

21st Century Community Learning Center Grant

School District of Mellen

Before & After School Program

Parent Handbook 2025



Welcome to our Before and After School Program!

We are thrilled to welcome both new and returning students and their families! 🎉 Our program runs Monday through Thursday from 6:50-7:50 AM and 3:30-5:00 PM. We are dedicated to supporting the academic and personal growth of every child.

Diverse Activities

We offer a diverse range of activities designed to foster curiosity and growth. These include:

- **Academic Support**
 - *Tailored assistance to help students excel in their studies.*
- **Project Based Learning**
 - *Engaging projects that promote critical thinking and creativity.*
- **Social Emotional Learning Projects**
 - *Activities focused on developing emotional intelligence, empathy, and interpersonal skills, helping students manage emotions and build positive relationships.*
- **STEM Activities**
 - *Hands-on experiences in Science, Technology, Engineering, and Mathematics that ignite curiosity and inspire innovation.*
- **Outdoor Activities**
 - *Opportunities to explore the natural world, encouraging physical activity and an*
- **Physical & Wellness Activities**
 - *Encouraging students to lead healthy and active lifestyles with the following activities: Sports, games, yoga, mindfulness, dance and movement.*
- **Nutrition Education**
 - *We incorporate nutrition education into our program to help students make informed choices by healthy eating workshops, cooking sessions, gardening projects, nutrition games, etc.*

Parent Participation

Parents your input is invaluable, we invite you to participate in or volunteer for some of our activities, whether it's helping with a STEM project, organizing an outdoor exploration, or sharing your family's holiday traditions. Your engagement enriches the experience for all and strengthens our school and community. If you are interested in volunteering, please reach out to Coreina at the email provided.

Behavior Expectations

To maintain a positive and respectful environment, we harness essential behavior expectations. It is crucial that these guidelines are adhered to, as disregarding them could lead to consequences, including removal from the program. This ensures a safe and constructive space for all students.

Respect for Others

1. **Respectful Communication:** Always use kind words and listen to others. Disrespectful language or behavior will not be tolerated.
2. **Cooperation:** Work cooperatively with peers and staff, embracing teamwork and collaboration.

Responsibility

1. **Punctuality:** Arrive on time and be ready to participate in activities.
2. **Accountability:** Take responsibility for your actions, and be honest if you make a mistake.

Safety and Care

1. **Physical Safety:** Keep hands and feet to yourself, and use equipment and materials properly.
2. **Emotional Safety:** Support a positive environment where everyone feels included and valued.

Respect for Property

1. **Care for the Environment:** Treat the facilities and materials with care, ensuring that everything is left in good condition for others.

By adhering to these expectations, students not only contribute to an enjoyable atmosphere but also build essential life skills. Let's work together to create a nurturing and engaging environment for all!

Inclement Weather

In the interest of safety, our Before and After School Program follows the school district's decisions regarding inclement weather. If the school is closed due to severe weather conditions, the program will also be canceled for that day.

In cases where school remains open but weather conditions appear to be deteriorating, the program coordinator may decide to cancel the after-school program. We prioritize the safety and well-being of all students and staff and will ensure prompt communication regarding any changes.

Notification Process

- **Email Alerts:** Parents will receive an email notification if the program is canceled due to weather concerns.
- **Social Media Updates:** Updates will also be posted on our program's social media pages to keep everyone informed.

Pick Up and Dismissal


To ensure the safety and security of all students, we have established the following pick-up and dismissal procedures:

- **Parent Signature Required:** A parent or guardian signature is mandatory when picking up elementary students.
- **Dismissal Location:** Dismissal occurs in front of the building at *Door B*, promptly at 5:00 PM. Please be punctual to keep the process smooth and efficient for everyone involved.
- **Early Pick-Up:** If you need to pick up your child before the regular dismissal time, please notify us in advance. You can call one of the numbers listed on the contact sheet or email Coreina at the provided email address.
- **Late Pick-UP:** If you are running late please call and let us know, multiple late pick-ups can result in your child's removal from the program.

Program Hours

 **Morning Program:** Monday-Thursday 6:50-7:50 AM

Students will ring the doorbell at door H to be let into the building and walk to room 108.

 **After School Program:** Monday-Thursday 3:30-5:00 PM, students are dismissed through door B.

Contact Information

Coreina Stricker: CCLC Coordinator, cstricker@mellendiggers.org, 715-274-2601 ext. 200

Tracey Stricker: Adult Supervisor, 715-274-3601 ext. 107, 106, and/or 108



Important Dates

September 8: First Day of Program

October 2: Early Release Day- No After School Program

October 3: No School

November 3: No School

November 24-25: No Program

November 26-28: No School

December 22-23: No Program

December 24-January 2: No School

January 23: No School

February 12: Early Release Day- No After School Program

February 13: No School

March 16-20: No School

April 3: No School

April 6: No School

May 25: No School

May 28: Last Day of Before and After School Program

⚠️ NOTE! *There will be no after school program on elementary concert days, we will notify parents/guardians of these days once they are determined.*

Before & After School Program

2025-2026 Registration Form

Student Name:_____ Grade:_____

Parent/Guardian Name:_____

Contact Number:_____

Emergency Contact Name:_____

Relationship to Student:_____

Contact Number:_____

Does your child have any medical conditions/allergies we should be aware of?

Parents, please let us know what days your child will be attending the program. For example, if they will be only attending every Thursday, write that in the space provided. This will be very helpful when planning activities.

Please circle the days your child will be attending the before and after school program:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

I give permission for my child to be photographed or videotaped during the before and after school program. I understand these images may be used for promotional materials, social media, or the School District's website.

Yes_____ No _____

I give permission for my child to participate in all activities offered by the before and after school program, including but not limited to: arts, crafts, field trips, movies, etc.

Yes_____ No _____

If no please specify any activities you do not wish your child to participate in:_____

My child will be leaving the after school program by ways of:

- ☐ Walking
- ☐ Parent/Guardian Pick up at Door B
- ☐ I am in need of transportation for my child
- ☐ Other (please list any other adults that are approved to pick up your child)_____

I, the undersigned parent/guardian, have read and understood the above information. I agree to allow my child to participate in the School District of Mellen's before & after-school program.

Parent/Guardian Signature:_____

Date: _____

After School Program Transportation Request Form

To ensure the safety and convenience of our students, we offer transportation services. Please complete this form to request transportation for your child.

Student Information

- Student's Full Name:_____
- Grade:_____
- School Name:_____
- Teacher's Name:_____

Parent/Guardian Information

- Parent/Guardian Full Name:_____
- Relationship to Student:_____
- Contact Number:_____

Transportation Details

- Drop-Off Address:

- Days Transportation is Needed:
 - ☐ Monday
 - ☐ Tuesday
 - ☐ Wednesday
 - ☐ Thursday
 - ☐ Friday

Emergency Contact Information

- Emergency Contact Name:_____
- Relationship to Student:_____
- Contact Number:_____

Additional Information

- Does your child have any medical conditions or special needs that the transportation staff should be aware of?
(Please specify if applicable.)

- Any additional instructions or information?

Parent/Guardian Consent

By signing below, I consent to allow my child to use the transportation services provided by the After School Program. I understand that it is my responsibility to inform the program of any changes in the transportation schedule or contact information.

- Parent/Guardian Signature:_____
- Date:_____

Thank you for completing the Transportation Request Form. Please return this form to the District Office.