

Adventure Club

Before and After School Program

2011-2012 Program Guidelines

for Parents & Guardians

**Judson Independent School District
Adult & Community Education**



**Converse ES - Crestview ES - Eloff ES -
Franz ES – Hartman ES – Hopkins ES - Masters ES –
Miller’s Point ES - Olympia ES – Park Village ES –
Paschall ES - Rolling Meadows ES - Salinas ES –
Spring Meadows ES - Woodlake ES**

For questions or concerns please contact:

Adult & Community Education
9695 Schaefer Rd. Bldg. B
Converse, TX. 78109

Gloria Triana, Liaison 357-0808
gtriana@judsonisd.org

Table of Contents

Statement of Purpose	3
Statement of Goals	3
Welcome	3
Parental Expectation	3
Child's Expectations	4
Adventure Club Program Expectations from Parents, Guardians	
Program Description	4
Administration	4
Absences and Early/Late pick ups	5
Closing time is 6:00 p.m.	5
Discipline	5
Health and Safety	6
Homework & Tutoring	6
Operating Schedule	7
Parental Involvement	7
Parties	7
Registration and Enrollment	7
Release of Children	8
Snacks	8
Staff	9
Valuables/Personal Property	9
Withdrawal Policy	10
Current Fees	10
Fees Paid in Advance	11
Parent Acknowledgement (parent copy)	12
Parent Acknowledgement (office copy)	14
Photo/Video Release Form	15

Statement of Purpose

The JISD Adventure Club is a school-based program designed to provide opportunities for children to access academic, enrichment, social and recreational experiences in a before and/or after-school environment that is safe, drug free, and supervised.

Statement of Goals

- To provide educational, enrichment and recreational activities that help to develop each child's educational competence, physical and social development, and community involvement.
- To provide an Extended School Day program to address the immediate safety needs of JISD students.
- To provide a flexible program that fits the needs of the students and those of today's busy parents.
- To help students better relate to others and to recognize the differences that make a person unique while working and playing together.

Welcome to Adventure Club!

The Judson ISD Adult and Community Education department recognizes the need to address the problem of district school-age children who go home to an empty house after school. We have developed an Adventure Club Program concept that we believe stands out as a viable solution in meeting the needs of the "latchkey" child as well as staying within the realm of goals and objectives of both Judson ISD and the Texas Education Agency. This after school program will strive to provide age appropriate enrichment activities while enhancing self-motivation, social skills, improved study skills, and overall student safety.

To ensure your child's success in Adventure Club, please review our guidelines and sign the Parental Acknowledgement, and the Photo/Video Release forms at the end of this document.

Parental Expectations

Parents may expect that:

- Their children are in a safe, supportive environment.
- They may visit with the Adventure Club staff about concerns related to their child or the program.
- As required, they will be informed about misbehavior on the part of their child so that, as a team, we can bring about desired improvement.
- They will be informed promptly if their child does not arrive at the program according to his/her enrollment information.
- They will be regularly informed about program activities.

Child's Expectations

Children may expect to:

- Have a safe, supportive and consistent environment.
- Use all the program equipment, materials, and facilities on an equal basis.
- Receive respectful treatment.
- Receive fair discipline.
- Receive nurturing care from staff members who are actively involved with them.

Adventure Club Program Expectations from Parents/Guardians

The program expects that parents will:

- Keep the child's application form up-to-date.
- Follow our attendance, pick-up and payment policies.(refer to pages 4 & 11)
- Follow the health policy as explained in the Judson ISD Student-Parent Handbook.
- Contact the Adventure Club office by note or by phone before 2:00 p.m. if their child will not be attending on a scheduled day.
- Pay close attention to any communications from Adventure Club After School Program staff regarding their child's behavior and cooperate in efforts to improve behavioral problems.
- It is ***unacceptable*** for a parent/legal guardian to express hostility in any manner toward a JISD staff member or JISD participants. This will result in immediate suspension or dismissal of your child from the program and possibly contacting the local police department (i.e., use of foul language, physically touching a staff member, expressing anger in front of the children in the JISD program, expressing anger toward children in the JISD program, etc.)

Adventure Club Program Expectations for Children

- Be responsible for their actions.
- Be able to participate in large group activities.
- Respect the school rules and staff that guide them during the day and while at the program.
- Remain with the group and the Adventure Club staff at all times.
- Take care of materials and equipment properly and return them to their place when done, or before taking out new ones.
- Arrive at the program promptly, according to the enrollment information.

