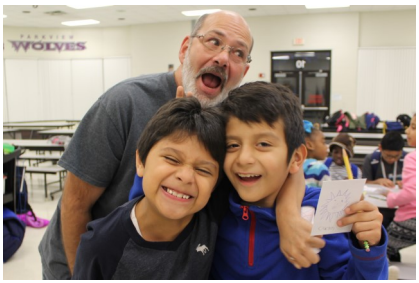
Parent/Guardian Handbook



WELCOME TO team21

Dear Parent/Guardian:

Welcome to the TEAM 21 program. This handbook is designed to introduce you to the program, outline policies and procedures, and answer any questions you may have about what your child will experience in our after-school and summer programming.

History

Our program has been serving students in the Wyoming community for several years now, beginning in 2004. We are a partnership between the City of Wyoming and Wyoming, Godfrey-Lee, and Godwin Heights Public Schools.

Philosophy

The purpose of our program is to provide a safe and supportive environment to promote academic, social, and emotional growth in the students we serve through a wide variety of enrichment activities, guided through mentorship from our program staff. Activity examples include hand-on academics, homework help, character education, service learning, gardening, photography, field trips, karate, and many other opportunities to discover new passions, build skills, and achieve new successes.

Funding

Our program is funded primarily through federal 21st Century Community Learning Center dollars awarded by the Michigan Department of Education, with significant contribution from the City of Wyoming Parks and Recreation Department, and each of the partnering school districts.

Thank you for supporting the TEAM 21 program and we look forward to having your child with us this year!

-TEAM 21 Staff

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This handbook has been designed as a companion to the Parent/Student Handbook provided by your child's school. School policies and procedures are still in effect during the TEAM 21 program.

APPLICATION & ENROLLMENT

Parents interested in enrolling their child in the TEAM 21 program can contact the Site Coordinator at their child's school for a link to the online form or download and print one from the website (www.wyomingmi.gov/team21). The application can be submitted electronically or turned in to the school where the student attends, either in the office or to the Site Coordinator directly. TEAM 21 sites often operate at capacity and may need to establish a waiting list if maximum enrollment is reached. The selection of students in those cases is based upon a number of factors, including academic need and school staff recommendations. TEAM 21 operates in both the summer and school-year, and students need to reapply at the beginning of each of these sessions if they are interested in participating, even if they have attended in the previous session.

ATTENDANCE

We ask that students in TEAM 21 attend consistently, and regular attendance is required in order to remain enrolled. Leaving the program before the end of activities for a given day should be kept to a minimum, and any foreseeable or planned absence from the program should be communicated to the program staff in advance. Students who are frequently late, absent, or depart early, may be removed from the program at the discretion of the Principal and Site Coordinator. Excused absences from the school day will be considered excused for the purposes of TEAM 21 as well. Parents will be notified if their child's absences have become excessive. If a student is removed from the program due to excessive absenteeism, they may be re-admitted at the discretion of school and program staff, so long as the program is not at maximum enrollment capacity. For any specific questions about this policy, please contact the Site Coordinator where your child attends school.

STAFF SUPERVISION

Because developing healthy relationships with positive role models is so important to students achieving success, TEAM 21 places a significant emphasis on staff recruitment and hiring. TEAM 21 aims to maintain a 1:12 staff to student ratio to ensure student safety and to facilitate quality interaction. The program recruits and hires well-rounded, qualified individuals to serve as Group Leaders. Many staff members have previous experience working with elementary and middle school students and backgrounds in education, recreation, psychology, sociology, community health, and other related fields.

Prior to beginning employment, all TEAM 21 staff go through a screening process, including a Criminal History Check, Fingerprinting, Medical Physical, Drug Test, and Tuberculosis (TB) test.

PARENT/GUARDIAN EXPECTATIONS

It is critical that TEAM 21 staff have accurate and updated contact information for parents/guardians and emergency contacts. Emergency contacts listed on the child's application should be aware that they may be called if the parent/guardian is unavailable and there is reason to contact an adult. If you or anyone on listed as an emergency contact on the application changes any contact information (e.g. phone number), please make sure to notify the Site Coordinator. Having this information helps ensure the safety of your child, and allows for quick communication in the case of an incident or illness.

Parents/guardians are expected to set an example for students in the TEAM 21 program, modeling respectful and appropriate behavior when near program activities. Specifically, the use of tobacco, drugs, alcohol and foul or inappropriate language are not permitted on school property or on program field trips.

