



Amityville Union Free School District
21st Century Community Learning Center
B.E.S.T. (Building Educational Success Together)
Program

Parent and Student Handbook
2011 - 2012 Academic Year

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ADMINISTRATION

Amityville Union Free School District
150 Park Avenue
Amityville, NY 11701

CENTRAL ADMINISTRATION

Dr. John R. Williams, Superintendent
jwilliams@amityvilleufsd.org
(631) 565-6019

Dr. Kathleen M. Gulbin, Assistant Superintendent
for Curriculum and Instruction
kgulbin@amityvilleufsd.org
(631) 565-6037

Dr. Mary T. Kelly, Assistant Superintendent
for Data and Technology
mkelly@amityvilleufsd.org
(631) 598-6016

Dr. William Fanning, Interim Assistant Superintendent
for Finance and Operations
wfanning@amityvilleufsd.org
(631) 565-6015

Dr. Stephen P. Neidell, Interim Assistant Superintendent
for Human Resources
sneidell@amityvilleufsd.org
(631) 598- 6024

Dear Parents/Guardians:

The Amityville administration, staff and community partners are pleased to offer you and your Child (ren) the services of our 21st Century Community Learning Centers (CCLC) B.E.S.T. Program. Within this brochure, you will find information regarding our policies and procedures.

This handbook is a valid part of the enrollment agreement between the program and the parents/guardians of the child (ren). Please take a few minutes and read over all the material enclosed. We look forward to a fun, enriching, and safe school year.

Our goal is to offer a 21st CCLC B.E.S.T. Program that offers Academics and a variety of activities – recreation and games, arts and crafts, academics, music, and “free time” for the children to pursue their own interests – in a safe, friendly environment.

Mission: Empower all learners to succeed in a changing world.

Vision: To bring the school and community together to encourage students and community members to realize their potential and promote lifelong learning experiences.

Results expected from the program:

- An experience for children that is fun and educational, that provides a sense of belonging and safety, involves parents and promotes community spirit.
- Children and youth succeeding in school.
- Children safe in their families and families safe in their communities.

All participating children, youth, and families can expect the following:

- To be safe – basic health and safety is a top priority. Parents/guardians must sign their children in and out daily.
- Eyes-on supervision of children at all times.
- Kind, respectful communication throughout the program.
- Staff interacting with children at all times.
- Staff on-time and prepared with daily program schedules, lesson plans, and adequate materials and supplies.
- Warm, friendly and informative greeting of parents/guardians.

The 21st Century Community Learning Centers* are defined as centers which offer academic, artistic, and cultural enrichment opportunities to students and their families when school is not in session. The primary goal of the program is to allow students an opportunity to attain the skills necessary to meet state core curriculum content standards. The program offers tutorial services and academic enrichment activities that are designed to help students meet local and state standards in subjects such as Language Arts and Mathematics.

*This program is funded by the State of New York Department of Education

21st Century Community Learning Centers Administration

Dr. Kathleen Gulbin, Assistant Superintendent for Curriculum and Instruction

Ms. Lesia Milan, Director of 21st Century Community Learning Centers

Mr. Edward Backus, Assistant Director of 21st Century Community Learning Centers

Mr. Scott Bullis, Principal Park Avenue Memorial Elementary School

Ms. Michele Darby, Principal Edmund W. Miles Middle School

Partners:

- Long Island Equal Opportunity Center (LIEOC)
- Young Men Christian Association (YMCA)
- United North Amityville Youth Organization (UNAYO)

21st Century Community Learning Center

Program Office Hours: Monday – Friday

8:00 am – 5:00 pm

Program Sites

Park Avenue Memorial Elementary School
140 Park Avenue
Amityville, NY 11701
Phone (631) 565-6300

Edmund W. Miles Middle School
501 Route 110
Amityville, NY 11701
Phone (631) 565-6200

Program Director

Ms. Lesia Milan
150 Park Avenue
Amityville, N.Y. 11701
Phone (631) 565-6057
lmilan@amityvilleufsd.org

Amityville Union Free School District

21st Century Community Learning Center B.E.S.T. Program

Roles and Responsibilities

I. Student Responsibility

- Attend and participate in classes he/she is enrolled in.
- Respect the B.E.S.T. Program staff by following the rules willingly.
- Listen and follow instructions.
- Be on time.

