



ECHOES INITIATIVE PROGRAM

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21st Century Community
Learning Centers

2025-2026



PARENT/STUDENT HANDBOOK

TABLE OF CONTENTS

Introduction, ECHOES Initiative Program, Philosophy/Purpose	3
Recruitment Plan and Enrollment Policy	4
Attendance Policy	5
Transportation Policy.....	6
Behavior Management Plan.....	8
COVID Measurements.....	8
Emergency Preparedness Plan	8-10
Instructional Model for Virtual Programming.....	10
Internet Acceptable Usage Policy.....	10
Whistleblower Policy and Fraud, Waste, and Abuse Policy	12
Inventory Policy	12
Equipment Acquisition	13
Agreement Page	14



ECHOES PROGRAM

Every Child Has An Opportunity to Excel and Succeed

Parent & Student Handbook 2025-2026

Welcome to the Boys and Girls Club of Valdosta and Brooks County School's ECHOES Initiative Program, funded by the 21st Century Community Learning Centers grant. The following pages contain important information about the Program. We look forward to a successful year with you and your child. We will need your support and cooperation with the following procedures in order to provide a fun, safe and academically enriched environment for your child.

ECHOES Initiative Program

Through an unprecedented partnership between Brooks County Schools and the Boys & Girls Club of Valdosta, we can offer the ECHOES Initiative Program, designed to support, enrich and challenge our students in new ways. Together, we are working to provide a safe environment that motivates and inspires learning outside of the regular school day while providing fun and interesting activities. As a result of the partnership and 21st CCLC grant requirements, we will need to gather certain demographic and school data for reporting and tracking purposes. Your cooperation in completing the necessary forms will ensure that we have all of the required information to meet the reporting requirements.

Philosophy & Purpose

The Boys & Girls Club of Valdosta and Brooks County Schools believe that children are our most important natural resource as well as an integral part of the community and our future. We believe that many families are in need of a safe place for their children after school. The children in our program are given the opportunity to meet friends, play, read, study, create and relax all within an environment which promotes positive and creative thinking without the formality of the academic environment.

Programs

Every day, the Boys & Girls Club of Valdosta's ECHOES Program strives to improve each child's life by implementing self esteem, courage and positive values through all of the educational programs. Our youth come to the afterschool to receive tutoring, homework help, mentoring, computer training, and sports education. Our goal is to help youth gain confidence by developing a sense of usefulness and belonging. We will include components of our Core Services:

- Character and Leadership
- The Arts
- Education & Career Programs
- Health & Life Skills
- Sports Fitness & Recreation
- Specialized Programs

Program Operation & Locations

The afterschool programs are located at the following sites: North Brooks Elementary School, Quitman Elementary School, Brooks County High School and Brooks County Middle School. The program operates three hours per day, 12 hours per week. The summer program operates 30 days during the summer.

Afterschool Daily Schedule: Monday - Thursday

BCHS: 3:00 PM – 6:00 PM

NBES: 3:10 – 6:10 PM

BCMS: 3:10 – 6:10 PM

QES: 3:10 – 6:10 PM

Recruitment and Enrollment

Membership ages range from Pre-Kindergarten through 19 years old (attending High School). Registration for each program can be done at the respective unit.