Parents/guardians who choose to pick up their child from TEAM 21 are expected to arrive on time, at the program's scheduled end time. All parents/guardians must sign out their child from the program for safety reasons. If a child is not picked up at the scheduled program dismissal time and program staff is unable to reach anyone listed on the student's application, the local police department may be contacted to ensure the child arrives home safely.

OPPORTUNITIES FOR INVOLVEMENT

TEAM 21 regularly has opportunities for parents/guardians, families, and community members to get involved. The program accepts regular or one-time volunteers. There is a brief packet of volunteer paperwork that must be completed and a criminal background check that must be cleared through the City of Wyoming before interested volunteers can begin working in the program, even if one is already on file with the school; this includes field trip chaperones. Please note that paperwork and background checks may take up to two weeks to be processed.

Additionally, the TEAM 21 program welcomes parent input and involvement. Please share programming ideas and suggestions with the Site Coordinator at your child's school. Occasionally, TEAM 21 will request your feedback through surveys, focus groups, advisory committee involvement or other means. Please take part in this valuable opportunity, as it allows the program to grow to better serve the needs of your child, your family, and the Wyoming community.

PROGRAM OFFERINGS

Academics/Homework Help—Each day in the TEAM 21 program, every student is given time to work on his/her homework with assistance from staff members and volunteers. Students who are not assigned homework or who have completed their assignments are expected to assist other students, read a book, write in a journal, or play academically-focused games.

Physical Fitness/Active Recreation—In addition to the daily academic component, students are also expected to participate in physical fitness activities. These activities take place both indoors and outdoors and may include group sports, run/walk clubs, self-defense, team-building, and other activities developed to increase health and fitness.

Enrichment Activities—A well-rounded experience is important to the social and emotional development of children. Daily academic and fitness opportunities are complimented by enrichment activities, focusing on character education, life skills, nutrition, gardening, arts & crafts, STEM, music, drama, and much more.

Free Time—Time is set aside regularly for students to socialize, play, and explore according to their interests in a supervised setting. Similar to recess during the school day, students are often seen playing outside, using computers, reading, or just "hanging out."

Field Trips—Students will have opportunities throughout the T.E.A.M.21 program to participate in field trips and other off-site activities. Written consent is required to attend such activities. Participation in these activities may also be contingent on appropriate behavior during program.

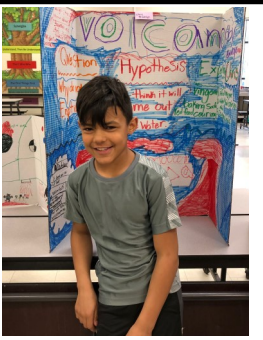
SAMPLE SUMMER SCHEDULE—ELEMENTARY/INTERMEDIATE/MIDDLE

	Monday	Tuesday	Wednesday	Thursday
30 Minutes	Breakfast	Breakfast	Breakfast	Breakfast
2 1/2 Hours	Academic Enrichment	Academic Enrichment	Academic Enrichment	Academic Enrichment
1 Hour	Lunch/Free Time	Lunch/Free Time	Lunch/Free Time	Lunch/Free Time
2 1/2 Hours	Enrichment/ Recreation	Enrichment/ Recreation	Enrichment/ Recreation	Enrichment/ Recreation

The TEAM 21 Summer program operates for 6 hours and 30 minutes daily Monday-Thursday. Hours may vary by school—please contact your child's school for more information.

SAMPLE AFTER-SCHOOL SCHEDULE—ELEMENTARY

	Monday	Tuesday	Wednesday	Thursday
15 Minutes	Snack/Outdoor Play	Snack/Outdoor Play	Snack/Outdoor Play	Snack/Outdoor Play
45 Minutes	Academics/ Homework Help	Academics/ Homework Help	Academics/ Homework Help	Academics/ Homework Help
45 Minutes	Physical Fitness/ Recreation	Physical Fitness/ Recreation	Physical Fitness/ Recreation	Physical Fitness/ Recreation
45 Minutes	Enrichment	Enrichment	Enrichment	Enrichment
15 Minutes	Dinner	Dinner	Dinner	Dinner



SAMPLE AFTER-SCHOOL SCHEDULE—INTERMEDIATE/MIDDLE

	Monday	Tuesday	Wednesday	Thursday
15 Minutes	Snack	Snack	Snack	Snack
50 Minutes	Homework Help/ Academic Enrich.	Homework Help/ Academic Enrich.	Homework Help/ Academic Enrich.	Homework Help/ Academic Enrich.
35 Minutes	Free Time	Free Time	Free Time	Free Time
50 Minutes	Enrichment/ Physical Fitness	Enrichment/ Physical Fitness	Enrichment/ Physical Fitness	Enrichment/ Physical Fitness
15 Minutes	Dinner	Dinner	Dinner	Dinner

The TEAM 21 After-School program operates for 2 hours and 45 minutes daily Monday-Thursday. Programs begin immediately after school and hours vary by school.

