



CHARLOTTE-MECKLENBURG SCHOOLS
Academic Cultural Enrichment 21st Century Community Learning Centers (ACE 21st CCLC)
Family Guidelines 2023-2024

The ACE 21st CCLCs provide a safe, nurturing environment and interesting activities for children at Druid Hills Academy, Hornet's Nest Elementary, and JH Gunn Elementary during hours beyond the regular school day. The ACE 21st CCLCs supports and supplements the learning taking place during the school day. Quiet time is scheduled for homework in addition to the time scheduled for the development of friendships, age-appropriate physical activities, and opportunities to pursue interests and talents.

Registration Procedures. Registration for the fall term begins in spring and is on a space-available, first-come, first-served basis. Parents should contact the site for availability during school year prior to registering. Online registration is available at www.cmsk12.org, via CMS-ASEP website. Registration contracts should be completed in Eleyo via ASEP website and are reviewed and approved at each ACE 21st CCLC site throughout the school year on a space available basis. Parents will receive an email when their registration contract has been completed. A second email will be sent upon contract approval. *The ACE 21st CCLC does not provide drop-in care.*

Days of Operation. The ACE 21st CCLC sites begin operation on the first day of school each year and operate on every regular school day. ACE 21st CCLC programs are open for full days of programming on workdays, which fall during weeks of school. This year those days are scheduled for September 25, November 6, 7, 22* (ACE 21st CCLCs will close at 2:00 PM*), December 20, 2023, and January 2, 25, and March 29, 2024.

ACE 21st CCLC is closed on these holidays:

- Labor Day, September 4, 2023
- Veterans Day, November 10, 2023
- Thanksgiving Holidays, November 23 - 24, 2023
- Winter Holidays, December 21, 22, 25, 2023
- New Year Holiday, January 1, 2024
- Martin Luther King, Jr. Holiday, January 15, 2024
- President's Day Holiday, February 19, 2024
- Memorial Day Holiday, May 27, 2024

ASEP will open select elementary sites for optional full days of enrichment activities during Winter and Spring Break. Dates scheduled for Break programming this school year are December 27, 28, 29, 2023 (*ASEP will close at 2:00 PM) and April 1 - 5, 2024. Registration forms for optional break sites are available at all ACE 21st CCLC sites four to six weeks before the Break.

ACE 21st CCLCs do not operate when school is closed due to weather conditions. If school closes early due to severe weather, ACE 21st CCLC will not be open, and parents should arrange to pick up their child at the home school. Parents can get information about school closings from local television and radio stations, on social media, and from the CMS website, www.cmsk12.org.

ACE 21st CCLC Summer Camp. Camp is offered at one site for eight one-week sessions. Registration for summer camp usually begins in February.

Hours of Operation. ACE 21st CCLCs operate from the time of school dismissal until 6:00 p.m. In the event of severe weather, please refer to our local weather station and the CMS website. During early release days, the ACE 21st CCLCs will operate three hours earlier than usual and close at their normal times. Operating hours on teacher workdays offering full-day programming are 6:45 a.m. to 6:00 p.m.

Early Release Days. CMS believes the practice of early release days to support instructional planning and teacher professional development is an integral part of helping every student to be academically successful. CMS will start its ACE



21st CCLCs three hours earlier than usual and end them at their normal times. During the 2023-2024 school year, these days are September 20, October 18, 2023, and February 14, March 13, 2024.

Full Program Days. Field trips are scheduled on select teacher workdays. Students participating in field trips must have a signed permission slip and arrive prior to the scheduled departure time. ***Students cannot be dropped off or picked up at field trip locations.*** Pack a nutritious lunch labeled with the student's names and date on full program days.

Star-Rated Licenses. The majority of ACE 21st CCLC sites are licensed at a level that exceeds the minimum licensing regulations required by the North Carolina Division of Child Development.