1. Recruitment for the program is done in a number of ways. At the beginning of each school year, day teachers at each school are asked to submit recommendations of students whom they feel could benefit from the academic reinforcement of the afterschool program. This includes students with special needs (who are recommended by a teacher and/or school administrator, and/or a parent request is made; see Special Needs Policy for further information). Also included in the recruitment process are students enrolled in private schools within Brooks County. Private school administrators are contacted by letter and their parents and students are given the opportunity for further consultation on the 21st CCLC services that are provided. It is then determined by the school and ECHOES staff as to whether those students can be served by this program.
2. Students who have been involved in ECHOES Initiative in past years are also offered enrollment opportunities so that their progress can be tracked throughout the years of the initiative and beyond. Applications are then sent to parents or guardians with a specific deadline for returning.
3. In some cases, parents or guardians contact the school staff members directly if they are interested in their child attending the program. These students are also considered for enrollment and sent an application. If there are no slots available, they are placed on the waiting list. The Site Directors also try to include siblings of students who are enrolled in the program, if they meet the enrollment criteria.
4. Publicity is provided by the School/Community Relations Director, and school system staff members are informed about the program and the recommendation process. Information is also published in the local newspaper, on social media, the Boys & Girls Club and school system website.
5. The ECHOES Initiative program does not prohibit students from attending if they have an IEP or are determined to have special needs. Referrals may be made by the student's day teacher, or Special Education department staff member. It will be determined by a student's regular day teacher, the afterschool teacher, and the Site Director as to whether the student can be served by the afterschool program. If it is determined that the program may benefit a student with special needs, contact with parents will be made and a plan will be set up to indicate how the student can best be served. Accommodations during out-of-school hours will include pull-out (individual or small group) tutoring, homework assistance, and test preparation.
6. ESOL/ELL/LEP students may also be served by the ECHOES Initiative program after school and during the summer. Appropriate accommodations are made for these students, including pull-out (individual or small group) tutoring, homework assistance, and test preparation, and translation if necessary.

After School Program Fee (this is for BGC activities not covered by 21st CCLC funding)

The 21st Century Community Learning Center program at the BGC of Valdosta is open to any Brooks County Schools student and all costs for the program are covered by the 21st CCLC grant. There are no fees or charges to participate in the 21st CCLC program. The 21st CCLC grant is a reimbursement grant only.

The BGC of Valdosta does charge fees for certain special programs and activities that are not associated with or covered financially by the 21st CCLC grant. Activities such as sports leagues, extended swimming lessons, non-academic field trips, etc., require a fee for participation, administration and operation of the activity or program. However, non-payment of activity fees will in no way prevent access to the full 21st CCLC funded program for any eligible child but may restrict their access to the special activity only.

Student Confidentiality

All employees shall comply with the requirements of the Family Education Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). All children's records will be kept confidential and must be fully completed before a child can be accepted into the ECHOES Afterschool Program. Please keep the home, work and emergency phone numbers up to date.

Camera Policy

The Boys & Girls Club and Brooks County Schools utilize security cameras to enhance the safety and security of our members, staff, and facilities. This policy applies to all areas of the club and schools, including interior and exterior spaces.

Cameras are in place to monitor all high-traffic areas, entry and exit points, and areas such as hallways, classrooms, pool, playground & gym. Security cameras at the Boys & Girls Club and Brooks County Schools are used to monitor and respond to incidents, provide a safe environment for members and staff, investigate incidents or allegations & deter and detect crime.

Access to security camera footage is restricted to authorized personnel only. Footage is monitored regularly and stored securely. Security camera footage is stored for a designated period of at least 30 days. Footage will be securely stored and protected from unauthorized access.

The presence of security cameras is indicated through signage placed at the main entrances of the Boys & Girls Clubs. All security camera footage is treated as confidential and will only be shared with authorized individuals or law enforcement agencies, as required.

Security cameras are regularly maintained & tested by the Director of IT to ensure they are functioning properly. This policy will be reviewed and updated annually or as needed.

Attendance

Research shows that strong member attendance is a critical component in ensuring a student's overall success in school as well as in afterschool program environments. Regular attendance is necessary for creating great and varying experiences at the ECHOES Program. Therefore, **we ask that each student commit to attending at least three days per week** whenever possible. The front desk clerk or Site Director will make a follow-up call to the parents of a child who has missed eight consecutive days of the program. If attendance is not consistent and the Site Director has determined that the absences are unexcused, a warning letter will be sent to the child's parent/guardian. If the unexplained or unexcused absences continue after that, a withdrawal letter will be sent to the parent/guardian and the child's slot will be filled from the waiting list.

