



Framework – Safe & Healthy Environment

All 21st CCLC sites must provide for a safe and healthy learning environment by establishing policies and procedures to ensure student safety as identified in their applications and program implementation. Compliance of these policies and procedures will be monitored and verified by the assigned education program specialist.

Definition

The 21st CCLC programs must provide safe and accessible environments for students during non-school hours. Program services may be offered at the school and at other locations. If services are offered at other locations, the location must be as accessible as if it were at the students' own school. All centers must provide a range of high-quality services to support student learning and development. There must be a clear plan for communication between day and afterschool programs, safety, nutrition and equitable participation of all program participants.

Key Components for A Safe and Healthy Environment

- 1. Accessible Environment** - Students are served in a safe, secure, and easily accessible environment.
 - [Student with disabilities](#) are served with appropriate accommodations in an easily accessible environment.
 - Procedures must be established for safe transition of students, whether the transition is from the regular school day program to the 21st CCLC program, or if the transition is from one program activity area to another.
 - Safe & Accessible Learning Environment Requirements (such as Distance Learning) should be considered.
- 2. Safety Plan** - A 21st CCLC Safety plan must be developed and implemented.
 - Safety plan should address and include the school policy of supervision of students, emergency operations, and information for parents/guardians, volunteers, community members, vendors and other stakeholders participating in the 21st CCLC Program during out of school out time.
 - Safety Plan must be completed and made available prior to the start of each program year.
 - Safety Plan should acknowledge special circumstances and/or resources available during the operation of the 21st CCLC Program.
- 3. Healthy Food** – All 21st CCLC sites are responsible for offering students healthy food during the program that meets the nutrition guidelines of the USDA
 - At a minimum, Arizona's 21st CCLC programs provide after school snack and summer meals.
 - Sites are also highly encouraged to offer free breakfast and evening meals as part of their program.
 - 21st CCLC programs are responsible for applying for reimbursement through ADE Health & Nutrition Services.
- 4. Transportation Guidance** - Safe transportation from school or an alternative program site if that is part of the program is required.
 - Programs must establish procedures for safe transportation of students between the 21st CCLC program school site (or an alternative program site if that is part of the program) and home as described in the Site original approved grant application.
 - It is the fiduciary responsibility of the district to avoid supplanting with student transportation costs.
 - Transportation cost billed to the 21st CCLC grant should not exceed 4% of the annual budget when deemed necessary.



Tools and Resources in Arizona

Healthy Food	Safe Transportation & Easily Accessible Environment	Safety Requirements, Tools & Resources
<p>Resources for sites to provide snacks and meals during the out-of-school programs.</p> <p>ADE Health & Nutrition Services</p> <ul style="list-style-type: none"> • Afterschool Care Snack Program (ASCSP) • At-Risk Afterschool Program • USDA’s Child and Adult Care Food Program (CACFP) • Arizona Farm to School & School Garden <p>Community Food Banks</p> <ul style="list-style-type: none"> Southern Arizona St. Mary’s Food Bank United Food Bank 	<p>Transportation provided outside of the school day is expected to meet the same standards as any other time of day that students are taken home in the following areas:</p> <ul style="list-style-type: none"> • Procedures have been established for safe transportation of students between school, 21st CCLC site and home • Transportation must meet the needs of special education students (as easily accessible as transportation provided to other students at the end of the school day). • Students must be accounted for and plans must be in place for younger students who must be met by a parent/guardian at the drop off. • Policies must be established for late student pickups from the program. • Students who are walking distance from the school may walk or be picked up by authorized people. • Registration forms indicate method(s) parents/guardians approve for their children to get home, and who is authorized to pick them up at the end of the program or in the event of an emergency early pick up. <p>Field trips:</p> <ul style="list-style-type: none"> • Field trips are allowable, but they must clearly support the learning objectives of 21st CCLC classes and the educational alignment must be clearly stated in the budget detail narrative in GME. • Field trips are not to be used as incentives nor can 21st CCLC programs pay for non-21st CCLC students to participate in field trips. • Established field trip policies of the District must be followed. 	<p>21st CCLC program basic emergency plan, safety logs/plans, original awarded 21st CCLC application, attendance records, and emails</p> <p>Procedures are in place to include:</p> <ul style="list-style-type: none"> • Fire, Evacuation, and Lockdown Drills • Sign-in and Sign-out Sheets <p>Services are provided in a secure and safe location</p> <ul style="list-style-type: none"> • Secured campus to ensure safety – such as monitored or secured entrance and exit • Established Accessibility <p>Established procedures for tracking students during the program</p> <ul style="list-style-type: none"> • Attendance Sheets • Sign-in & Sign-out Sheets • Method for parents/guardians to contact front office or program coordinator in case of early pick up or emergency • Communication Log <p>Transportation and Transitions</p> <ul style="list-style-type: none"> • Procedures have been established for transportation & transition of students from place to place or activity to activity. <p>Tools and Resources</p> <ul style="list-style-type: none"> • 21st CCLC Program Basic Emergency Plan • Afterschool Transportation Template • Readiness and Emergency Management for Schools-REMS • Final Report of the Federal Commission on School Safety

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