Program Description

Adventure Club staff members strive to capitalize on the interests and developmental needs of the child, while encouraging them to utilize their own special talents and skills. Emphasis is placed on facilitating the child's success in socialization, enrichment, and recreation through a variety of experiences. Although activities do contain structure, there is always an allowance for spontaneity. Activities are balanced in terms of staff directed/child-initiated, group/individual, active/inactive experiences to allow for variety. In planning activities, staff members try to keep in mind the content and style of the activity, characteristics of the school and community and resources available to them. Our staff has a basic plan to promote the consistency of a daily routine. The daily plan requires consistent scheduling for recreation, snack, homework, etc.

Administration

The Adventure Club program is a function of the Judson Independent School District and follows the JISD district's published policies and procedures. The Judson ISD Adventure Club program's administrative staff consists of the Executive Director of Student Support Services, Coordinator of Adult and Community Education, the Adventure Club Liaison, the campus Adventure Club Supervisor and staff. Program policies, staff, curriculum, accountability and finances are all monitored by the Adult and Community Education department.

Adult and Community Education works in cooperation with the principals from each Adventure Club school site regarding discipline, staff, and the ongoing monitoring of the program. A cooperative arrangement between the Adult and Community Education Department and the Judson ISD Child Nutrition Department insures an appropriate daily food and beverage snack for all children enrolled in the program.

Absences and Early/Late Pick Ups

If your child is ill, when you call the school to report the illness or pick up your child from school, please request the school secretary to put a notice of the child's absence in the Adventure Club mailbox or call the Adventure Club office directly. Absences without prior notification may be mistaken for a missing child and cause unnecessary concern and time searching for the child. If a child does not arrive at the program as intended, the Adventure Club staff will attempt to contact the parents at work or home. If the parents cannot be reached, the Adventure Club staff will then call the individuals listed under the emergency contact list.

Closing time is 6:00 pm. At 6:00 p.m. the Adventure Club staff is officially off duty. The school's clock will be used as the official timepiece. Pick-up after this time is considered a "**late pick-up.**" The Adventure Club staff will remain with your child until you arrive, but you will be charged a late pick-up fee. A \$1.00 per minute per child is assessed after 6 p.m. This late fee is due at the time of pick-up or no later than Friday of that week. After the third late pick-up your child could be dismissed from the Adventure Club program.

When a parent has not arrived by 6:15 p.m. and has not contacted the Adventure Club, every attempt will be made by the staff to contact the parents, the people listed under emergency contacts and "designated pick-up persons." If we cannot reach you or any of the other persons listed by 6:30 p.m. and no one has arrived to pick up your child, we will contact the appropriate police department to determine whether the responsible party has been involved in an emergency situation. If you or the responsible people are involved in an on-going emergency, contact your local police department and request that they notify the Adventure Club. Additionally, the prearranged "designated person" to pick up the child should be called and you should request them to pick up your child.

Both of the parents or guardians of a child are responsible for following the Adventure Club policies and procedures, regardless of which parent or guardian enrolled the child.

Discipline

Behavior standards for the children will be the same as in the regular school day. The children will know what behavior is expected, as well as the rewards and consequences of their behavior choices. The Adventure Club staff will work in cooperation with parents to solve discipline problems. A disciplinary problem is defined as one in which a child is hampering the smooth flow of the program by requiring constant one-on-one attention; inflicts physical or emotional harm on other children; physically and/or verbally abusing staff; or is unwilling to conform to the rules and guidelines of the program. Inability or unwillingness to meet appropriate behavior standards will result in the withdrawal of the student from the program. When imposing discipline, The Adventure Club will follow the Judson ISD Code of Conduct outlined in the Judson ISD Parent/Student Handbook. Please be aware the JISD Adventure Club program is not a behavior modification program. Children who continually disrupt or do not follow the Code of Conduct will be suspended or dismissed depending on the behavioral infraction.

Health and Safety

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure this information is recorded on the application form and the Adventure Club staff knows what care you suggest if a problem should occur during Adventure Club hours. In addition, parents will be asked to fill out a Medical/Emergency Information Form which the Adventure Club will keep on file.

If your child has asthma and needs to self-administer asthma medications, you must provide Adventure Club with a copy of the SCHOOL ASTHMA ACTION PLAN as outlined by the JISD Health Services Department.

If a child has any one of the following conditions, the parents of the child will be notified to pick up the child immediately: contagious disease; fever over 100 degrees; vomiting or diarrhea; accident requiring medical attention.

The Adventure Club staff will provide care for children who are ill or injured, following the guidelines and policies governing regular school days. Emergency contacts will be made according to the information provided on the application form. Minor injuries (small cuts, bruises, scrapes) will be treated by the Adventure Club staff. In serious cases, the child may be taken to the local hospital by emergency vehicle. This is a decision that will be made by the responding paramedics. The parents will be called immediately. Judson ISD staff does not assume any financial responsibility but will provide/arrange for emergency care.

