



# **BOYS & GIRLS CLUBS OF BAY COUNTY**

## *Leaping into the 21<sup>st</sup> Century*

A 21<sup>st</sup> Century Community Learning Center at Waller Elementary

### Summer 2021 Guide



Program Director Topeaka McPhee – [waller@bgcbayfl.org](mailto:waller@bgcbayfl.org) - 910-964-9051  
Site Coordinator Traci Lucas – [tracilucas16@gmail.com](mailto:tracilucas16@gmail.com)

MPR – 850-767-1752

Welcome to the 21<sup>st</sup> Century Community Learning Center at Waller Elementary! *Leaping into the 21<sup>st</sup> Century* is here to provide multifaceted enrichment in academics, character development, health education, physical activity, and more through an afterschool program at Waller Elementary School.

Funding for this program is provided by the Florida Department of Education through a 21<sup>st</sup> Century grant. These grants are designed to provide enrichment during non-school hours to help students meet state and local standards in core academic subjects; offer students a broad array of enrichment activities; and offer literacy and other educational services to the families of participating children.



Although it takes place at Waller Elementary, *Leaping into the 21<sup>st</sup> Century* is administered by the Boys & Girls Clubs of Bay County.

Contact: 850-573-5606

CEO: Hank Hill – [ceo@bgcbayfl.org](mailto:ceo@bgcbayfl.org)

Area Director: Justin Ward – [chapman@bgcbayfl.org](mailto:chapman@bgcbayfl.org)

Program Director: Kate Robinson – [admin@bgcbayfl.org](mailto:admin@bgcbayfl.org)

Mailing address:

PO Box 914

Panama City, FL 32402

Physical Address:

3404 W 19<sup>th</sup> St

Panama City, FL 32405

## Program Overview

Location: Waller Elementary School

11332 County Road 388,

Youngstown, FL, 32466

Program Director: Topeaka McPhee

[waller@bgcbayfl.org](mailto:waller@bgcbayfl.org) - 910-964-9051

MPR: 850-767-1752

Website: <http://www.bgcbayfl.org/21st-Century-Learning-Centers.aspx>

2021 Summer Program Hours:

8:00am-2:00pm, Monday through Thursday

June 1-July 27, 2021 (closed the week of Independence Day, June 28-July 5)

\*Students will need to confirm re-enrollment for the summer program if they are previously enrolled in the afterschool program\*

Six family events throughout the school year and summer will be scheduled including a Parent Information Session, Bay District Schools Information Session, Literacy Information Session, Nutrition Information Session, Finance Information Session, and Middle School Information Session. These events will be announced as scheduled. **However, the COVID-19 pandemic has imposed limitations on these events, and events will only be conducted if they can be done safely.**



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Features of *Leaping into the 21<sup>st</sup> Century*:

- Daily breakfast and lunch
- Bus transportation available upon request
- Completely FREE for families – there will never be any fees or charges
- Serves ages 6+. Rising 1<sup>st</sup> graders and graduating 5<sup>th</sup> graders are both eligible for this program.



## **Program Content**

*Leaping into the 21<sup>st</sup> Century* meets Monday-Thursday from 8:00am-2:00pm. There will be a breakfast and lunch served daily. Students may also bring their own snacks or meals if they wish.

The program content includes enrichment in English Language Arts, Mathematics, and science; character development; health education; and time for physical activity. For English, math, and science, students will primarily do project-based activities that encourage hands-on learning and creativity. Character education will include Waller's *Leader in Me* curriculum, and physical education will include lessons from the SPARK program. All topics may be supplemented by guest presenters and community partners (example: Children's Advocacy Center, etc).

## **Program Policies & Procedures**

### **Student Safety**

**Please see the program's COVID-19 Family Handbook for the Club's new safety policies and procedures, including daily temperature checks/health screenings, reduced group sizes, mask policies, and drop off procedures.**

**No parents/guardians are allowed inside the program buildings. Drop off/pick up must be conducted outdoors.**

When dropping students off in the morning and picking up in the afternoon, **parents/guardians must sign their student in and out.** It is essential that the program is aware of where students are at all times, and sign in/out is necessary to ensure student safety. The Site Coordinator will check the identification of all people who are picking up students.