Transportation. ACE 21st CCLC programs can provide transportation home on regular school days. Transportation is not provided on Early Release Days or Teacher Workdays. Please speak to your ACE 21st CCLC Site Coordinator if you require transportation for your child(ren).

Insurance Requirement. Children enrolled in ACE 21st CCLCs must have medical insurance coverage through the school student accident insurance plan or through personal insurance coverage. Proof of insurance coverage must be provided within the first two (2) weeks of school for continued participation.

Hospital Preference. Emergency information requires parents to list the name of a hospital. Insurance may dictate a particular hospital location. "Closest" or "Any" ***will not be accepted*** on your child's form. Parents must list the name of a preferred hospital.

Authorized Persons to Pick Up Child. The ACE 21st CCLC site must have written authorization from parents for other persons to pick up their child from ACE 21st CCLC. Parents/Guardians can access their authorized pick up list by logging in to their Eleyo account. Parents/Guardians must notify the site coordinator if changes are made to a student's registration contract. Authorized persons must be sixteen (16) years of age or older. No child will be allowed to sign her/himself out of ACE 21st CCLC. If a parent is not allowed to pick up a child, ACE 21st CCLC must have a copy of the appropriate court order on file. Adults bringing or picking up a child from an ACE 21st CCLC program must come into the building/door to sign the child in or out. Picture identification is required when picking a child up from ACE 21st CCLC.

CMS is a Tobacco-Free Campus. School policy prohibits the use of tobacco products, including electronic cigarettes: Everywhere, At ALL Times. THANK YOU FOR YOUR COOPERATION.

Intoxication. Your child's safety is our first priority. At times we are called to make judgments concerning their safety. If ACE 21st CCLC personnel believe that a person is intoxicated when they arrive to pick up a child, we will help arrange an alternate plan for the transportation of the child and the adult. We will try first to contact another authorized person listed on their registration form, and/or the emergency contacts listed on the child's registration form. If those means are unsuccessful, a cab will be called at the person's expense. If the person is suspected to be under the influence of drugs or alcohol and is unruly, uncooperative, or out of control physically, for the safety of the child and staff person, ACE 21st CCLC personnel will determine if local authorities should be contacted.

Termination. The Site Coordinator must be notified five school days in advance of the date of withdrawal when planning to terminate their child's participation in ACE 21st CCLC. Notification must be made using Eleyo, the online system. If a child is absent from ACE 21st CCLC for one week without communication from parents/guardians, we will assume the child's participation has been terminated and will drop the enrollment.

Behavior Guidelines. Each ACE 21st CCLC site has clear, written behavioral expectations of the staff and students at the site, and a plan outlined to maintain a positive environment. You will be asked to read and sign these guidelines with your child on the first day of participation. Students suspended from ACE 21st CCLC are not allowed to attend ACE 21st CCLC until the suspension is complete. The full weekly fee is still due and, credits for a student's absence due to suspension will not be given. Parents/Guardians dropping off and picking up students are also expected to exhibit proper behavior to maintain a positive environment. Parents/Guardians exhibiting hostile behavior including the use of profanity or communicating threats, etc. toward staff or other families are subject to being released from the program or banned from campus.



Arrival and Pick-up Procedures. An ACE 21st CCLC staff person will greet you and your child upon arrival. Students and staff will wash/sanitize their hands upon arrival to the program. At pickup each evening, parents will be greeted at the door. Students will be released once the parent/guardian has signed out their child. Staff will escort students to and from their classroom location.

