name: _____ Date of Birth: _____ Grade: _____

Address: _____ Home Phone: _____

City: _____ State: _____ Zip Code: _____

Primary Language(s) Spoken at Home: _____

*** Students phone number: _____

Parent/Guardian Information:

Please indicate primary contact person: _____ Mother _____ Father

Mother/Guardian Name: _____ Cell Phone: _____

Home Address: _____ Home Phone: _____

Business Address: _____ Work Phone: _____

E-mail: _____

Would you like us to send you Discovery Center updates and info at the above e-mail? Yes _____ No _____

Circle which phone number should be used in case of emergency between 2:45 and 5:00 pm.

Father/Guardian Name: _____ Cell Phone: _____

Home Address: _____ Home Phone: _____

Business Address: _____ Work Phone: _____

Email: _____

Would you like us to send you Discovery Center updates and info at the above e-mail? Yes _____ No _____

Circle which phone number should be used in case of emergency between 2:45 and 5:00 pm.

List of Person(s) who are **NOT PERMITTED** to pick up your child: (Please Print)

Name	Restraint papers or Divorce decree attached	
	Yes	No
	Yes	No
	Yes	No

_____ **Please initial here** to indicate you understand that no one will check identification at pick-up time unless you have identified a person above who is not permitted to pick up your student.

ATTENDANCE: It is the student's responsibility to attend the program on scheduled days. The Discovery Center office must be notified on days the student will not be attending. If a student misses 3 scheduled days in a row, the parent will be contacted regarding enrollment status.

TRANSPORTATION HOME: The program does not provide transportation. All students are dismissed at 5:00 pm. Please indicate how your child will normally go home each day:

Parent/guardian will pick up _____ Will bike/walk _____ Drive self _____ Other _____

Parents/Guardians must notify the Discovery Center Office of any changes to their child's transportation home.

Program Supervision: This program operates with a 1 teacher to 18 student ratio (1 to 18) during the enrichment activities.

Special Concerns:

Additional Information you would like us to know about your child:

Family Involvement Survey: Please indicate any areas of interest below

Volunteer Opportunities:

Serve on the Parent Advisory Group (1 meeting per session / 4 sessions per year): _____

Sharing a skill or hobby with the students, please list: _____

Parent / Family Involvement Opportunities:

Ideas or Suggestions: _____

Workshops or Seminars on topics of interest: _____



Discovery Center at Valley Forge High

21st Century Community Learning Center

PARENT / GUARDIAN MEMO OF UNDERSTANDING AND PERMISSION

My child and I understand that he or she must attend from 2:30 – 5:00 on all assigned in-school Discovery Center days. There are allowable exceptions. **Site coordinator** must be aware and sign off on any exceptions. If my child misses 3 unexcused days as scheduled, he/she may be withdrawn from the program.

I understand that I am to attend parent/family nights.

I understand that my child is to attend all field trips

I give my consent to have my child photographed and/or interviewed for the Discovery Center newsletter and/or bulletin board displays.

If my child is enrolled in the Discovery Center Credit Recovery program, my child and I understand that they must attend the Discovery Center on their assigned in-school learning days from 2:30 – 5:00 and have 12 hours per week logged in and working in the APEX on-line program. Hours in APEX are monitored.

- ID's are not checked when students are picked up unless information is provided regarding the name of anyone not permitted to pick up your child.
- Discovery Center program activities may include positive youth development workshops, community service learning projects, sports, challenging physical activities and walking in the community under adult supervision. I understand that a risk of injury exists when students participate in activities, sports and challenging physical activities. Occasionally, the Discovery Center students will leave the school building to walk and play sports on school grounds with adult supervision as a part of activities.
- Discovery Center tutors, staff, program partners, and program evaluators obtain and review certain school records needed to help plan appropriate support services and to provide data required in the program reports to the Federal Government. All records and information about the students will be kept confidential.
- The Discovery Center *Parent Information Sheet* and Discipline Code explains policies and procedures for this program. It is the responsibility of all children and families participating to cooperate with the procedures and provide current and accurate emergency information to the Discovery Center staff.
- I have read the *Discovery Center at Parma High Information Sheet, the Rules* and the *Discipline Code*. I am aware of and understand the policies. I understand that cooperation with policies and procedures is important for all students and families participating in the Discovery Center program. I agree to comply with the policies outlined.

My child and I have read and understand the above policies of attending the Discovery Center at Parma High. Any unsigned or incomplete Enrollment form will be returned to be signed or completed by parent in order for child to participate.

X
Parent / Guardian Signature Date

X
Student Signature Date

EMERGENCY / MEDICAL INFORMATION

Mandatory Emergency Contact Information: Parent / Guardian must list **THREE** people we can call if we are unable to reach you in the event of a school emergency:

Name:	Name:	Name:
Home Phone:	Home Phone:	Home Phone:
Cell Phone:	Cell Phone:	Cell Phone:
Work Phone:	Work Phone:	Work Phone:

Physician:	Dentist:	Other health care provider:
Name:	Name:	Name:
Phone:	Phone:	Phone:

Medical/Health Needs:
Allergies and Treatment:
Diet Restrictions:
Medications:

PLEASE NOTE THAT THE DISCOVERY CENTER STAFF WILL NOT ADMINISTER MEDICATIONS TO YOUR CHILD. THE SCHOOL NURSE SHOULD BE CONTACTED FOR ANY MEDICATIONS THAT ARE GIVEN TO YOUR CHILD ON A DAILY BASIS.

Student Name _____

Agreement:

- I agree that in the case of an illness or injury, emergency medical care may be given to the child listed above, in the event I or the person(s) designated on the enrollment form cannot be reached. I agree to pay for any medical expense that occurs.
- I will provide special information below to assist the Discovery Center staff in the care of my child and will update this as needed throughout the year.
- In the event that I / we cannot be reached in an emergency, I hereby give my permission to the physician/hospital selected by the Discovery Center program to secure proper medical treatment for my child.
- **I hereby give my permission to provide first aid and transportation of my student to an emergency care facility if necessary.**

X _____
 (Parent / Guardian Signature) (Date)

If you do not want your student transported to an emergency care facility or provided first aid, describe procedures to follow: _____

**21st Century CCLC Program – Discovery Center at Valley Forge Senior High
Registration Form**

Please print legibly

Student's Name: _____

Grade: _____

_____ My child will attend the **Homework/Tutoring and Enrichment** program at Valley Forge

High School: 2:30 – 5:00 _____ Tuesday/Wednesday or _____ Thursday/Friday

When school resumes 5 days/week in-school learning, my child will attend Monday – Thursday 2:30-5:00

OR

_____ My child will attend the **Credit Recovery** program at Valley Forge High School: 2:30 – 5:00

_____ Tuesday/Wednesday or _____ Thursday/Friday

When school resumes 5 days/week in-school learning, my child will attend Monday – Thursday 2:30-5:00

CREDIT RECOVERY STUDENTS MUST HAVE 12 “LOGGED IN AND WORKING” APEX HOURS EVERY WEEK. APEX HOURS ARE MONITORED.

Return Registration Form to: Discovery Center in the Media Center or to student's counselor

Parent/Guardian's Signature

Parent/Guardian's E-mail address

Parent/Guardian's Contact Phone Number

Student's Signature

Student's E-mail address

Student's Phone Number