Absences

Please call the school site office during the day to report when your child will be absent from the program. We ask that you not send a child to the program who is ill. Should your child attend the program and develop any illness, you will be asked to come and pick him/her up immediately. Prescription medication will not be administered at the After School Program.

Parent and Family Participation

Family involvement is important to a child's success. Family engagement activities will be planned for members of students who are served by the ECHOES 21st CCLC program. Sessions will target pertinent information and topics related to the goals and objectives of the program. ECHOES parents and guardians are asked to participate in at least two family meetings per semester.

ECHOES 21st CCLC Expectations

1. Members must check in upon arrival each day.
2. No abuse or mistreatment of club equipment, facilities or staff will be tolerated.
3. Members must wear shoes and shirts. Athletic shoes are strongly encouraged.
4. No tobacco or profanity of any form will be permitted.
5. All rights of other members must be respected.
6. Children must be picked up promptly according to designated closing times.
7. No running, wrestling or horseplay inside the building that is not specifically related to an activity.
8. Eating and drinking is allowed only in designated areas.
9. Members will not be allowed to leave the facility after checking in unless signed out by a parent or guardian (different rules may apply to teenagers with parental consent).
10. The staff has the right to rule on any area not specifically covered above including but not limited to fighting, discipline, and thefts.
11. All members are prohibited from using cameras and camera phones in restrooms.
12. All cell phones and electronic devices must be turned off and / or turned in to the site director each day. Cell phone usage is not permitted by students during the after school hours unless approved by the Site Director.

Transportation Plan

The Boys & Girls Club of Valdosta, Inc. follows the Brooks County Schools Transportation expectation. Only students enrolled in the Brooks County School System may ride the bus. Parents may ride in the capacity of chaperones on field trips if authorized to do so by Brooks County Schools and the Boys & Girls Club of Valdosta. Parents must call the program site no less than an hour prior to bus departure if a child is normally provided bus transportation but the parent wishes to pick the child up that day. The parent should ask to speak directly to the site coordinator. An adult must be present at the designated bus stop to pick up the student.

Bus Transportation Rules

1. Students must not put their hands, arms or legs outside the bus when the bus is in motion or stopped for loading and unloading.
2. Bus drivers will not let pupils off the bus under any circumstances while traveling to and from school.
3. A driver will not permit a student to get on or off the bus while the vehicle is in motion.
4. A driver will not permit pupils to ride on any part of the bus except inside the passenger compartment.
5. A driver will not permit a student to take a large musical instrument or school project on the bus unless the student can hold the item on his/her lap. Instruments and other items may not take up space needed for student seating and may not block the aisle or exits.
6. The driver will not permit smoking, drinking, eating, or chewing gum on the bus.
7. Students should be encouraged not to push while loading and to use the handrail to maintain their balance.
8. Students should stay quietly in their seats until the bus comes to a complete stop to avoid possible injuries, which may result from moving around inside the bus while the vehicle is in motion.
9. The driver should not move the bus if students are standing forward of the white line or in the stepwell.
10. Students are expected to sit three per seat if needed. A standing load of 20% over the seating capacity is permitted.
11. If students must stand, they should face forward or sideways and hold onto the seats.
12. Drivers must not permit students to use the rear emergency exit for routine loading and unloading.
13. Students should keep their arms and legs out of the aisle.
14. Students will maintain a low noise level. The bus driver needs to be able to hear while driving.

15. Students shall not cause or attempt to cause physical injury, threaten bodily harm, or behave in such a way as could reasonably cause physical injury to a school employee or other students.
16. Students shall not cause or attempt to cause damage to buses or school property. The cost of any damages will be payable by the student and parent.
17. Use or possession of alcoholic beverages, drugs, weapons or other objects (even toys), which can endanger fellow passengers, is forbidden.
18. Students should show respect for other students and the driver at all times.
19. Students should be at the bus stop on time, load quickly and in an orderly manner, and move away from the bus stop after unloading.
20. Abusive or obscene language will not be tolerated! Bus drivers are to report any student who uses curse words.

