

Junction City 21st Century Community Learning Center
(21CCLC Afterschool Program)
To the Parents of 21CCLC Students

Reminder of the Guidelines for the program:

1. The 21CCLC program is open on Mondays, Tuesdays, Wednesdays, and Thursdays until 5:30 P.M. (unless the school closes for holidays, bad weather days, etc.)
2. The student must be in the program EVERY day the program is open. UNLESS you have previously told us of specific days your child has other obligations. (Ball practice, Dance, etc..)
3. If your child will not be attending the program due to illness, appointments, vacations you MUST notify the Site Coordinators in advance in writing with the absence information. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time would be spent in search of the child
If three unexcused absences occur the child may be dismissed from the program.
You may call us at the phone numbers below with emergency changes

If you have any questions please contact the elementary office:

(870) 899-4043 or(870) 899-4044.

4. Early checkout is discouraged but you may do so in the office. Sign your child out just as you do during the normal school day.
5. The after school program has a 3 strikes rule with discipline policy. If a child is referred to the Director 3 times with major discipline reasons they will be dismissed from the program.
6. Parents wishing to withdraw their child from the program must provide a statement in writing to the director. We can provide you with a form to sign.
7. Please pick your child up from the afterschool program in the big parking lot by the awning in front of the cafeteria (the lot our buses park on during the school day).
We request this as a safety measure.
If you park in the 4-6 building parking lot, you will need to walk your child to the car. Children running to the vehicle has caused some very dangerous situations.
8. The closing time for our program is 5:30 P.M. If you pick them up past 5:45 P.M. you must pay overtime fees as follows: \$1.00 per minute overtime. Also after 3 overtime charges your child could be removed from the program.

If you have any questions about the guidelines please call us any time at 870-924-4578.
We are very excited about this opportunity and if we work together it can be a success.