II. Program Responsibility

- Provide a positive, supervised environment for your child at all times.
- Provide appropriate snacks.
- Make your child feel welcome, comfortable and safe.
- Implement creative and enjoyable curriculum.
- Provide academic and recreational activities.
- Provide tutoring and homework assistance.
- Allow time for creative play and indoor/outdoor activities.

III. Parent Responsibility

- Work with my child to help him/her experience success.
- Ensure a responsible person is at the bus to meet my child(ren).
- Call the program if my child is unable to attend the program.
- Discuss any concerns with the site coordinator or program director.
- Adhere to the terms of the discipline policy as stated in the handbook.

IV. Enrollment Description and Requirements

- Programs are designed with children in mind.
- Programs will include recreational, academic, social, and cultural activities.

V. Days and Hours of Operation

- 21st Century Community Learning B.E.S.T. Program hours: 2:00 pm – 5:00 pm Monday – Friday

VI. Emergency Closings and Delayed Openings

- In the event that the school closes for weather, the B.E.S.T. Program will also be cancelled.
- The program will follow the Amityville Union Free School District calendar.

Due to the emphasis on this academic end, the administrative staff includes the following policy regarding attendance:

In order to participate in the enrichment activities, the student must attend the academic portion of the program.

Absences

Absentees without prior notification may be mistaken for a missing child, resulting in unnecessary concern and time spent in searching for the child. Parents should notify the Site Coordinator if their child will be absent from the program.

If your child will not be attending the program because of a scheduled appointment, vacation or other planned absence, please notify the Coordinator in advance.

If a child does not arrive at the program as intended, the Coordinator will contact the parents. If the parents cannot be reached, the Coordinator will contact the child's emergency contacts.

Transportation

Transportation is available for those students signed up for the program. A signature is required on the registration forms in order for the Amityville UFSD 21st CCLC B.E.S.T. Program to transport students.

Release of Children

Persons other than the child's parents may be required to present photo identification before being allowed to leave with the child.

If your child(ren) attends extracurricular activities or must for any other reason change his or her arrival or departure time, either on a given day or for the duration of the program, please notify the **Site Coordinator** prior to the date the change is effective.

Snack

All enrolled children will receive a snack daily. All food served will meet USDA nutritional guidelines for school food programs.

Discipline Procedures

The purpose of this program is to provide a positive fun learning environment for children. Disrespectful behavior will not be tolerated. The staff is expected to show respect to students at all times and the students are expected to show respect to staff at all times. If there is a problem, the 21st CCLC B.E.S.T. Program will follow the Amityville UFSD Code of Conduct to discipline students.

Field Trips

- Parent permission slips must be filled out with the enrollment forms.
- Students will not be allowed to go on field trips without permission slips.

Lost items will be turned in to the school's lost and found.

School Policies

Weapons: Amityville UFSD will comply with Gun Free Act requiring expulsion of students for one year for possession of weapons at school. No weapons are allowed at any time on school property.

Drug Free School: Students shall not knowingly possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, or tobacco.

Confidentiality

To ensure success of the Amityville Union Free School 21st CCLC B.E.S.T. Program, all files and information pertaining to the students and families of the Amityville Union Free 21st CCLC B.E.S.T. Program will be confidential.