Transportation Discipline Action:

- 1st offense: Parent Conference
- 2nd offense: 1-3 days removal from bus
- 3rd offense: 3-5 days removal from bus
- 4th offense: 5-10 days removal from bus
- 5th offense: Indefinite bus suspension may occur

In cases of severe incidents, some bus discipline reports will warrant a bus suspension on the first offense. It is the responsibility of the school and transportation department to notify the parent / guardian, if the student is suspended or of incidents on the bus.

IMPORTANT: If a student is suspended from the bus at any time, the student will not be allowed to be transported from school to home. This also includes any trips granted BCS transportation during 21st CCLC hours.

Car Riders

Car riders are dismissed to the front entrance/office for pick-up at 5:55 at BCHS and 6:05 at BCMS, NBES, and QES during afterschool. Summer dismissal hours are adjusted. Car riders must be signed-out by a guardian or designee on the Transportation Form.

Sign In/Out Policy

Children participating in the program will be required to check in and out each day. Daily attendance will be taken during the first 15 minutes of the program. When picking children up, parents must sign them out and/or provide written instructions if someone other than the parent is authorized to pick up their child.

Parents/guardians are encouraged to PRINT their name when signing students out. At the beginning of each semester the parent/guardian must show their Photo ID when signing out student(s) until the front desk staff has become aware of who they are.

If someone different is picking the student up, parent/guardian must call the front desk at least an hour ahead to inform the staff of who is picking up the student. The person picking up must sign the student out and have a valid photo ID, to be copied and filed at the time of pick up.

Communication Plan

Our program is required to have open and regular communication with all stakeholders, including parents. It may be necessary for a parent to meet an ECHOES teacher. Site Directors are required to set up such meetings. Teacher conferences will be provided at pre-announced Family Meetings at each site throughout the school year and summer program.

Behavior/Disciplinary Action

Violation of facility policies, rules and regulations will **not** be tolerated. The following methods of punishment will be used:

- 1st infraction— consist of written warnings: verbal, redirection, in club time-outs.
- 2nd infraction— Call home to parent/guardian
- 3rd infraction — Suspension from certain activities or programs; Site director + parent/student meeting.
- 4th infraction — Suspension from the program.

The Site Director will determine the severity of an infraction and whether immediate action should be taken. The personnel at the 21st CCLC Boys & Girls Club ECHOES Program provide a safe, enjoyable place for fun. The purpose in discipline is not to hurt, but to help members and protect the rights of others. If parents have a complaint or concern, they are encouraged to speak with the site leader or program director.

Anti-Bullying

ECHOES 21st CCLC and the Brooks County School District expressly prohibits the bullying of any person, by any means, at school, on school property, or at school-related functions. Acts of bullying shall be punished by a range of consequences through the progressive discipline process.

COVID-19 Measurements

BGCV will continue to follow DPH guidance. We will notify the parents of students who are exhibiting symptoms and request that any student who tests positive for COVID-19 stay home for 5 days from the onset of symptoms.

EMERGENCY PREPAREDNESS PLAN—SECTION I

Weapons, Violent Incidents/Threats, Intruder, Lockdown

Prompt attention, immediate and thorough investigation, and accountability will be used in responding to reports that pose a threat at the ECHOES sites during the afterschool or summer programs. Any report that a person has a weapon of any type will be immediately reported to the police. Parents will be asked to wait until drills have ended to sign-in/out students.

Lockdown Procedure:

- Lockdown will be called over the intercom.
- Clear hallways, bathrooms and any area or room that cannot be thoroughly secured.
- Lock all doors and windows immediately. If a door can't be locked, attempt to quickly block the door with heavy items.
- Never open doors or windows unless ordered to do so by a Site Coordinator or BGCV Administrator.
- Turn off all lights, and close the blinds or curtains.
- Instruct all students to stay low and away from the windows and doors.
- Keep students inside of the classroom.
- Students should remain quiet.
- Silence televisions, cell phones and other electronics.
- Account for every student in the room.
- Assist those with special needs.
- Remain indoors and under lockdown until you receive an "all clear" from authorized personnel

EMERGENCY PREPAREDNESS PLAN—SECTION II

Fire or Bomb Threat

A fire may originate within a building or threaten from the outside. Internal fires can result from a variety of causes and precautions must be administered to contain the fire and evacuate students and staff from the building as soon as possible. It is important to have drills during the afterschool hours as students may be in a different location during these hours and should know the evacuation procedures for that location.

