



To Whom It May Concern,

Thank you for the interest in having your child attend the Action 21<sup>st</sup> Century after school program. Your child will have the opportunity to grow in many aspects of his or her life. Our program is built on consistency and foundational expectations that will be followed each day. The after school program is not a requirement for your child to attend, so a protocol has been established to make sure every child has the opportunity to be safe and successful on a daily basis. Please read through the given protocol on the following pages (front and back), fill out the needed information, and return it with your child. It is the goal of our dedicated staff to build an effective program while providing positive learning experiences for your child's future success. Your ongoing support is greatly appreciated.

Thank you,

Alicia Kirkpatrick  
Wyalusing Area Site Coordinator  
[akirkpatrick@wyalusingrams.com](mailto:akirkpatrick@wyalusingrams.com)

**Action 21st Century Program Protocol**  
**Wyalusing Area School District**

The Action 21<sup>st</sup> Century Program was established to provide all students an opportunity to learn skills that will provide personal growth and success in the future.

**Attendance**

It is important for our students to attend as many days as possible over the course of the year. If a child misses 5 consecutive days, without the site coordinator being contacted by the parent/guardian, he or she will be removed from the program and replaced with an eligible child on the program's waiting list. The 5 consecutive days will be based on the days the child is scheduled to attend.

**Behavior**

The program will run on a 2-Strike protocol per week. Our staff are trained to provide a reminder and follow the necessary steps to help a student when a negative behavior arises. A brief break from the group may be utilized whenever necessary to provide the child an opportunity to refocus and try again. If the behavior continues, the student will receive a strike for the day. When a strike is received, the child's parent will be informed of the behavior. If a student receives 2 strikes within one week, they will be out of the program for the remainder of that week and start fresh again the next week. If 2 strikes are received for three weeks in a row, a parent meeting will be requested to discuss the behavior and determine a plan to assist with the success of the child and the program.

While technology is an amazing asset, the program will have strict guidelines for cell phone use. Students are to leave their cell phones in their backpacks or jackets. Students are not to have their cell phones out or be on their cell phones without prior staff approval. Unapproved cell phone use will be considered a negative behavior and may result in a strike.

***Please fill out the information below and sign stating you have read and understand the program's protocol. Also, please provide the best phone number to call while the***

*child is attending the program. Thank you.*

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_

Preferred Phone Number \_\_\_\_\_