If you need additional information Contact:

21st Century Community Learning Centers B.E.S.T. Program

150 Park Avenue

Amityville, New York 11701

(631) 565-6057

Discrimination

It is the policy of Amityville Union Free School District, not to discriminate on basis of sex, race, or religion in its educational program, activities, or employment policies as required by the Constitution and Title IX of the 1972 Education Amendment. Inquiries regarding compliance may be directed to Dr. Neidell, Grievance Officer, 150 Park Avenue, Amityville, New York 11701. Phone: 631-565-6024

Child Registration and Signature Forms

All forms must be completed to enroll your child in the
21st CCLC B.E.S.T. Program

Please detach and return these forms

Child's Full Name

Grade



**21st CCLC B.E.S.T. Program
Registration Form
ALL SECTIONS MUST BE COMPLETED
Please Print**

First Name:	Middle Initial:	Last Name:	Date of Birth:	Grade:
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Home Address:	Town:	Zipcode:
	Home Phone #:	Cell Phone #:
Parent/Guardian Full Name:	Place of Work and Address:	Work #:

Transportation Policy:
Buses will be provided to and from the 21st CCLC B.E.S.T. Program
NO CHILD IS ALLOWED TO WALK HOME FROM THE PROGRAM
If you do not request transportation, you **MUST** designate a responsible adult (over 18) to pick up your child at the learning center.

CHECK ONE:

<input type="checkbox"/> MY CHILD WILL BE PICKED UP		<input type="checkbox"/> My child will be taking the buses provided Bus Route _____ (REFER TO LAST PAGE FOR BUS ROUTE)
Name of AUTHORIZED Adult:	Phone #:	
1.	Cell Phone #:	
Name of AUTHORIZED Adult:	Phone #:	
2.	Cell Phone #:	

UNAUTHORIZED TO PICK UP

Medical Information

Physician:	Address:	Phone #:
Dentist:	Address:	Phone #:
Health Insurance Provider:	Subscriber:	I.D. #:

Does your child wear?	Glasses <input type="checkbox"/> No <input type="checkbox"/> Yes () Full () Part-time	Hearing Aides <input type="checkbox"/> No <input type="checkbox"/> Yes () Bilat () Right () Left
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The 21st Century Community Learning Centers will not dispense medication if your child requires medication administration, diabetic monitoring, Epi Pens, Inhalers or has severe allergies. Please contact the 21st Century Community Learning Center program Site Coordinator immediately.

Parent/ Guardian Signature: _____ Date: _____



21st CCLC B.E.S.T. Program Registration Form

Emergency Release Form

Child's Full Name:	Date of Birth:	Grade:
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Home Address:	Town:	Zipcode:
	Home Phone #:	Cell Phone #:
Parent/Guardian Full Name:	Place of Work and Address:	Work #:

Emergency Contact Name:	Relation to Child:	Home Phone #:	Work Phone #:
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Please list any medical conditions/ medications 21st CCLC B.E.S.T. staff should know about:

Please list any allergies (medications, foods, plants, etc):

Expected reaction/ treatment:

In case of an emergency, a staff member from the 21st CCLC B.E.S.T. Program will contact you immediately.

In case of an accident, if I cannot be reached, I give permission for the 21st CCLC B.E.S.T. Program staff to contact my child's physician and follow her/his instructions. If neither my child's physician, nor I are available, I give permission to bring my child to the nearest emergency facility to be treated by the physician on duty. I authorize the 21st CCLC B.E.S.T. Program staff to administer first aid as appropriate.

Parent/ Guardian Signature: _____ Date: _____

Field Trip and Media Publications Permission

I give permission for my child to participate in all of the regularly scheduled; on-going activities located at off-site facilities such as local parks, playgrounds, libraries and local businesses.

Yes

No

I give permission for 21st CCLC B.E.S.T. Program to take videos/pictures that may include my child and might be used in publications (e.g. newspaper stories, newsletters/publications, local access television, 21st CCLC B.E.S.T. website)

Yes

No

21st Century Electronic Student Management System

I understand by enrolling my child into the 21st CCLC B.E.S.T. Program, my child(ren) will be part of an electronic Student Management System that complies with full confidentiality and "Acceptable Use Policies" of the Amityville UFSD Public Schools.

