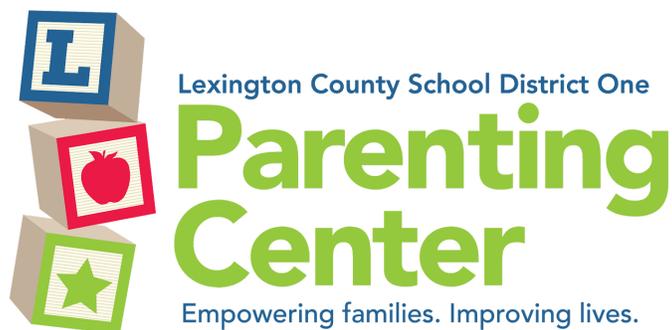


Lexington County School District One



Family Literacy Program 2021-2022

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Lexington County School District One's Nondiscrimination Statement

Lexington County School District One does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in admission to, access to, treatment in or employment in its programs and activities.

The following people have been designated to handle inquiries or complaints. The Chief Human Resources Officer handles inquiries/complaints regarding Title IX. Inquiries/complaints regarding Section 504 for elementary students go to the Coordinator of ESOL/RtI and for secondary students to the Director of School Counseling and Advisement. The Mathematics Coordinator handles inquiries/complaints regarding Title II.

Contact these people if you have questions regarding these issues at 100 Tarrar Springs Road, Lexington, SC 29072 and telephone number 803-821-1000.

Lexington County School District One

Family Literacy Program

Program Staff:

Brian Barrineau Adult Ed Coordinator
Karen Elliott Administrative Assistant

Marla Hamilton Family Literacy Coordinator/ Lead Parent Educator
Qingyuan Lucy Liu Family Literacy Assistant

Location: Rosenwald Community Learning Center

Address: 420 Hendrix Street
 Lexington, SC 29072

Adult Ed Phone: (803) 821-2950

Adult Ed Fax: (803) 821-2960

Parenting Phone: (803) 821-1365

Parenting Fax: (803) 821-1311

Childcare Phone: (803) 821-1363

Program Hours: Monday - Friday 8:00 am - 4:30 pm

Dear Parent,

It is our pleasure to welcome you to the Lexington One Family Literacy Program. It takes a lot of hard work and commitment to return to school while balancing the responsibilities of parenting and family. Our mission is to ensure that our services support and assist your efforts in obtaining the educational skills necessary to meet your academic and parenting goals. We strive to provide all families with the highest standard of care and learning environment.

While you begin the journey back to the classroom, know that you are not alone. As part of our family, you will always have a caring member of our staff to help and offer support as you pave the road ahead to a brighter future. Dream big, work hard, and embrace learning opportunities for both you and your child! We look forward to working with your family.

Sincerely,

Brian Barrineau
Adult Ed Director

Marla Hamilton
Family Literacy/Lead Parent Educator



Family Literacy Mission Statement and Objectives

The mission of the Family Literacy Program is to equip families with the academic, parenting, and career readiness skills needed to ensure that both parent and child are prepared for success in school and their future careers. This mission serves as the foundation for the five key program objectives. Specifically, the program will strive to ...

- provide an intensive parent education program focusing on the parent's role as their child's first and most influential teacher;
- vigorously promote literacy, academic achievement, goal setting, and decision-making skills of all family members;
- utilize instructional strategies that are based on scientific research and that are of sufficient intensity and duration to affect change;
- actively encourage participants to make shared literacy experiences a family priority; and
- develop strong employment readiness and retention skills necessary to achieve self-sufficiency in today's competitive job market.

Lexington One Family Literacy Program Components

Early Childhood

The early childhood component is designed to ensure that your child is enrolled in a safe, loving, high-quality learning environment. The goal is to provide a childcare space that allows the child to grow physically, socially and emotionally. This environment is designed to stimulate learning through play. *Please note that due to Covid-19, updated regulations are in place.

Adult Education

The adult education component is learner driven and focuses on each adult parent in achieving his or her own educational goal. It is designed to enhance academic levels, build critical thinking skills, and strengthen interpersonal skills that are needed in today's society.

Parenting

The parenting component is designed to be both an informational resource and a peer support group to participating families. Parents naturally have many concerns regarding the development of their children. Personal visits in the center, home, or through virtual learning provide an opportunity for families to receive one-on-one individualized services using an evidence-based curriculum for parent and child. All services are tailored to achieving each family's parenting and educational goals. Developmental screenings are completed on each child with emphasis placed on tailoring instruction to the individual needs of each family/child. *Please note that due to Covid-19, all Parents as Teachers visits will be virtual until further notice.

