



## Family Handbook

**\*2025 - 2026**

***\*Please read, complete the last page,  
and return the signed  
Family/Student Acknowledgement Form  
and the Interest Survey to the ACES Office  
within 5 days of receipt.***

	<p>This project was funded in its entirety Under Title IV, Part B of the Every Student Succeeds Act (ESSA), Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) grant funds, through a grant agreement with the New Jersey Department of Education.</p>
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Revised: April 2026

The handbook will be revised in August 2026 for the upcoming school year.



## **WELCOME TO ACES 2025-2026**

The Nita M. Lowey 21stCCLC Mullica Township School District ACES Program is a federally-funded, state-monitored 21st Century Community Learning Center that provides quality before- and after-school programming to eligible students.

The ACES Program is **FREE** to all students in Grades 3-8, and Mullica resident students who attend Cedar Creek High School (Grades 9-12).

During the 2025-2026 school year the Mullica ACES Program will offer a combination ***Morning ACES Program*** and an ***Afternoon ACES Program***.

**Morning ACES (Grades 3-8) 7:30 a.m. - 8:30 a.m.**

**Starts 9/4/25**

**Afternoon ACES (Grades 3-12) 3:35 p.m. - 6:35 p.m.**

**Starts 10/1/25**

**Morning ACES** operates before school everyday school is in-session. Morning ACES provides students:

- A breakfast snack
- Academic Support
- Fitness and Movement Activities.

**Afternoon ACES** operates after school on selected Mondays - Fridays over 3 cycles. Afternoon ACES provides students:

- A healthy snack
- Academic Support
- Enrichment opportunities in STEM, ELA, Science, and Math
- Clubs and Activities focused on the arts, youth development, life skills, social-emotional health and well-being, physical fitness and movement
- FUN FRIDAYS (or other special days) which may include themed in-school events, out-of-district field trips, and/or Family Events.

### **Special Family and Community Engagement Events**

Parents/Guardians and/or siblings of registered students are invited to participate in these events.

***\*NOTE: Bus transportation is not available for Morning ACES. Afternoon ACES does provide courtesy bus transportation for students who require transportation home. When registering your child(ren), please indicate whether or not they require transportation home. Bus stops are NOT based on regular school bus routes. Courtesy Activity bus routes have centralized stops.***



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## Nita M. Lowey 21st CCLC Mullica ACES Program GOALS and MISSION STATEMENT

It is our vision to offer high quality, hands-on and inquiry based opportunities in an afterschool environment to all registered participants that will yield improved academic achievement, positive behavior, social interaction and family involvement while preparing students for the 21st Century.

The Mullica Township School District's 21stCCLC ACES is dedicated to providing a safe environment facilitated by nurturing adults where opportunities in academic remediation and enrichment, positive youth development, culture and the arts, health/nutrition/fitness and physical activity are provided. Opportunities and activities and programming for family involvement are also offered.

ACES provides the following services to registered students:

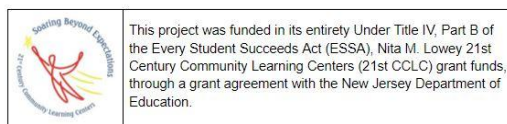
- Remediation and enrichment in math, science and language arts
- Tutoring & Counseling
- The Arts: Cultural, Visual and Performing
- Character Education
- Physical Fitness/Health and Wellness
- Technology

**Attendance is vital for our ACES Program to receive federal funding. Students are required to check in for program reporting purposes. Mullica ACES needs 151 students to register a minimum of 30 days attendance to receive continued funding.**

Our ACES Program Schedule is based upon the Mullica Township School District Instructional Model approved by the Mullica Township Board of Education, as submitted to the New Jersey Department of Education. The 21stCCLC ACES Calendar will mirror the School District Calendar, and is subject to change.

**Questions or Comments? Please e-mail: [Ashley Vitullo](#)**

*Ashley Vitullo - 21CCLC Project Director*





## **Important Information**

**Population:** The students of Mullica Township School District (3rd – 8<sup>th</sup> grades) and the students of Cedar Creek High School who reside in Mullica Township (9<sup>th</sup> – 12<sup>th</sup> grades).