****Signature of Parent/ Guardian:** _____

Parent/Guardian Behavior Agreement

(Signature required for enrollment)

All students must observe and adhere to positive and acceptable behaviors as outlined in each school's handbook. This includes positive behaviors during the program and while riding the bus. Once program activities have begun, no student is allowed to leave the building except by permission of the 21st CCLC B.E.S.T. Program via parent request. A child's termination or suspension from 21st CCLC B.E.S.T. Program is at the discretion of the 21st CCLC B.E.S.T. Program administration. **The 21st CCLC B.E.S.T. Program is not an entitlement program but a service provided for children and families in the community.**

I have read the above statement and agree to its contents.

****Signature of Parent/Guardian:** _____

DO NOT SEND YOUR CHILD TO THE PROGRAM UNLESS NOTIFIED OF ENROLLMENT STATUS BY

21st CCLC B.E.S.T. Program

For more information contact:

21st CCLC B.E.S.T. Program

Director of 21st CCLC B.E.S.T. Program

150 Park Avenue

Amityville, NY 11701

Office Phone: 621-565-6057

FAX: 631-691-4108

Community Partners: Long Island Equal Opportunity Center (LIEOC), Young Men Christian Association (YMCA) and United North Amityville Youth Organization (UNAYO).

21st CCLC B.E.S.T. Programs are funded through a 21st Century Community Learning Centers federal grant administered by the New York State Department of Education, Elementary and Secondary Education with additional funding from Title I and Amityville Union Free Public School District. All programs meet the Americans with Disabilities Act (ADA) requirements.

Amityville Union Free School District insures employment, educational opportunities and affirmative action, regardless of race, religion, color, creed, national origin, sex, sexual orientation, or disability, in compliance with Title VI, IX Chapter 622 IDEA 2004 and section 504, of the rehabilitation act of 1973. Questions related to this non-discrimination regulation must be addressed to Dr. Neidell, Grievance Officer, 150 Park Avenue, Amityville, New York 11701. Phone 631-565-6024

STUDENT PARTICIPANT INTAKE FORM

Policies, Parent & Student Agreement

I. Attendance Policy

In order to maximize benefits of the program, students are expected to attend the program on a regular basis. Failure to do so may result in dismissal from the program at which point the space will be offered to another student.

II. Behavior Policy

Students, who indulge in disruptive behavior, create a dangerous or unsafe condition for other students or staff, may be dismissed from the program.

III. Field Trip Permission

Field trips, including walking trips, will be taken on a regular basis. Parents/guardians will not need to sign a permission slip for each trip, but will be required to advise staff if they DO NOT wish their child to attend a field trip. Students who display disruptive behavior during the program will not be allowed to participate in field trips and will need to stay home on field trip days. Parents will be notified in advance of all field trips.

IV. Information and Technology Access Agreement

The Internet offers the opportunity to enhance the educational experience for our students. Students are directly responsible to use this tool in an appropriate manner. Failure to act responsibly will result in dismissal from the program. Software is utilized to block sites that are considered inappropriate sites. Students, who access inappropriate sites, whether or not they were blocked, shall be subject to dismissal from the program. If students inadvertently access an inappropriate site, it must be reported immediately to the teacher or staff.

V. Personal Property

The staff is not responsible for lost or stolen items. It is recommended that students leave valuable items such as jewelry and electronics at home. Label all items brought to the program with students' name.

VI. Special Needs Student Policy

The 21st CCLC B.E.S.T. Program will make reasonable modifications to accommodate children or parents with disabilities. We will provide appropriate aides and services and make the facilities accessible unless it constitutes an undue burden.

VII. Standard Photography Release Policy

Amityville Union Free School Districts' 21st CCLC B.E.S.T. Program has permission to copyright, use, reuse, publish, and republish photographic portraits or pictures of my child/ children whether in whole or in part for educational purposes only used by Amityville Union Free School District's 21st CCLC B.E.S.T. Program. Parent/guardian waives any right to inspect or approve the finished product or products.