Interactive Literacy

Interactive literacy time is scheduled to promote parents in their role as their child's first and most important teacher. These activities are literacy based and help foster strong communication and language skills. This also allows parents time to socialize and collaborate with peers. *During the pandemic, these connections can be made virtually through Zoom, Facebook Live, and What's App. Additional group connections are being completed through drive-through events until further notice.



Lexington One Family Literacy Core Parent Messages

- ★ You have the ability, the opportunity, and the **responsibility** to positively affect the future of your family.
- ★ **Learning opportunities** in language and literacy skills are the most powerful tools your family has to build a brighter future.
- ★ As a parent, it is vital that you become a full **partner** in your child's education.
- ★ It is important to use **positive** and **consistent** messages in your role as a parent.
- ★ It is important to make shared **reading experiences** and learning activities a part of your family's daily schedule.
- ★ You are the **model** that your child will follow. It is important to remember this as you make decisions for yourself and your family.



Lexington One Family Literacy Core Staff Messages

- ★ Family Literacy staff members are to reinforce core messages in both daily interactions and instructional activities.
- ★ Family Literacy staff members have the responsibility to provide families with effective instructional services that empower them to assume responsibility for their own future.
- ★ Family Literacy staff must adhere to the program's language and literacy-based focus in order for families to achieve desired outcomes.
- ★ Family Literacy staff members are to create a learning environment that is positive, individualized, effective, flexible, and empowering to support families as they strive to reach their potential.
- ★ Family Literacy staff members set the model for families by teaching the skills necessary to reach individual goals and make positive decisions for their family. It is important to remember that your daily decisions and actions, negative and positive, can affect the outcomes of the program as well as other enrolled families.



Program Expectations

Classes are held Monday through Thursday with varying schedules. *Due to Covid-19 procedures, Friday remains a virtual day until further notice. You will be assigned a schedule that fits your academic and personal needs, while considering the safety and health of all participants. To receive the full benefit of the Family Literacy Program, your regular and consistent attendance is not only vital to your success, it is a requirement. Recurring tardiness will not be accepted. Students should schedule all appointments around their assigned schedule as much as possible to avoid unnecessary absences. It is the student's responsibility to contact the Adult Education and/or Parenting Center on those rare instances where a student will miss a class or visit.

*During the adjusted Covid-19 procedures, the above attendance policy will be waived. It is important, however, to communicate through various ways including telephone and virtual calls.

This campus is a smoke-free site. Smoking is not permitted on the campus at any time.

Students must sign in and out, and may not leave campus without notifying their teacher.

It is important to be mindful that Adult Ed is not the only program operating on the campus. Quiet, respectful voices are expected in hallways and common areas at all times.

Please refrain from any behavior that disrupts classroom instruction. These include:

- Sleeping in class
- Disrespect to peers or staff
- Use of cell phone during instruction time
- Leaving class without following procedures
- Inappropriate language or behavior
- Lack of effort or commitment

A. Family Literacy Program Responsibilities:

1. Qualified staff will be present each day to provide high quality and effective instructional services to you and your family.
2. Staff will be prepared each day for classroom instruction and/or parent education and personal visits.
3. Staff will treat each family respectfully and equally.
4. Staff will work diligently to provide a learning environment that is comfortable, non-threatening and responsive.

B. Family Responsibilities:

1. Family will attend classes as assigned by the Adult Education director or staff.
2. Family will attend parenting sessions (ILA, personal visits, workshops) as scheduled.
3. Family will come prepared to learn and to engage.
4. Family will treat other families and staff with respect.
5. Family will work collaboratively with staff to create a positive learning environment.

Adult Education students who participate in the Family Literacy program must be the parents or legal guardians of the child(ren) enrolled in the childcare.

Childcare services are only available for children 0-5. Adult Education students who have children over the age of 5 may also participate in the Family Literacy program, but may not place their children ages 5 years and up in the childcare facility. Students with children enrolled in on-site childcare are not permitted to leave campus, under any circumstances, without picking up their child first.

Family Literacy Childcare Expectations

1. It is beneficial to the child to attend every scheduled day unless they are ill. Children thrive on routine and this helps build their confidence. If a child misses more than three consecutive days, a doctor's note may be required. Excessive absences will result in loss of child care slot for the program year.
2. Certificate of immunization must be kept up to date at all times during enrollment. This is to protect your child from exposure to life threatening illnesses.
3. Children may not attend childcare if they have any signs or symptoms of illness, including but not limited to: fever of 100 degrees or above, vomiting, diarrhea, rash, sore throat, conjunctivitis (pink eye), head lice, pertussis (whooping cough), or any sign of potential illness recognized by parenting or childcare staff. Children should be symptom free for 24 hours before returning to childcare.
4. All items must be clearly labeled, including bottles, cups, bags or any other personal belongings your child should need in childcare.
5. Children must be signed in and out of the child care facility each day. This is essential to ensure all children are accounted for in case of emergency evacuation, as well as for daily record keeping information.
6. Lunch will not be provided. A snack will be provided for the children.
7. Bring a change of (seasonal) clothing for each child on each day.
8. Diapers, wipes and formula / baby food must be provided from home. These can be brought daily in a diaper bag.
9. Medications can NOT be administered or stored in childcare. Should your child require medication during your class time, you will need to come to the childcare facility to administer the medication to your child as necessary.
10. We welcome and encourage your involvement and support of the childcare facility; however, we ask that you limit your "visits" to drop off and pick up as much as possible so as not to disrupt childcare. Sometimes children can become confused and think it is time for pick up, then become upset when the parent has to leave. You may always call to check in on your child should you have any concerns.