**Schedule of Hours:** Morning ACES 7:30 a.m. - 8:30 a.m. (Students must be signed in by 8 a.m.)  
Afternoon ACES 3:35 p.m. - 6:35 p.m. (Car riders must be signed out by 6:15 p.m.)

**Attendance:** To ensure the success of the ACES Program, regular attendance is required.  
*Our funding is tied directly to our attendance numbers.*

**Dress Code:** The Mullica Township School District Dress Code must be followed at all times. Because of the nature of some of the activities, students should wear sneakers.

**Academic Support:** ACES students will be offered Academic Support in both the Morning and Afternoon Sessions. Academic support might not be completed due to after school clubs, early sign out etc. Families are encouraged to check their child's regular schoolwork each night to ensure its completion. Please contact us if your child needs more Academic Support in the afternoon.

**Security:** Families come into the Main Entrance to sign their child into and/or out of the ACES Program. **Due to enhanced school safety and security, families are not permitted to enter the building for student drop-off and/or pick-up.** Our Morning ACES Attendance Clipboard and an Afternoon ACES Sign Out Clipboard are located on the table. ACES Staff will be stationed at the Main Entrance from 7:30 a.m. - 8 a.m. and from 4:30 p.m. - 6:15 p.m. on scheduled Afternoon ACES Program days to admit students and call students for dismissal.

**Safety:** The Mullica Township ACES Program follows the Mullica Township School District Safety and Security Plan. The ACES Staff will follow the emergency procedures checklist as outlined in the Mullica Township District Safety and Security Plan.

### **Code of Conduct:**

- All school rules are in effect during ACES hours.
- Disrespectful behavior towards a staff member or fellow students is not tolerated.
- Transportation home from the program is provided as a part of the ACES program. Students are assigned a bus only if it is indicated on the registration form. Students are not able to ride a bus home unless one is assigned to them.
- If you need transportation for your child(ren) and you did not request transportation upon registration, please email either Ashley Vitullo [avitullo@mullicschools.com](mailto:avitullo@mullicschools.com) , Program Director or Monica Sims [msims@mullicschools.com](mailto:msims@mullicschools.com) , Data Clerk so we are able to get your child(ren) a bus assigned to them. This takes 1-2 days, so please plan accordingly.

- The bus travels a courtesy route to deliver students to centralized stops within the township. All students must follow the designated rules while on the bus. Rules are in effect until the student is in the custody of his/her/their parent/guardian.
- Fighting, cursing, verbal abuse, threats or physically abusive behavior are never tolerated.
- Students shall lose courtesy bus riding privileges for negative conduct. This includes disrespecting the bus driver or failure to follow the directions of the bus driver.
- Students must report to their assigned classrooms immediately following dismissal from regular school day.
- All students must participate in cleaning up after an activity and each student is responsible for cleaning up after themselves (returning materials, games, etc.)
- Students who do not adhere to this Code of Conduct and rules and policies listed in the Student Agenda Book will be referred to the Site Coordinator and/or Program Director for investigation and/or disciplinary action. Site Coordinators and the Program Director will follow the Mullica Township School District Discipline Guide.
- Violations of policy, conduct and behavior will be handled on a case-by-case basis.

**Transportation:** Bus transportation for Afternoon ACES students is offered every day that the Afternoon ACES Program is in session.

***Our ACES buses are courtesy buses and the bus routes/stops do not coincide with regular school bus routes or stops. Please be aware that these stops are clustered around all Mullica Township School student's registered school addresses.***

The families of students who are car riders shall provide an email to ACES Data Clerk Monica Sims [msims@mullicschools.com](mailto:msims@mullicschools.com) and the ACES Director Ashley Vitullo [avitullo@mullicschools.com](mailto:avitullo@mullicschools.com) if there is a change to pickup plan(s). Changes might include, but are not limited to, if a student needs to take the bus home, a different adult will pick up the child, and/or if the child will require daily bus transportation. If the change is last-minute, please call 609-561-3868 x251 or x121, in addition to sending an email to the Data Clerk and Project Director.