VIII. Student Safety and Supervision Notice

Students must sign in and out with the Site Coordinator in order for program staff to supervise, monitor and ensure student safety. In addition, staff is not responsible for students who leave the school building before they sign in or leaves the school building unescorted. Third to sixth graders must be signed out by parent/guardian. It is important that parents understand and reinforce this procedure, as student safety is Program Staff's number one concern.

- IX.** We have read the above policies, statements and understand fully the student and parent responsibilities. We understand that 21st CCLC B.E.S.T. Program adapts its policies and procedures from Amityville Union Free School District. We agree to comply with the contract and to follow the District and Schools Student Code of Conduct.

Student Signature & Date

Parent/Guardian Signature & Date

The 21st CCLC B.E.S.T. Program will:

- Provide a positive, supervised environment for your child at all times.
- Provide healthy snacks.
- Make your child feel welcome, comfortable and safe.
- Implement creative and enjoyable curriculum.
- Provide academic and recreational activities.
- Provide tutoring and homework assistance.
- Allow time for creative play and indoor/outdoor activities.

As a parent I will:

- Work with my child to help him/her experience success.
- Call the site coordinator if my child is unable to attend the program.
- Discuss any concerns with the site coordinator or project director.
- Adhere to the terms of the discipline policy as stated in the handbook.

As a participant I will:

- Attend and participate in classes I am enrolled in.
- Respect the program staff by following the rule willingly.
- Listen and follow instructions.
- Be on time to classes.
- Have fun.

I have read the parent handbook, discipline policy and parent contract. I agree to cooperate with the staff. I will not hold Amityville Union Free School District or any of the staff responsible for any accident or injury that may occur while my child is attending the program. I understand that the program will end at 5:00 pm every day and I should meet my child(ren) at the designated bus stop or pick my child(ren) up from the school.

Student Signature Date

Parent Signature Date



Amityville Union Free School District

Health Information Card

(Emergency Contact Card)

Grade: _____ ROOM #: _____

Name _____ Sex _____
Last First

Address _____

ZIP _____ Home Phone: () _____ Cell Phone () _____

Birth Date _____ Place of Birth _____

Parent/Guardian _____ Business Phone () _____
Cell Phone # () _____

Parent/Guardian _____ Business Phone () _____
Cell Phone # () _____

Other Children in the Household-Names and Ages:

_____	_____
_____	_____
_____	_____

In Case of Emergency Call:

Doctor _____ Phone () _____

Address _____ Zip _____

Person other Than Parent or Guardian to contact in event of An Emergency

Name _____ Phone () _____
Cell Phone # () _____

Relationship _____

Name _____ Phone () _____
Cell Phone # () _____

Relationship _____

PARK AVENUE MEMORIAL ELEMENTARY SCHOOL

5:00 PM 21st CCLC B.E.S.T. Program Bus

BUS A

1. BROADWAY & N. RONALD
2. BROADWAY – N OF RITTER
3. BRANDON & BREFNI
4. BRANDON & DARERKA
5. GERALDINE & BENBURB
6. BRANDON & OFFALY
7. COLUMBA & GLENMALURE
8. BRANDON & THE BLVD
9. BROADWAY & BENTLEY
10. BROADWAY & MAPLE
11. BROADWAY & WASHINGTON

BUS B

1. CLOCKS & SENTINEL
2. CLOCKS & MOTT
3. MELROSE & ELLEN
4. E GROVE & DOVER
5. CARMAN MILL & LAMPLIGHTER
6. S KETCHAM & RIVERLEIGH
7. RICHMOND & VAN NOSTRAND
8. RICHMOND & FRANKLIN
9. CENTRAL & RIVERSIDE
10. RICHMOND & BINGHAM
11. RICHMOND & NORMAN
12. OCEAN & COLES
13. OCEAN & GRACE
14. RIVERSIDE & PERKINS
15. GRAND CENTRAL & GRIFFING
16. S BAYVIEW & MACDONALDS
17. S BAYVIEW & COOPER
18. BAYVIEW & MERRICK
19. BAYVIEW & TOWNE
20. BAYVIEW & OAK
21. ALBANY & BANBURY