1. Warning

- a. Every building is required to have a fire alarm system. This alarm sound should be distinctive from other warning signals.
- b. Upon receiving word of an internal or external fire, the person-in-charge should alert office personnel to sound the fire alarm. This will begin the evacuation process.

2. Response

- a. Emergency personnel should be notified as soon as possible.
- b. Students and staff should begin orderly but swift evacuation by the pre-determined routes. Staff members should take their roll books with them.
- c. Classes should go to their designated place and teachers should take roll immediately to ensure all students are present.
- d. The Site Director or person-in-charge remains with emergency personnel. If students cannot return to the building, procedures will begin for calling parents to inform them of the situation. Buses should also be called to take children home. All students must be signed out if picked up by family members. All students riding buses should be listed and accounted for by staff members.
- e. When it is safe for students to return to the building, the Site Director or person-in-charge should announce the pre-determined verbal signal for students and staff to return.
- f. If the fire is in surrounding woods or fields, and threatening the building, students should be evacuated to a safe distance from the impending fire. This may include crossing the road.

Bomb or Bomb Threat Response

- a. Immediately contact the School Police and/or Local Police.
- b. If evacuation is ordered, an announcement will be made indicating all personnel and students move to the predetermined assembly point at least 1,000 feet away from the building using predetermined routes and exits. (**NOTE:** Site Director or person-in-charge must re-direct classes if the predetermined routes pass near the alleged location of the bomb or device). Assembly point: Valdosta Police Department.
- c. Law enforcement will ensure that all personnel and students have left the building.
- d. Use classroom telephones (where available), bullhorns or adult runners to communicate and confirm that the building has been cleared.
- e. **DO NOT USE WALKIE-TALKIES OR CELLULAR PHONES** since radio transmissions may cause detonation of electric blasting caps in certain types of bombs. **HOWEVER**, walkie-talkies may be used outside for outside-to-outside communication.
- f. Staff members should account for all students by checking rolls in the assembly area(s).
- g. All personnel and students must remain in the assembly area until the “all clear” signal is sent.
(Building layout and escape plans are at each facility)

EMERGENCY PREPAREDNESS PLAN—SECTION III

Tornado

1. Warning

- a. The notification will be made by the National Weather Service. If threatening weather is approaching, the Site Director/Person-in-Charge will monitor the situation closely. If a “Tornado Warning” is issued, this means that a tornado has been sighted in the area and protective measures should be taken immediately. Emergency personnel should be contacted at this time.
- b. If a warning is issued, the person-in-charge should sound the alarm (pre-determined signal) and instruct staff to proceed to pre-determined areas of the building. These areas should be interior rooms, hallways, and the lowest floors away from glass.
- c. Students should take personal belongings which may provide extra protection (large books, backpacks, coats to hold over head and shoulders.) Staff members should take roll books and ensure that each student is present at the location.
- d. d. When students get to location, they should sit down on the floor, head down with hands locked at the back of the neck.
- e. e. Staff members should supervise the students but should also take safety precautions themselves.
- f. f. If the warning is lifted without incident, the person-in-charge should give an announced signal that students and staff may proceed back to their classrooms. **A minimum of three safety drills are required each semester during the afterschool hours.**

Instructional Model for Virtual Programming

The ECHOES 21st CCLC programs are open on the days that Brooks County Schools are open. The programs do not operate during school holidays, Fridays or weekend days. In the event of a prolonged school closure, the Boys & Girls Club of Valdosta ECHOES Program will provide academic support to students through Google Classroom during afterschool hours. We will be advised by Brooks County Schools in the best way we can support student learning during prolonged school closures. All instruction and academic support would be carried out through the Google Meet platform. We will also provide some interactive enrichment through the Google Meet platform.