DISCIPLINE

Each TEAM 21 program site has an established discipline procedure in place that is in line with the school expectations and has been reviewed by school administrators. While the specific steps vary from site to site, each procedure is based on logical consequences for poor choices. Examples of steps existing in each site's procedure may include the following: Verbal warning, time out from activities, suspension from the program, and removal from the program. Please contact the Site Coordinator for more information about the discipline policy for TEAM 21 at your child's school.

Participation in TEAM 21 is a privilege. TEAM 21 reserves the right, along with the school staff, to remove students from the program for poor choices that compromise their own safety and well-being or that of other students or staff in the program.

**Please note that this handbook serves as a companion to the Parent/Student Handbook provided by your child's school. School policies and procedures are still in effect during TEAM 21.

STUDENT APPAREL & BELONGINGS

Students attending the TEAM 21 program should be dressed appropriately to engage in active physical fitness and games. It is especially critical that students have suitable footwear and clothing for running and being active. Additionally, it is important that students are dressed properly for the weather. When possible, fitness and recreation activities take place outside. The TEAM 21 program does not go outside on days when school recess takes place inside unless the weather has improved significantly between the time of recess and the beginning of the after-school program.

The TEAM 21 program cannot be held responsible for lost or broken personal items or clothing. Electronics, including MP3 players, cell phones, and handheld games, are not permitted in the elementary or intermediate TEAM 21 programs. These items are permitted in the middle school/junior high programs only at designated times. Please see the Site Coordinator at your child's school for more information. At all sites, staff will follow school policies related to the removal or confiscation of such devices.

REGISTRATION FEES

The TEAM 21 after-school and summer program is free to families, thanks to funding through the Michigan Department of Education, with significant support from the City of Wyoming, Wyoming Public Schools, Godfrey-Lee Public Schools, and Godwin Heights Public Schools.

If a parent would like to withdraw their student from the program, that should be communicated to the Site Coordinator. The parent reserves the right to do this at any time and without penalty.

TRANSPORTATION

Parents/guardians should select the preferred means of daily transportation home from the program on their child's application form. Any changes to a child's transportation needs or permissions must be communicated by a parent/guardian to the program staff in writing. **Parents/guardians should plan that all changes will take effect on the following Monday of the program.**

BUS

Students who ride the bus will be dropped off at selected bus stops throughout the school community. **Students are eligible to ride the bus if they qualify for bus transportation during the regular school day.** Busing to and from the TEAM 21 program is a privilege and students will be removed from the bus list for inappropriate behavior.

PICK-UP

A parent/guardian or other authorized individual listed on the student's application must sign out any student being picked up from the TEAM 21 program. The parent/guardian or authorized individual must enter the school building, present a valid picture I.D., and sign the child out. Children will not be released to ANY individual who is not previously registered with the TEAM 21 program; however, the program is required to release a child to either parent unless a court order prohibits release to a particular parent. For more information regarding this, or to add or remove an individual on the authorized list, the parent/guardian must inform the Site Coordinator of the change in writing.

WALK

During the school year, elementary students are NOT permitted to walk home from the TEAM 21 program unless accompanied by a parent/guardian or authorized individual. Intermediate, Middle and Junior High students are allowed to walk home from the TEAM 21 program during the school year, provided that this permission is marked on the application form by the parent/guardian. Any summer program student, regardless of age, is allowed to walk home with permission on the application form.

For safety reasons, it is crucial that parents/guardians know when to expect their child to arrive at home if they are not picking him/her up from the program. Any concerns or emergencies should be directed to the Site Coordinator at your child's TEAM 21 site. Please see pages 14-15 for contact information.

INCLEMENT WEATHER & PROGRAM CANCELLATIONS

INCLEMENT WEATHER

Fire and tornado drills are held periodically throughout the year so that TEAM 21 students will understand what is expected of them during an emergency situation in the after-school or summer program.

In the event of a *tornado watch* or *thunderstorm warning*, students will remain at TEAM 21 and be dismissed at the regular ending time. If a *tornado warning* is issued, students and staff will remain at the TEAM 21 program until an "all clear" is given. All students and staff will take shelter in the designated areas. As always, even in the case of severe weather, all students being picked up from the program must be signed out by a parent/guardian or other authorized adult.

PROGRAM CANCELLATIONS

The TEAM 21 program does NOT regularly operate on Fridays, half-days, school-observed holidays, or days that the school district or building is closed (including snow days, power outages, etc.). Contact your TEAM 21 Site Coordinator for more information about your school's schedule.