In an effort to remain safe during these times, the recommended Covid-19 procedures will be used as a guideline for childcare.

The Department of Social Services (DSS) and the Department of Health & Environmental Control (DHEC) have worked together to develop the following guidelines to assist child care providers in re-opening quickly and safely.

Re-opening Guidelines for Child Care Facilities

These guidelines are intended for application in non-health care related places of employment. The foundation guidelines for businesses and employers remains the Centers for Disease Control and Prevention (CDC)'s Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19). All adult employees as well as parents dropping off children should be made aware of and follow all general guidelines listed.

General Guidelines that Apply to All

All employers have to determine how best to minimize the spread of COVID-19 in the workplace. In order to re-open and successfully remain open for business, everyone individually and collectively must actively participate in the core recommendations:

1. Self-isolation – if you are sick, stay home.
2. Practice social distancing to the greatest extent possible (or wearing a cloth face covering if it is not possible to maintain 6 feet of distance).
3. Wash hands frequently (20 seconds with soap and water or use of a sanitizer that contains at least 60% alcohol).
4. Clean and disinfect frequently touched objects (e.g., keyboards, phones) and surfaces (e.g., handrails, workstations, sinks) or remove unnecessary frequently

touched surfaces (e.g., trash can lids).

5. Avoid touching of eyes, nose and mouth with unwashed hands.
6. Cover mouth and nose when you cough or sneeze and throw used tissues away immediately after use.
7. Avoid using other employees' phones, desks, offices or other work tools and equipment when possible, or disinfect them before and after use.
8. Minimize the use of soft surfaces like cloth covered chairs or area rugs that are more difficult to clean or disinfect.

Guidelines Specifically for Child Care Settings

In addition to the above safe-practices, employees and customers of child care facilities should follow these guidelines to minimize the potential for transmission and spread of COVID-19, in addition to following the recommendations in the CDC Guidance for Open Child Care Programs.

1. Consider changing your sign in procedures for parents and other visitors (e.g., move handoffs closer to the front door to minimize parents coming into the classroom space and avoid possible exposure to children and caregivers).
2. Limit visitors to the facility.
3. Limit communal sharing of food, and donations where possible.
4. Make sure children, staff, and visitors are washing hands as directed by DHEC.
5. Clean and disinfect all surfaces within the facility regularly.
6. Direct staff to stay home when they are sick, and direct parents to keep their children home when they are ill.
7. Children who live in the same house as a person who has been diagnosed with COVID- 19 should not attend day care.
8. Establish procedures to ensure children and staff who become sick at daycare or arrive at your facility sick are sent home as soon as possible. Keep sick children and staff separate from well children and staff until they can leave.

If an employee develops symptoms and is sent home, he/she should follow the CDC guidelines with regard to when to discontinue home isolation and return to work.

Encourage parents to watch for signs of illness (fever > 100.4°F, cough, difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell) in their children. Screen children upon arrival, if possible.

All areas where the infected individual was present should be cleaned and disinfected following the CDC guidelines PRIOR to facility re-opening.

Follow guidance from DHEC Epidemiology that may be specific to the scenario.

9. Follow the child care licensing regulations related to diapering procedures. Ensure that dirty diapers are placed in a container that is not accessible to children. 10.

It is very important that all child care operators, workers and customers understand that while these guidelines are voluntary, it is in everyone's best interest to diligently follow them as we move to re-open our economy and keep it open.

If you have general questions about COVID-19, the DHEC Care Line is here to help at 1-855- 472-3432 on weekdays from 8 a.m. to 6 p.m. For the most up to date information about the Coronavirus, visit DHEC's website at **[scdhec.gov/COVID19](https://www.scdhec.gov/COVID19)**. For child care specific questions, please contact the DSS Division of Early Care and Education at 1-888-825-7174 or **[scchildcare.org](https://www.scchildcare.org)**.

<https://www.lexdistrict1.com/>

<https://www.lexdistrict1.com/schools/adult-ed>

<https://www.lexdistrict1.com/academics/parenting-center>