Parent meetings and events might be scheduled virtually instead of in person during extended peak outbreaks or extended closures. Parent meetings and events will also be held on the Google Meet platform.

Internet Acceptable Usage Policy

Users are expected to access authorized websites and files only. If it is suspected that a security concern or inappropriate material exists on the Network, Intranet, or accessible on the Internet, users shall demonstrate the concern to an administrator or other authorized personnel for explanatory purposes. Students should notify a staff member of any security concerns. Employees are required to notify the Site Director immediately if this occurs.

User Responsibilities

Users have an obligation to be responsible participants while using the resources that are available on the Internet and Intranet, and must adhere to federal, state, and local policies. Illegal activities of any kind are strictly forbidden. The standards include, but are not limited to, the following: no use of the technology system for pornographic, threatening, harassing, obscene, defamatory, or illegal activities; no use of obscene, profane, or vulgar language.

Educational/Enrichment purposes

Users will use all technology resources for educational or enrichment purposes, as deemed acceptable by staff members. Users shall not access inappropriate sites on the Internet or use club resources for personal, commercial, or financial gain.

Safety

The Student Code of Conduct rules for bullying are also applicable to cyberbullying, and violators are subject to the same disciplinary procedures. If a user encounters inappropriate information or messages, they are required to notify a staff member. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc. Users will not agree to meet with someone they have met online without their parent's approval and participation. Users will promptly disclose to a staff member any message they receive that is inappropriate or makes them feel uncomfortable.

Electronic vandalism

Users should not knowingly upload or create computer viruses, spyware, malware, or modify another person's files without proper authorization. Hacking, identity theft, falsifying documents, and releasing confidential information are strictly prohibited.

Transmitting and receiving inappropriate materials

Users should not knowingly transmit or receive any materials in violation of federal, state, or local law. This prohibition includes, but is not limited to, improperly used copyrighted material; threatening, obscene, or sexually explicit material; or material protected by patent.

Copyright

Copyright infringement is prohibited. Users are expected to follow copyright laws and fair use guidelines as specified by board policy and federal laws. Users are prohibited from illegally downloading or illegally copying from any electronic resource such as music, software, videos, etc.

Bringing Your Own Device

Students, without signed permission from the Site Director, will not activate, utilize or display electronic communication devices while at the afterschool program. The rules governing the use of technology on school buses will be the same as the rules for ECHOES 21st CCLC sites. Exceptions to this policy may only be granted in extraordinary situations involving a student's health and safety. Please see the site leader for more information or questions regarding phone policies.

E-Mail

The e-mail and internet systems and all information transmitted by, received from, or stored in those systems are the property of the Boys and Girls Club of Valdosta and Brooks County Schools.

Consequences

Any violation of the above-mentioned policies will result in an investigation and follow-up by Boys and Girls Club of Valdosta officials. It will then be determined whether the student can remain in the program, and/or if law enforcement intervention is warranted.

Whistleblower Protection Policy

Fraud/Waste/Abuse Policy

The Whistleblower Protection Policy is being implemented at the Boys & Girls Club of Valdosta, Inc. to comply with the Public Company Accounting Reform and Investor Protection Act of 2002 (Sarbanes Oxley). This provision in the legislation applies to all organizations, not just publicly traded ones.

At the Boys & Girls Club of Valdosta, Inc. any staff member, volunteer, parent or member/child who reports waste, fraud, or abuse will not be fired or otherwise retaliated against for making the report.

The report will be investigated and even if determined not to be waste, fraud, or abuse, the individual making the report will not be retaliated against. There will be no punishment for reporting problems – including firing, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination.