MEDICATION

When necessary, TEAM 21 staff are permitted to administer prescription medication to students participating in the after-school and summer programs.

The following guidelines must be followed prior to staff administering medication:

1. Parent/Guardian is responsible for completing and submitting a City of Wyoming Parks & Recreation Department Medication Authorization form, provided by the Site Coordinator, for each medication. Parent/Guardian signature is required for the administration of all medications during the program even if paperwork has been completed for medicine to be administered during the school day.

2. Parent/Guardian is responsible for the safe delivery of the medication to the appropriate office at the TEAM 21 program site. The medication must be in its original container and have the pharmacy label indicating the physician's name, child's name, instructions, name, and strength of the medication. Children are not permitted to bring in or carry home any medication unless stated by the physician. TEAM 21 does not necessarily have access to medication on file with the school.

3. Parent/Guardian is responsible for informing the Site Coordinator of any change in the child's medication and for providing a new prescription and Medication Authorization form. Parent/Guardian is responsible for providing the correct doses of medication. TEAM 21 staff cannot split tablets.

HEALTH CARE PLAN

The TEAM 21 program takes all appropriate precautions to ensure that students and staff learn the necessary steps to remain healthy and safe both in and outside the program.

Hand-Washing: In order to ensure a healthy and safe environment in the program, students are asked to wash their hands on a regular basis, including before eating or working with food and after using the washroom or using arts and crafts materials or other such materials.

Program Space: TEAM 21 staff will work to ensure that all areas of the program space are safe, clean, and free of hazards. This includes, but is not limited to, disinfecting tables before and after use, mopping up spills, sweeping floors, inspecting equipment before use, and keeping students out of areas where broken equipment or other hazards exist.

First Aid: When students sustain minor injuries in the program and first aid is required, TEAM 21 staff may provide care-giving measures, including bandages, ice packs, etc. Should this occur, a staff member will contact you to inform you of the injury and the first aid provided. TEAM 21 staff are educated in the universal precautions for handling bodily fluids and will follow school policies when such circumstances arise. A minimum of 2 staff members at each site will have current certifications in First Aid and Child and Adult CPR.

Communicable Conditions: The TEAM 21 Site Coordinator should be notified if a student, volunteer or other staff member is absent with a communicable condition to allow for the proper precautions to be taken and any necessary notifications to be made. In such a case, TEAM 21 will coordinate with the school to notify the parents/guardians of all students in the program of the name and symptoms of the condition to which students were exposed. Staff will also ensure that all spaces and items used by the ill person are washed and sanitized prior to further use. Examples of communicable conditions that would result in the ill person being temporarily excluded from the program include, but are not limited to: typhoid fever, shigellosis, E. coli, hepatitis A, norovirus, jaundice, and fever/vomiting, The ill student, staff member or volunteer must be fully recovered before returning to TEAM 21. Dependent upon the nature of the condition, a doctor's note may be required before the individual can return to the program.

Parent/Guardian Contact: In the event of an accident, injury or incident involving a student that results in the student being unable to continue participating in the program, TEAM 21 staff will contact a parent/guardian via phone call to inform them of the student's condition and request assistance in getting the student picked up early. If a parent/guardian cannot be reached, TEAM 21 staff will contact emergency contacts via phone call. Examples of conditions that might prompt such a phone call include, but are not limited to, any of the above-listed communicable conditions, severe cough, rash, or a serious injury.

FOOD SERVICE

Michigan Department of Education
Child and Adult Care Food Program
Where Healthy Eating Becomes a Habit

Parent Information Sheet

This child care center is a participant in the Child and Adult Care Food Program (CACFP), a United States Department of Agriculture (USDA) program. The CACFP provides cash reimbursement to child care centers for nutritious meals and helps children develop healthy eating habits. The CACFP is administered by the Michigan Department of Education (MDE).

Through the Child and Adult Care Food Program you can be assured that your child is getting balanced, nutritious meals and developing healthy lifelong eating habits. Proper nutrition during the early years ensures fewer physical and educational problems later in life.

As a participant in the CACFP, your child care center receives reimbursement for serving nutritious meals and snacks. Meals and snacks must meet the USDA meal pattern requirements listed below.

Breakfast	Lunch and Supper	Snack (serve 2 from the 5 food groups below)
Milk Fruit, Vegetable, or a combination of both Grain	Milk Meat or Meat Alternate Vegetable Fruit (or second Vegetable) Grain	Milk Meat or Meat Alternate Vegetable Fruit Grain

Children less than one year old: Foods in the infant meal pattern vary according to the infant's age. If your child is less than one year old, please request the infant meal pattern requirements from our center.

