



# team.21

TEACH ENRICH ACHIEVE MOVE

## AFTER-SCHOOL AND SUMMER PROGRAM



# Parent/Guardian Handbook



**WELCOME TO**  **team21**  
TEACH ENGAGE ACHIEVE MOVE

Dear Parent/Guardian:

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

Our program has been serving students in the Wyoming community for several years now, beginning in 2004. It began at just three elementary schools as a partnership between the Wyoming Public School District and the City of Wyoming Parks and Recreation Department. Since then, the program has expanded to a total of 9 sites across four school districts.

T.E.A.M. 21 currently serves nearly 500 students each day at no cost to families. The program is funded primarily through federal 21st Century Community Learning Center dollars awarded by the Michigan Department of Education. This funding allows students to explore, discover and learn in a safe and supportive environment. During T.E.A.M. 21, students will participate in a wide variety of activities. From academics, homework help, character education and service learning to gardening, photography, field trips and karate, there are opportunities for students to learn new skills, discover new passions and achieve new successes.

Thank you for supporting the T.E.A.M. 21 program and we look forward to having your child with us this year!

**-T.E.A.M. 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 T.E.A.M. 21 program.

## **APPLICATION & ENROLLMENT**

Parents interested in enrolling their child in the T.E.A.M. 21 program should pick up an application form from the school office. Submitting an application for T.E.A.M. 21 does not guarantee acceptance into the program, as the T.E.A.M. 21 program is targeted to reach students who will benefit most from it. The selection of students is based upon a number of factors and determined by school and program staff and administrators. Students who are accepted into T.E.A.M. 21 and remain in good standing within the program will be eligible to continue attending throughout the remainder of the school year or summer program session without needing to reapply. Students who are not accepted into the program at the time of their application will be placed on the waiting list.

## **ATTENDANCE**

Participating students must attend the T.E.A.M. 21 program consistently, and regular attendance is required in order to remain enrolled. Each program site maintains an independent waiting list for the program. Students who are frequently late or absent will be removed from the program at the discretion of the Principal and Site Coordinator, and a student from the waiting list will be accepted onto the active roster.

Family vacations, doctor appointments, sports team practices, summer camp, and any other commitments that prevent a student from attending the program must be communicated to the program staff well in advance.

Any elementary or middle school student who has been removed from the program may be placed on the waiting list, but would be reinstated only if the following conditions exist:

- There is a space available and this student is next on the priority list.
- This student and his/her parent or guardian are able to commit to the expectations and procedures of the T.E.A.M. 21 program.

## **REGISTRATION FEES**

The T.E.A.M. 21 program operates free of charge to all families. This is made possible due to 21st Century Community Learning Center grant funds awarded by the Michigan Department of Education, along with significant in-kind support from the City of Wyoming Parks & Recreation Department, Wyoming Public Schools, Godfrey-Lee Public Schools, Godwin Heights Public Schools & Kelloggsville Public Schools.

## **RELEASE FROM CARE STATEMENT**

Parents/guardians are responsible for the safety and well-being of their child once the child has been dropped off at the bus stop, picked up from the program, or released from the program to walk home. Parents/guardians are encouraged to find a safe route to and from their child's school and discuss what to do in the event of an emergency or when confronted by a stranger.

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 T.E.A.M. 21 site. Please see pages 14-15 for contact information.

For more information regarding transportation options, please see page 9.

## **PARENT/GUARDIAN EXPECTATIONS**

The T.E.A.M. 21 program aims to work with the school and parents/guardians to achieve the best possible outcomes for students. The program staff expects parents/guardians to be invested and engaged in their child's success, in school, in the program and in life.

Parents/guardians are expected to set an example for students in the T.E.A.M. 21 program, modeling respectful and appropriate behavior. The use of tobacco, drugs, alcohol and foul or inappropriate language are not permitted on school property or on program field trips.

## **OPPORTUNITIES FOR INVOLVEMENT**

T.E.A.M. 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 before interested volunteers can begin working in the program.

Additionally, the T.E.A.M. 21 program welcomes parent input and involvement. Please share programming ideas and suggestions with the Site Coordinator at your child's school. Occasionally, T.E.A.M. 21 will request your feedback through surveys, focus groups, 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 T.E.A.M. 21 program, every student is given time to complete 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, technology & computers, music, drama, and much more.

**Chill Time/Recess**—Students are given an opportunity to participate in daily recess/chill time. Activities during this time include board games, outdoor play, reading, or socializing with peers.

### SAMPLE SUMMER SCHEDULE—ELEMENTARY & 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/Chill Time	Lunch/Chill Time	Lunch/Chill Time	Lunch/Chill Time
2 1/2 Hours	Enrichment/ Recreation	Enrichment/ Recreation	Enrichment/ Recreation	Enrichment/ Recreation

The T.E.A.M. 21 Summer program operates for 6.5 hours daily Monday-Thursday. Hours may vary by school—please contact your child’s school for more information.

