

LOGAN VIEW CLUBHOUSE CLC FAMILY HANDBOOK
2009-2010 SCHOOL YEAR

Logan View Public Schools Clubhouse CLC objectives are:

- 1) Regularly attending students will meet or exceed district standards in reading,
- 2) Regularly attending students will improve on turning homework in on time,
- 3) Families of regularly attending students will support student's learning at home.

Logan View Public Schools Mission Statement:

Table of Contents

Absences
Arrival
Attendance Requirements
Behavior Policy
Donations
Emergency Contacts
Fees
4-H Community CLC Club
Health/Safety
Homework
Hours of Operation
Medication
Non-School Days
Parental Involvement
Personal Belongings
Snacks
Weather Closings

Absences

It is extremely important to communicate when your child will be absent from CLC. Please either call the school secretary at 654-3315, 654-3317 or the program director at 654-2221 prior to 2:30 p.m. The phones will be checked for messages on a regular basis. We feel a great responsibility for the children's safety and that is why we ask to know about any absences. Thank you in advance for helping us with this.

Arrival

Students can be brought to the CLC program as early as 6:30 a.m. until 8:00 a.m. Please walk your student into the building to the designated area (either the gym or the library). In the afternoon kindergarteners, first graders, fifth graders, and sixth graders are brought to the 2nd-4th Grade Attendance Site on a bus. Those students are taken from the 2nd-4th Grade Attendance Site to their classroom site in the morning by a bus.

Attendance Requirements

As the program is funded by a 21st Century Community Learning Center grant, students must have consistent attendance. We ask students to attend a minimum of 1 day a week; preferably the same day each week for a minimum of 30 days during the school year. If attendance is less than requested, your student's space may have to be given to another child who will utilize the benefits of the program more fully.

Behavior Policy

Students are expected to follow the school rules at all times. They are to be respectful, responsible, honest, and safe. If a student does not follow the school rules, staff will talk with him/her about making positive choices. Students will practice what that behavior will look and sound like. Minor offenses may result in a loss of privilege. Frequent minor offenses or more serious offenses will result in a discipline notice given to the parent/guardian. Behavior issues will be recorded and kept in the student's records. Frequent discipline notices and/or serious offenses (such as physical aggression) may result in immediate suspension from the program. This policy also included bus transportation times. Enrollment in CLC is privilege, not a right.

Departure

CLC will provide transportation home from the program to 3 drop off sites. Those 3 sites are Winslow, Uehling, and Nickerson. To take advantage of this option, the drop off site needed must be indicated on the enrollment form. Buses will leave the school at 5:15 p.m. and travel to Nickerson, Winslow, and Uehling in that order. As buses cannot wait at each drop off site until all students are picked up by an adult, please be at the drop off site on time. The bus transportation is a privilege and appropriate language and behavior is expected at all times on the bus and at the drop off sites. Please help us with this by stressing appropriate behavior with your student.

Parents/guardians may also pick their student up directly from the program by 6:00 p.m. at the latest. Please come into the building to pick up and sign out your student so we can verify we are sending students home with approved contacts. More than three tardies will be cause for suspension from the program. In case of an emergency, please call 654-2221 and alert staff that you will be late.

Due to Nebraska law, students who are not picked up by 6:30 p.m. are considered abandoned and the local police department will be called.

Donations

Donations of any kind are always appreciated. You may bring items to the 2nd-4th Grade Attendance Site in Hooper. Please include your name, address and "for CLC" with the items so we can thank you.

Emergency Contacts

We must have updated, current emergency contacts for all students enrolled in the program. For the safety of your child, please be sure we know how to contact you or someone else in case of disaster, emergency, injury, early closing, or any other reason. We ask for 2 people, other than the parent/guardian, who will take responsibility for your child

if need be. Please be sure whomever you give as emergency contacts know they are listed and may be called if necessary.

Fees

CLC is currently a free program for all kindergarten through sixth grade students who attend Logan View Public Schools or live in the Logan View communities. Occasionally there are special programs that require a fee. These types of programs are extra options and fees can be waived when necessary.

4-H CLC Community Club

Some extension activities will involve 4-H projects. Students will choose the activities they want to be involved in. Additional information will be sent home during the school year. As always, homework comes before any other daily clubs or activities unless requested otherwise by parent/guardian.

Health/Safety

CLC follows the illness policy of Logan View Public Schools. Please refer to the Logan View Public Schools Parent Handbook.

Homework

We will provide homework assistance and/or study skill time daily. Certified teaching staff is encouraged to help with homework time and answer student's questions. Our policy is to encourage students to complete their homework to the best of their ability and be responsible for having it ready to turn in the following school day. Students must be honest about what homework they have, bring that work with them to CLC, and ask questions if they have them. All homework assigned by the classroom teacher may not be completed at the program, therefore, please review your child's assignments to see if anything has been missed or needs additional work.

First graders will work on their reading skills, and related homework at the program. Math homework will need to be done at home with the parent due to Saxon math recommendation.

Hours of Operation

CLC is open at 6:30 a.m. to 8:00 a.m. and 3:30 p.m. to 6:00 p.m. Monday through Friday on the days school is in session.

Weather Closings

If Logan View Public Schools are closed or dismissed early due to weather, CLC will also be closed. It is the parent's/guardian's responsibility to call the hotline and/or listen to the radio station. If weather worsens while students are at afternoon CLC, buses may bring students home earlier than 5:15 p.m.

Medication

Please see the Logan View Public Schools Handbook.

We can give non-aspirin if it is checked on the enrollment form.

Non-School Days

CLC will be open 8 days when school is not. Those days are used for field trips to support learning, practice appropriate social skills, and for community service work. Days and hours are announced on the monthly activity calendar. You must return the sign up form for each field trip for your student to participate. Those notes are sent home in Friday Folders. Students are asked to attend at least 1 non-school day each school year.

Parental Involvement

Parents/guardians/family members/community members are strongly encouraged to participate in the activities provided by CLC. A few suggestions of ways to be involved are listed on the enrollment form. Please check those you can help with.

Parents/guardians/teachers/community members are always encouraged to communicate their ideas, suggestions, and concerns with the program director through notes, telephone calls, stopping by the office, and annual surveys.

The program can only continue to be successful if we all get involved and work together.

Personal Belongings

Please do not allow your student to bring personal items to CLC. We do not want anything to be lost or broken and will not take responsibility for any personal belongings.

Phone Numbers

2 nd -4 th Grade Attendance Site	654-3315
Logan View Clubhouse CLC	654-2221
Director Home Phone (last resort, please)	654-2973
	Stephanie Obermiller (Mrs. O)
Elementary School Hotline	654-654-5577

Snacks

We strive to make all snacks healthy. An after school snack will be provided daily around 3:45 to 4:15 p.m. If your student has allergies or should not eat snack, please indicate that information on the enrollment form.

Weather Closings

If Logan View Public Schools are closed, have a late start, or dismissed early due to weather, CLC will also be closed. It is the parent's/guardian's responsibility to call the hotline (654-5577) and/or listen to the radio stations (AM 1100, AM 1340, AM 840, OR FM 107.9).

If weather worsens while students are at afternoon CLC, buses may bring students home earlier than 5:15 p.m.

Revised 7/2009