MDE is required to verify the enrollment, attendance and meals/snacks typically consumed by children while they are in care. MDE staff may contact you regarding your child's participation in our day care center.

If you have any questions about the Child and Adult Care Food Program, please contact:

The TEAM 21 Site Coordinator at your child's school **or** Child and Adult Care Food Program
Michigan Department of Education
P.O. Box 30008
Lansing, Michigan 48909
(517) 373-7391

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) (http://www.ascr.usda.gov/complaint_filing_cust.html) online, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: 202-690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

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FOOD SERVICE (Continued)

Because of the TEAM 21 program's emphasis on health and wellness, the food that is served daily during the program is nutritious and well-balanced. In the after-school program, a light dinner and snack is served to all students in attendance. During the summer program, breakfast and lunch are provided. All meals are provided at no cost to families.

In addition to these daily meals, TEAM 21 occasionally has food and snacks as part of program celebrations and events. At times, food is also served as the end result of a cooking or baking activity. Due to the special nature of these activities and events, some of the food served will be more traditional party food (cake, cookies, cupcakes, pizza, etc.). If you have questions or concerns about either the daily meals or the special foods served in TEAM 21, please contact the Site Coordinator .

If your child has food allergies, please make sure this information is clearly documented on his/her TEAM 21 application, and please follow up with your child's Site Coordinator to review any needed medication or other procedures to follow relating to the allergy.

LICENSED CHILD CARE CENTERS

TEAM 21 program sites operate as licensed child care centers through the Bureau of Child and Adult Licensing. As such, there are a number of rules and regulations the program adheres to which provide a safe and healthy environment for students, staff, and volunteers. The program operates only in inspected and licensed classrooms and other spaces. TEAM 21 is required to notify you that child care centers operating in school buildings, including TEAM 21, shall use school outdoor playgrounds for activities. These school playgrounds may or may not comply with guidelines of the Handbook for Public Playground Safety, PUB No. 325.

Each site is required to make available a licensing notebook, which includes all of the licensing inspection and special investigation reports and related corrective action plans for the last 5 years. This notebook is available to parents during regular business hours. In addition, licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at **www.michigan.gov/michildcare** .

TEAM 21 SITE CONTACT INFORMATION

WYOMING PUBLIC SCHOOLS

Gladiola Elementary
TEAM 21 Site Coordinator - (616) 325-6375
School Office – 616-530-7596

Oriole Park Elementary
TEAM 21 Site Coordinator - (616) 307-7336
School Office - 616-530-7558

Parkview Elementary
TEAM 21 Site Coordinator – (616) 893-3556
School Office – (616) 530-7572

West Elementary
TEAM 21 Site Coordinator – (616) 893-3620
School Office – (616) 530-7533

Wyoming Intermediate
TEAM 21 Site Coordinator – (616) 250-4472
School Office – (616) 530-7540

Wyoming Junior High
TEAM 21 Site Coordinator – (616) 279-1426
School Office – (616) 530-7590

For hours of operation, please contact the TEAM 21 Site Coordinator; for more information on TEAM 21, check out our webpage at

www.wyomingmi.gov/team21

TEAM 21 SITE CONTACT INFORMATION

GODFREY-LEE PUBLIC SCHOOLS

Godfrey-Lee Early Childhood Center (ECC)
TEAM 21 Site Coordinator - (616) 438-5885
School Office – 616-452-8703

Godfrey Elementary
TEAM 21 Site Coordinator - (616) 438-5866
School Office - 616-243-0533

Lee Middle
TEAM 21 Site Coordinator – (616) 292-4136
School Office – (616) 452-3296

GODWIN HEIGHTS PUBLIC SCHOOLS

Godwin Heights Middle
TEAM 21 Site Coordinator – (616) 292-4111
School Office – 616-252-2070

North Godwin Elementary
TEAM 21 Site Coordinator – (616) 443-2439
School Office – 616-252-2010

West Godwin Elementary
TEAM 21 Site Coordinator – (616) 490-8363
School Office – 616-252-2030

team21
TEACH ENRICH ACHIEVE MOVE

AFTER-SCHOOL and SUMMER PROGRAM

PROGRAM PARTNERS

The TEAM 21 program is a partnership between the City of Wyoming Parks and Recreation Department, Wyoming Public Schools, Godfrey-Lee Public Schools, and Godwin Heights Public Schools.

These materials have been developed with 21st CCLC funding through a grant awarded by the Michigan Department of Education.