### SAMPLE AFTER-SCHOOL SCHEDULE—ELEMENTARY

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
30 Minutes	Meal/Outdoor Play	Meal/Outdoor Play	Meal/Outdoor Play	Meal/Outdoor Play
40 Minutes	Academics/ Homework Help	Academics/ Homework Help	Academics/ Homework Help	Academics/ Homework Help
40 Minutes	Physical Fitness/ Recreation	Physical Fitness/ Recreation	Physical Fitness/ Recreation	Physical Fitness/ Recreation
40 Minutes	Nutrition/ Gardening	Arts & Crafts	Character Education	Computers/ Technology



### SAMPLE AFTER-SCHOOL SCHEDULE—INTERMEDIATE/MIDDLE

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
50 Minutes	Meal/Chill Time	Meal/Chill Time	Meal/Chill Time	Meal/Chill Time
50 Minutes	Homework Help/ Academic Enrich.	Homework Help/ Academic Enrich.	Homework Help/ Academic Enrich.	Homework Help/ Academic Enrich.
50 Minutes	Enrichment/ Physical Fitness	Enrichment/ Physical Fitness	Enrichment/ Physical Fitness	Enrichment/ Physical Fitness

The T.E.A.M. 21 After-School program operates for 2.5 hours daily Monday-Thursday, beginning at the completion of the school day.

## DISCIPLINE & DISMISSAL

Each T.E.A.M. 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 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 T.E.A.M. 21 at your child's school.

Participation in T.E.A.M. 21 is a privilege. T.E.A.M. 21 reserves the right, along with the school staff, to remove students from the program for poor choices and decisions 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 the T.E.A.M. 21 program.



## STUDENT APPAREL & BELONGINGS

Students attending the T.E.A.M. 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 recess activities take place outside. The T.E.A.M. 21 program does not go outside on days where 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 T.E.A.M. 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 T.E.A.M. 21 programs. These items are permitted in the middle school programs only at designated times. Please see the Site Coordinator at your child's middle school for more information. At all sites, staff will follow school policy related to the removal or confiscation of such devices.

## TRANSPORTATION

Each day, at the completion of the program, students will board the bus or be picked up by a parent or guardian who is registered with T.E.A.M. 21 program staff. (See below for information regarding students wishing to walk home from the program.) Parents/guardians should select the preferred means of transportation on their child's application form. Any changes to a child's transportation needs must be communicated by a parent/guardian to the program staff. **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 T.E.A.M. 21 program is a privilege and students will be removed from the bus list for inappropriate behavior.

### PICK-UP

An authorized individual who is listed on the T.E.A.M. 21 application must sign out any elementary/intermediate student being picked up from the T.E.A.M. 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 T.E.A.M. 21 program. To add or remove an individual on the authorized list, the parent/guardian must inform the Site Coordinator of the change either in person or in a signed letter.

### WALK

During the school year, elementary are NOT permitted to walk home from the T.E.A.M. 21 program unless accompanied by an older sibling or authorized adult who is registered with program staff. Middle and Intermediate school students are allowed to walk home from the T.E.A.M. 21 program during the school year, provided that this preference is marked on the application form. Any summer program student, regardless of age, is allowed to walk home if his/her application indicates this preference. Parents/guardians are encouraged to find a safe route to and from their child's school and discuss what to do in the event of an emergency or when confronted by a stranger.

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 T.E.A.M. 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 T.E.A.M. 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 T.E.A.M. 21 and be dismissed at the regular ending time. If a *tornado warning* is issued, students and staff will remain at the T.E.A.M. 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 T.E.A.M. 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.).

## **MEDICATION**

When necessary, T.E.A.M. 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 Medication Authorization form, provided by the City of Wyoming Parks and Recreation Department, for each medication. Parent/Guardian signature is required for the administration of all medications 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 T.E.A.M. 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. T.E.A.M. 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. T.E.A.M. 21 staff cannot split tablets.
- T.E.A.M. 21 staff are not able administer non-prescription medication of any kind.

## HEALTH CARE PLAN

The T.E.A.M. 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.

There are important steps that parents/guardians can take to assist in this endeavor. It is critical that program staff have access to current, working home, work, and cell phone numbers for parents/guardians and current, reliable emergency contacts. Please be sure to notify your child's T.E.A.M. 21 Site Coordinator of any changes in phone numbers, addresses or emergency contacts as they happen throughout the year. Also, please notify the individuals you are listing as emergency contacts to ensure they are aware of this and willing to accept responsibility for your child if necessary. Should the T.E.A.M. 21 staff need to contact a parent/guardian or emergency contact due to a student being ill with fever, cough, rash, head lice, or a serious injury, it is expected that this individual will come and pick the student up from the program. The T.E.A.M. 21 staff also expects to be informed if a student is absent with a communicable disease. If your child is ill, he or she must be fully recovered before returning to school and to extracurricular activities, including T.E.A.M. 21. Additionally, all immunizations must be up to date for all students enrolled in the program. According to state law, children may be excluded from school and all related activities if this policy is not followed.