BUS C

1. COUNTY LINE & CEDAR
2. CARMAN & BEACH
3. CARMAN & SPRING
4. CARMAN & COVE
5. ROOSEVELT & BREEZY
6. ROOSEVELT & HAMILTON
7. CLOCKS & LINCOLN
8. CLOCKS & HARBOR
9. CLOCKS & TREBOR
10. MERRICK & ERLWEIN
11. CLOCKS & E CEDAR
12. CLOCKS & E WILLOW
13. CARMANS & HEMLOCK
14. NANCY & DENISE
15. COUNTY LINE & MAPLE
16. CAMP & AMBER
17. CAMP & JOYCE
18. COUNTY LINE & SOLOFF
19. COUNTY LINE & MARILYN
20. FRANCINE & ROBERT
21. COUNTY LINE & PLYMOUTH
22. COUNTY LINE & RITTER
23. PARKWAY EXIT & ADRIAN

BUS D

1. ALBANY & MAPLE
2. OVERLAND & LEONARD
3. BAYVIEW & GILBERT
4. ALBANY & HARRISON
5. W. JEFFERSON & WASHINGTON
6. JEFFERSON & SURREY
7. BENJOE & FLORAL
8. FLORAL & BETA
9. BENJOE & BETA
10. RAINBOW – 50' FROM MELODY
11. AUTUMN & WINTER
12. 32 MILLER
13. 10 COMMERCE
14. COLUMBUS & DUBOIS
15. ALBANY & DELAWARE
16. ALBANY & DEVINE

BUS E

1. BROADWAY & SOUTH DR
2. BROADWAY & NORTH DR
3. E SMITH & COOLIDGE
4. COOLIDGE & ROSEWOOD
5. HARRISON & ROSEWOOD
6. 15 HARRISON AVE APTS
7. JEFFERSON & CAMPBELL
8. JEFFERSON & MOORE
9. WILLIAMS & CAHILL
10. NATHALIE & CAMPBELL
11. 700 BROADWAY



BUSES RUN MONDAY - FRIDAY

EDMUND W. MILES MIDDLE SCHOOL

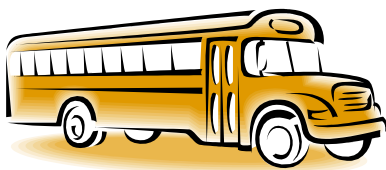
5:00 PM 21st CCLC B.E.S.T. Program Bus

SOUTH BUS

1. Bayview & Leonard
2. Oak & Lake
3. Bayview & Towne
4. S. Bayview & MacDonald
5. Grand Central & Perkins
6. Ocean & S. Ireland
7. Ocean & Bayside
8. Richmond & Bourdette
9. S. Ketcham & Franklin
10. Clocks & Trebor
11. Lincoln & Hamilton
12. Carman & Cove
13. Roosevelt & Marine
14. Grove & Dover
15. Melrose & Oakley
16. Homestead & Ireland
17. County Line & Sterling

NORTH BUS

1. Broadway & Nathalie
2. Jefferson & Campbell
3. Jefferson & Carroll
4. Nathalie & Carroll
5. Albany & Benjoe
6. Sunshine & Melody
7. 32 Miller
8. Columbus & DuBois
9. Tyrconnell & Columba
10. Brandon & Glenmalure
11. Brandon & Darerka
12. Geraldine & Brefni
13. County Line & Ritter
14. County Line & Francine
15. County Line & Joyce
16. Carman & South Gate



BUSES RUN MONDAY - FRIDAY