Medication Policy. ACE 21st CCLC wants to provide your child with the best and most accurate care possible. Therefore, if your child will be taking medication at any time during their program period, you must follow these steps:

1. Parents/Guardians must complete a medication form, including physician's signature for each prescription medication, nonprescription medication, supplement and/or vitamin to be administered to the child. Dosage and time requirements must also be noted on the form. (One form per medication).
2. You must bring in the medication to the program office; as a safety precaution your child is not allowed to bring in the medication.
3. Please bring enough medication in the original container for the duration of the program.
4. At the end of the program, you need to come by and pick up any empty containers and/or remaining medication.
5. If your child stops taking medication during the program, please notify the Site Coordinator.
6. All medications and supplements must be kept in the program office and administered and dispensed only by the ACE 21st CCLC Site Coordinator or designated Lead.
7. Again we want to ensure the safety of your child at all times. We appreciate your adherence to these procedures. No medication will be given to your child, nor will your child be allowed to take any medication without your documented permission. If you have any questions, please contact the ACE 21st CCLC Site Coordinator.

Personal Technology Devices/Cell Phone Policy. Students enrolled in the ACE 21st CCLC are permitted to bring or possess only objects that have an educational purpose and will not distract from teaching and learning during the program day. A personal technology device (PTD) is a portable Internet accessing device that is not the property of the district that can be used to transmit communication by voice, written characteristics, words or images, share information, record sounds, process words, and/or capture images, such as a laptop computer, tablet, smartphone, cell phone personal digital assistant or E-Reader. The district is not responsible (monetary value or replacement) for theft, loss, or damage to PTDs, or other electronic devices brought onto CMS/ ACE 21st CCLC property.

Snack Nutrition. ACE 21st CCLC provides a daily snack for each child attending the program. ACE 21st CCLC snacks are purchased through the Charlotte-Mecklenburg Schools School Nutrition Department <http://my.cms.k12.nc.us/departments/childnutrition/Pages/Default.aspx>, and meet nutritional guidelines established by the USDA. The monthly snack menu reflects a variety of healthy snack items. ACE 21st CCLC will provide alternate snacks to accommodate children with food allergies if a Dietary Request form signed by a physician is provided (form available from the Site Coordinator). Parents are to provide a nutritious lunch for students attending during teacher workdays. Each lunch should contain a protein, grain, fruit, vegetable, and dairy items. Student lunches should be labeled with the child's name and date. Child Care Licensing requires lunches to be refrigerated.

School Safety and Emergency Response Plan. Every Charlotte-Mecklenburg School has a safety plan and an emergency response plan that includes ACE 21st CCLC hours. Plans include procedures for all doors to be locked after school hours, lockdown procedures, sheltering in place, and emergency evacuation in the event of a crisis.

Child Abuse and Neglect Reporting. North Carolina law requires that any school system employee who suspects a case of child abuse or neglect must report those concerns to the proper agency.

Parent Participation. Each ACE 21st CCLC site will have a Parent Participation Plan posted with other ACE 21st CCLC information for parents. We encourage your involvement with ACE 21st CCLC in any of a number of ways:

- Communicate with site staff about your child's experience in ACE 21st CCLC; complete an exit survey if your family leaves the program
- Participate in site parent meetings, held at least quarterly.
- Volunteer to accompany the staff and children on a field trip.
- Make a presentation to the children about your special talent
- Donate games, books, and toys. It is ACE 21st CCLC policy that parents are not to be asked for any additional money for program activities, parties, field trips, special treats, or any other reason.



Parent/Guardian Questions and Concerns. We want to address your questions and concerns in a timely and professional manner. The Site Coordinator is available at the site during program hours or by phone at the school number. If the matter is not resolved with the Site Coordinator, you can reach the ASEP Program Specialist assigned to the site by calling the ASEP Office at 980-343-5567. The Director of ASEP, Stephen Hall, is also available at 980-343-5567 to assist with a problem.

ASEP Central Office. Thank you for your confidence in our program. The central office of the After School Enrichment Program/ ACE 21st CCLC is located in Bishop Spaugh at 1901 Herbert Spaugh Lane, Charlotte, NC 28208. We can be contacted during business hours at 980-343-5567 or by email at asep@cms.k12.nc.us. Please let us know of any concerns, questions, or suggestions you have. We look forward to working with you this year and enjoying our time with your child.