**If your student is riding the bus, they must be listed on the bus route issued by Bay District Schools.** The route is updated weekly, so if you decide to sign up for the bus mid-program or change your stop, please know that it takes a few days for it to update. If you decide to pick up your student instead of having them taking the bus, please let a 21<sup>st</sup> CCLC staff member know so that we can make sure they are accounted for. **Students who ride the bus will be required to wear masks and will be screened upon arrival, including a temperature check. Students who do not pass the screening and their siblings must be picked up immediately.**

This summer, the Club has *tentatively* planned 3 field trips. All students must have a signed permission slip on file in order to attend. Please note that these trips may be cancelled due to COVID-19 restrictions or other reasons.



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**Staff have the authority to take medical action as needed, as indicated by your signature of the program application.** Parents/guardians will be notified immediately, and an incident report will be filed with the Program Director. At least one staff member certified in CPR and First Aid will be on-site each day. **Please let the Program Director know of any medications, allergies, or medical conditions that your student has.**

The program and/or staff may take photos and/or videos of program activities. These photos may be shared on the program website, with the Florida Department of Education, in official Club communications including social media, and with Waller's administration. **If you do not wish for your child to be filmed or photographed during the 21<sup>st</sup> CCLC program, please let the Program Director know.**

### **Student Behavior**

**During the program and on the Club buses, the *Bay District Schools Code of Student Conduct and Discipline* will be in effect. Please see the letter below confirming this policy.** The program will communicate with parents via notes home, in-person, phone calls, and through the Club Class DoJo. Students may receive incident reports that require a parent signature – please sign and send them back with your student. Students may receive a suspension from the Club or buses after 3 behavior warnings or after certain serious incidents, such as fighting. Please refer to the *Code of Student Conduct* for guidance. As indicated on the program application, failure to abide by this policy at Waller or on the bus may result in expulsion from the program.

### **Transportation**

All 21<sup>st</sup> CCLC program students are offered the option of bus transportation from the program. Please indicate on your program application if you would like transportation for your student(s). The bus and route is operated by Bay District Schools Transportation.

Please note that if you elect for bus transportation mid-program, it will take a few days for your stop to be added to the route. Your student must be picked up from Waller Elementary until their stop is added to the BDS bus route. Please confirm your student's stop and drop-off time with 21<sup>st</sup> Century team or the Boys & Girls Club.

The *Bay District Schools Code of Student Conduct and Discipline* is in effect during bus transportation, and misbehavior on the bus will not be tolerated for the safety of all riders and bus drivers. **Fighting, yelling, and other behavior incidents will result in warnings, suspensions, and eventually expulsion from the bus and/or the program.**

**\*If you have a question or concern about the bus while it is in transit, please call Program Director Topeaka McPhee at 910-964-9051\***



June 1, 2021

Dear Families:

We are excited to welcome your student to the Waller Elementary campus to participate in the Boys & Girls Clubs of Bay County's 21<sup>st</sup> Century Community Learning Center *Leaping into the 21<sup>st</sup> Century* (the "Program"). Although Bay District Schools has made some of its facilities available for the Program, the Program is entirely operated by the Boys & Girls Clubs of Bay County ("BGCBC").

While your student is on campus participating in the Program, please know that BGCBC and its staff are responsible for the supervision, control, and direction of Program participants. If you have any questions, concerns, or information to share regarding your student's medical needs, such topics should be addressed with:

Topeaka McPhee, Program Director  
waller@bgcbayfl.org  
850-767-1752 (MPR)

The **Bay District Schools Code of Student Conduct and Discipline** will be in effect at the Program site. Any student's misconduct during the Program will be reported to Waller Elementary's administrators, and at the principal's discretion, may result in school-based discipline.