



Hancock Community Education Foundation  
21<sup>st</sup> Century Community Learning Center  
After School Program

Parent & Student Handbook  
2025-2026

The mission of The Hancock Community Education Foundation is to provide educational support from birth to post graduate and to encourage a greater percentage of students to go on to higher education.

## **PROGRAM INFORMATION**

The Hancock Community Education Foundation (HCEF) 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) is committed to providing our students with quality out of school time programs that support both academic and social development. We also provide educational resources for our 21<sup>st</sup> CCLC families. HCEF's 21<sup>st</sup> CCLC After School Program is an enrichment program and NOT aftercare. All 21<sup>st</sup> CCLC programs are planned to provide a valuable experience for your child while meeting the goals and compliancy parts of the grant. Students are expected to attend all sessions of the programs they have selected.

The program is open to all students in Kindergarten through Ninth Grades. All required forms must be completed and returned to the Hancock Elementary and Hancock Middle School Main Offices.

## **LOCATIONS**

21<sup>st</sup> CCLC After School Programs are housed in Hancock Elementary School and Hancock Middle School. The program runs daily from 2:30 p.m. to 5:30 p.m when school is in session.

## **REGISTRATION/PROGRAMMING FEES**

As part of our funding from the State of New York, there is no registration fee for this program.

## **ATTENDANCE POLICY**

HCEF's 2st CCLC After School Program is an enrichment program and NOT aftercare. As per grant guidelines, it is encouraged for your child to attend five afternoon per week. Attendance will be taken by our staff and reported daily. If your child will be absent or must be picked up early for a doctor's appointment, it is your responsibility to let the Program Director know.

### **Contact Information:**

Program Director Michelle Estus MEstus@hancock.stier.org. Call 1-570-561-5938 for more information.

## **SUPERVISION**

### **NYSACC Regulations 414.8 Supervision of Children**

## **SECURITY PROCEDURES**

### **NYSACC Regulations 414.8 Supervision of Children**

## **SAFETY PROCEDURES**

### **NYSACC Regulations 414.5 Safety**

## **TRANSITION PROCEDURES**

### **NYSACC Regulations 414.8 Supervision of Children**

## **DISCIPLINE POLICY**

Both parents and students must sign the student Code of Conduct before students will be permitted to join the 21<sup>st</sup> CCLC program. The 21<sup>st</sup> CCLC program utilizes the same discipline policy as the regular school day. Students who do not follow our discipline policy will be given the following consequences:

1. Staff will give a verbal reminder/warning describing the behavior.
2. On the second offense, the student will be directed to the site supervisor's office for a period of time.
3. If child remains a disruption, the parent will be called to pick up the child. The parent will be given a written report and a warning of consequences/suspension for the child's behavior, including trips.
4. A child may be suspended for up to two weeks or more from the program for repeated violations. The Project Director will be informed before a suspension is applied.
5. After three severe infractions, students will be removed from the 21<sup>st</sup> CCLC program.

## **SNACKS/DINNER**

The 21<sup>st</sup> CCLC program provides a healthy snack and a dinner at no charge. If your child has any dietary needs, please let the Project Director know. This information is also to be provided on the Enrollment Form.

## **SPECIAL NEEDS CHILDREN**

The 21<sup>st</sup> CCLC program has policies and procedures in place to ensure that students with disabilities are included to the maximum extent appropriate, with non-disabled students in programs, activities and services.

## **ILLNESSES**

If a child becomes sick, they will report to the site supervisor/Project Director and parents will be contacted to pick up the child.

## **HALF DAYS/HOLIDAYS/EMERGENCY CLOSINGS**

There will be no After School Program on half days and school holidays. On days with weather advisories in which school does not dismiss early, the Project Director and school administration will make a decision on the day's programming schedule.

## **PERSONAL BELONGINGS**

We assume no liability for lost items. Students should keep personal belongings, including cell phones and other electronic devices in their backpacks.

## **SIGN OUT PROCEDURES**

During all sessions, students will be permitted to walk home only if they have a signed permission slip from their parent or guardian. All students will begin dismissing at 5:30 p.m. Walkers will also be dismissed at that time. Parents/Guardians who are picking up their child are required to park in the parking lot to sign their child out. Notify us if your child's walking status changes.

## **DISMISSAL/LATE PICK-UPS**

Parents are responsible for picking up their child by the scheduled dismissal time. If you anticipate being late, please call the Program Director for your child and they will notify the staff.

## **REPORT A CONCERN**

If your child feels unsafe or know someone who feels unsafe, please report it to the program director.

Program Director Michelle Estus MEstus@hancock.stier.org. Call 1-570-561-5938.

The Dignity for All Students Act was signed into law on September 13, 2010, and went into effect on July 1, 2012. This legislation amended State Education Law by creating a new Article 2 – Dignity for All Students.

DASA also amended Section 801-a of New York State Education Law, regarding instruction in civility, citizenship and character education, by expanding the concepts of tolerance, respect for others and dignity to include an awareness and sensitivity in the relations of people, including but not limited to, different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity or expression and sexes. DASA further amended Section 2801 of the Education Law by requiring Boards of Education to include language addressing the act in their codes of conduct.

Additionally, under DASA, schools will be responsible for collecting and reporting data regarding material incidents of discrimination and harassment by using the annual summary of violent and disruptive incidents form. The Hancock Central School District Board of Education and administrative staff are diligently working to update policies, handbooks and procedures that are impacted by DASA. We are committed to providing a caring, safe, and nurturing educational environment where our children can thrive!

**PLEASE RETURN THIS PAGE TO YOUR PROGRAM DIRECTOR!**

I have read and understand the Hancock Community Education Foundation Parent & Student Handbook and Reviewed the New York State Child Day Care Regulations Part 414 School-Age Child Care.

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Parent/Guardian Signature

Date

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Student Signature

Date

**TEACH ME**



THE HANCOCK COMMUNITY