Fraud, Waste, Abuse Policy

Boys and Girls Club ECHOES employees and others should be mindful of the utilization and care of resources and equipment purchased with 21st CCLC funds. Additionally, non-compliance with 21st CCLC policies (as set forth by the Georgia Department of Education and the Boys & Girls Club of Valdosta CCLC) should be reported as soon as possible. If an employee or other person witnesses fraud, waste, abuse, or theft of program funds and/or resources, or non-compliance with 21st CCLC policies and procedures, they should notify the Program Director within 24 hours of the incident. The Program Director will in turn notify the Superintendent. (Written documentation should be maintained.) If the fraud, waste, abuse, and theft is related to equipment already in place, the Program Director should inform law enforcement officials of the description and serial item of the item. If the fraud, waste, abuse and/or non-compliance in question involves the Program Director, the Superintendent should be directly contacted in writing by the person who has knowledge of the incident(s) within 24 hours. In instances where it is determined that the Georgia Department of Education should be informed of the fraud, waste, and/or abuse of program funds and/or non-compliance, the contact information is as follows: Jeff Barnett, Program Manager, 21st Century Community Learning Centers School Improvement, Georgia Department of Education 1562 Twin Towers East, 205 Jesse Hill Drive, SE Atlanta, GA 30334 jbarnett@doe.ga.k12.us Office: (404) 232- 1197 <http://www.gadoe.org>. There are several ways to make a report concerning this. They are as follows:

Investigation and follow-up on the report will be as follows:

- The Board of Directors will appoint a panel to investigate the complaint.
- The panel will provide the person filing a report with a summary of their findings.
- The Board of Directors and Program Director will take steps to deal with the issue addressed, including making operational or personnel changes.
- If warranted, the Board and/or Program Director will contact law enforcement to deal with any criminal activities.

INVENTORY POLICY

To establish policy governing equipment and supplies purchased with funds procured by the 21st Century Community Learning Centers federal grant program.

POLICY

All property purchased with 21st CCLC funds should be used solely to support program activities. Grantee maintains a current, accurate physical inventory in accordance with EDGAR and OMB Circular A-87. The inventory should include property serial numbers, locations, date of purchase, etc. of items obtained with grant

funds. All employees of 21st CCLC are responsible for the use and safe return of equipment and supplies. Disposition of all items that meet criteria for inventory will comply with all guidelines from the Georgia Department of Education, 21st Century Community Learning Centers division. Should an item require maintenance, the proper procedure will be followed to contact the staff members responsible (Maintenance Director, Computer Tech, etc.).

EQUIPMENT ACQUISITION

The Valdosta Boys and Girls Club require the following procedures for acquisition of equipment, supplies, etc.:

- The Site Director completes a Requisition/Purchase Order Form, indicating the accurate account code to which each item should be charged.
- Program Director approves Requisition/Purchase Order with signature.
- For technology purchases, approval must be granted from Georgia DOE Fiscal Analyst.
- **NO ITEM CAN BE ACQUIRED WITH GRANT FUNDING WITHOUT A VALID PURCHASE ORDER.**
- The Program Director keeps documentation of orders, invoices, receipts, and payment for reimbursement purposes.

EQUIPMENT DESIGNATION

All equipment purchased with grant funds must be clearly labeled “21st CCLC.” This includes computers, monitors, printers, office phones, cell phones, storage cabinets, desks, chairs, and tables. (All items with a useful life of one year or more; items with pilferable value are included in inventory.) When 21st CCLC grant funding has been discontinued, equipment must be secured and returned to the program or other arrangements as approved by the Georgia Department of Education. Items owned by the Boys & Girls Club or individual schools should be labeled appropriately.

Parent & Student Agreement Contract

We have read the Boys & Girls Club of Valdosta ECHOES Program Parent & Student Handbook and agree to the policies, procedures and regulations regarding the 21st Century Community Learning Centers Initiative. We are also aware that there must be regular attendance on the part of the student in order to have a successful program. We thereby, agree that the applicable student will attend the program at least three days per week unless unforeseen circumstances dictate otherwise.

Student Signature

Date

Parent Signature

Date

Additional Students Signatures

Grade

Grade

Grade