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 playing with arts and crafts materials or other such materials.

T.E.A.M. 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, picking up coats, backpacks and other items in spaces where students walk, sweeping floors, inspecting equipment before use, and keeping students out of areas where broken equipment or other hazards exist.

When students are injured in the program and first aid is required, T.E.A.M. 21 staff may provide care-giving measures, including bandages, ice packs, etc. T.E.A.M. 21 staff are educated in the universal precautions for handling bodily fluids and will follow school policies when such circumstances arise.

See posted Health Care Plan document at your child's T.E.A.M. 21 site for more information.



## FOOD SERVICE

### Child and Adult Care Food Program *Where Healthy Eating Becomes a Habit*



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 of 4 below)
Milk	Milk	Milk
Fruit, Vegetable or Juice	2 Fruit/Vegetable servings	Fruit, Vegetable or Juice
Grain/Bread	Grain/Bread	Grain/Bread
	Meat or Meat Alternate	Meat or Meat Alternate

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 T.E.A.M. 21 program 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 law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.



## **FOOD SERVICE (Continued)**

Because of the T.E.A.M. 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 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, T.E.A.M. 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 T.E.A.M. 21, please contact the Site Coordinator at your child's school.

If your child has any food allergies, please make sure this information is clearly documented on his/her application for the T.E.A.M. 21 program, and please follow up with your child's Site Coordinator to review any needed medication or other procedures to follow relating to the allergy.

## **STAFF SUPERVISION**

Because developing healthy relationships with positive role models is so important to students achieving success, T.E.A.M. 21 places a significant emphasis on staff recruitment and hiring. T.E.A.M. 21 aims to maintain a 1:10 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 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 T.E.A.M. 21 staff go through a screening process, including a Criminal History Check, Fingerprinting, Child Abuse and Neglect Registry Check, Medical Physical, Drug Test, and Tuberculosis (TB) test.

## **LICENSING & FACILITY USE**

The T.E.A.M. 21 program is licensed by the Bureau of Child and Adult Licensing. The program operates only in inspected and licensed classrooms and other spaces. Because of licensing regulations, there are many safety and health standards the programs must follow.

State of Michigan daycare licensing regulations require us to notify you that care centers operating in school buildings, such as T.E.A.M. 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.

## PROGRAM SITE CONTACT INFORMATION

### **Gladiola Elementary**

T.E.A.M. 21 Site Coordinator – (616) 257-9365  
School Office – (616) 530-7596  
3500 Gladiola SW  
Wyoming, MI 49519

### **Godfrey-Lee Early Childhood Center**

T.E.A.M. 21 Site Coordinator – (616) 292-4218  
School Office – (616) 452-8703  
961 Joosten St. SW  
Wyoming, MI 49509

### **Lee Middle**

T.E.A.M. 21 Site Coordinator – (616) 292-4136  
School Office – (616) 452-3296  
1335 Lee Street SW  
Wyoming, MI 49509

### **North Godwin Elementary**

T.E.A.M. 21 Site Coordinator – (616) 292-4111  
School Office – (616) 252-2010  
161 34th St.  
Grand Rapids, MI 49548

### **Parkview Elementary**

T.E.A.M. 21 Site Coordinator – (616) 893-3556  
School Office – (616) 530-7572  
2075 Lee SW  
Wyoming, MI 49519

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## PROGRAM SITE CONTACT INFORMATION

### **Southeast Kelloggsville Elementary**

T.E.A.M. 21 Site Coordinator – (616) 292-4211  
School Office – (616) 532-1590  
240—52nd St. SE  
Grand Rapids, MI 49548

### **West Elementary**

T.E.A.M. 21 Site Coordinator – (616) 893-3620  
School Office – (616) 530-7533  
3600 Byron Center  
Wyoming, MI 49519

### **Wyoming Intermediate**

T.E.A.M. 21 Site Coordinator – (616) 293-0718  
School Office – (616) 530-7540  
1331—33rd Street SW  
Wyoming, MI 49509

### **Wyoming Junior High**

T.E.A.M. 21 Site Coordinator – (616) 293-0659  
School Office – (616) 530-7590  
2125 Wrenwood  
Wyoming, MI 49519

For hours of operation, please contact the T.E.A.M. 21 Site Coordinator at your school at the number listed above.



## PROGRAM PARTNERS

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