**If you need a bus assigned to your child(ren), please email either the ACES Director or Data Clerk so we can get a bus assigned to your child. This takes 1-2 days, so please plan accordingly.**

**Good for us to know:** Students who are being signed out or picked up by their family and/or an approved release person for regularly occurring activities (e.g. Thursday field hockey) will need to send a one-time email to the Data Clerk and Director (see email addresses above) in order to inform ACES Staff.

In the event of an emergency, or last-minute change of plans, an email should be sent to the Data Clerk and Director. Students are required to ride their assigned ACES bus unless other arrangements have been discussed with the Project Director or Site Coordinator. **Students are only assigned a bus if it is indicated on registration that they require transportation home.** If you need transportation for your child(ren) and you did not request transportation upon registration, please email either Ashley Vitullo [avitullo@mullicschools.com](mailto:avitullo@mullicschools.com) , Program Director or Monica Sims [msims@mullicschools.com](mailto:msims@mullicschools.com) , Data Clerk so we are able to get your child(ren) a bus assigned to them.

Students not picked up by 6:15 PM will be placed on their assigned ACES Bus. **Students are only assigned a bus if it is indicated on registration that they require transportation home.** *Any misbehavior on the bus will result in disciplinary action that may result in, but is not limited to, temporary and/or permanent suspension of bus privileges.*

**Pick Up:** Families are encouraged to have their child ride the ACES Courtesy Bus home if they were assigned one; however, families who wish to pick up their child must do so at the Main Entrance foyer by 6:15 p.m. Students cannot be dismissed as walkers. Students not picked up by 6:15 p.m. on a consistent basis - or a pattern of lateness is established - may be paused and/or suspended from the ACES Program.

**Snacks:** Will be offered during the Morning and Afternoon Session to all ACES students.

**Family Education:** We will be offering workshops and different themed family nights to families throughout the year. We welcome any and all suggestions!

**Field Trips/Fun Fridays:** In order to attend any ACES field trip, students must meet program attendance requirements, and not have any disciplinary referrals within 45 days of the event. Families must also sign and/or provide permission on the ACES Application. Students must achieve attendance rates to be eligible to participate in our End of Program All-Day Field Trip. Students registered in ACES after March 1, 2026 must attend 95% of ACES Program Days to be eligible to participate in any final all-day field trip.

**Evaluation of Program:** The NJ Department of Education requires recipients of the 21<sup>st</sup> Century Community Learning Centers Program (ACES) funding to hire an outside evaluator to conduct a local program evaluation. Management & Evaluation Associates (M & E) have been contracted to evaluate ACES. M & E will review data from program staff, conduct periodic on-site visits to review program documentation, and interview program staff. Families, students, and staff will be surveyed periodically to collect data on their perceptions about the program.

**Questions/Concerns:** If you have any questions, concerns, suggestions or ideas please contact the ACES Office Staff.

Project Director: Ashley Vitullo  
609-561-3868 ext. 251  
[avitullo@mullicschools.com](mailto:avitullo@mullicschools.com)

Program Site Coordinators: Kelly Mascio (AM), Christy Rivera (PM), Jenna Earling (PM)  
[kmascio@mullicschools.com](mailto:kmascio@mullicschools.com), [crivera@mullicschools.com](mailto:crivera@mullicschools.com), [jeearling@mullicschools.com](mailto:jeearling@mullicschools.com)

Data Entry Clerk: Monica Sims  
609-561-3868 ext 121  
[msims@mullicschools.com](mailto:msims@mullicschools.com)





## FAMILY & STUDENT HANDBOOK ACKNOWLEDGEMENT

By signing below, the ACES Student and Family acknowledge that they have received a copy of the Family Handbook, and that they are aware of the rules, student code of conduct, and program expectations.

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
Parent/Guardian Name Printed

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Grade

\_\_\_\_\_  
Date

## Family & STUDENT INTEREST INVENTORY

*(CHECK ALL THAT APPLY)*

- I will take advantage of Morning ACES.
- I will take advantage of Afternoon ACES
- I will take advantage of both Morning and Afternoon ACES.
- I would like to participate in in-person FAMILY WORKSHOPS
- I would like to participate in virtual FAMILY WORKSHOPS
- Activities/Clubs/Events we would like to see offered during Afternoon ACES

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