Texas law requires caregivers to report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs or alcohol. The Adventure Club personnel are directed to make every effort to keep a child from getting into a car with a parent who they feel might be under the influence of drugs or alcohol. If needed, they will call the police to drive the child and parent home.

Homework & Tutoring

Children may receive homework assignments during the regular school day. A quiet place will be provided each day for students to do homework while attending Adventure Club. Although our after school staff will supervise the children during homework time and will assist as appropriate, they cannot take responsibility for the completion of the homework. The District asks parents to help their child by providing the time, place, cooperation and encouragement needed to complete assignments. Children should be reminded to take their books, work and supplies to school each day. To promote responsibility, children are generally not allowed to call home for forgotten work or supplies.

Please send us a note if you do not wish for your child to do his/her homework during Adventure Club. As required, Adventure Club will provide alternate materials for your child during homework time such as books or worksheets; or you may send your own resource materials.

Some schools may offer occasional tutoring programs administered by JISD certified teachers. Adventure Club fully cooperates with any school requirements regarding student participation at tutoring.

Operating Schedule

The Adventure Club program operates between the hours of 2:30 PM and 6:00 PM. The program coincides with the Judson Independent School District student attendance calendar at the individual school; therefore, it does not operate during school holidays, school closing due to inclement weather, or teacher in-service days. Adventure Club will be open during regularly scheduled student early release days. In the event of early dismissal of school due to inclement weather or emergency closing, the parent/guardian or other designated person will be expected to pick up the child at the school's scheduled dismissal time or as announced on that day by the local media.

Parental Involvement

Judson Independent School District believes in the power of education and its powerful, positive influence on our community. Research has proven that parental involvement in school is a necessary prerequisite to student success; therefore, a partnership between school and home must exist. You are encouraged to become actively involved in your child's education whenever possible. The Adventure Club offers many ways in which families can become involved, including volunteering in the program and mentoring. Anyone wishing to participate in Adventure Club activities must have a Judson ISD Volunteer clearance, including parents, and grandparents and attend a volunteer training class. The Adventure Club office will verify individuals who have received clearance and will coordinate all volunteers' efforts. Volunteers will be provided with a volunteer badge.

Parties

The Adventure Club follows the district policy regarding parties. Birthday parties are not permitted. Holiday/special day parties or field trips will be held during Adventure Club

at the discretion of the After School Program Liaison. The delivery of balloons and flowers to students is not permitted.

Registration and Enrollment

The Judson Adventure Club program encourages children of all backgrounds to attend. The program does not discriminate on the basis of sex, race, color, national origin, ethnic background, or religion.

Children enrolled in the Adventure Club program must be in grades Kindergarten through 5th AND enrolled in the school. Children must enroll at the Adventure Club site where they attend school. Once a program site is full, names will be called from the waiting list as space becomes available.

All registrations must take place through the Adventure Club office. Children who cannot be immediately enrolled (because of a full program) will be placed on a waiting list. The parent/guardian must complete an application form and return it to the site or the Adventure Club office. Children will be allowed to attend the program only after the application form has been completed and returned. For your child's safety, the program expects the application form to be kept current, including physical and medical limitations.

The parent/guardian must provide new information to the Adventure Club After School Program staff regarding changes such as: emergency contact people, designated pick-up people, work phone numbers, addresses, etc.

Texas law precludes the district from keeping a child from a natural parent unless there are court documents stating this judgment. If so, the Adventure Club office must have copies of this document. If there is a custody situation where court documents are on file restricting access to your child, you must provide Adventure Club with a copy of the official court orders.

Release of Children

Children are expected to arrive on time and to leave the program according to the information recorded by the parents/guardians on the application form. Each child enrolled in the Adventure Club will remain at the program site until picked up by an authorized individual or parent/guardian. The parent/guardian enrolling the child must stipulate in writing persons that may pick up their child.

All persons who are authorized to pick up a child in Adventure Club must have proper ID. Any exception requests must be presented in writing and will be approved at the discretion of the Adventure Club staff and/or Liaison.

ALL PERSONS entering to pick up a child will be asked for picture identification (i.e., Driver's License, State Identification Card, or Military ID card, if sibling is under 18 years of age they must have a school ID). You must be prepared to present picture identification at all times. This is for the safety of your child. Only those individuals designated by the enrolling parent/guardian will be permitted to sign the child

out of the program. In accordance with Texas law, JISD cannot legally keep a child from his/her natural parents unless we have a court document on file to that effect.

To ensure the safety of your child, please make sure all information and documents are up-to-date. All Adventure Club children must have alternative and emergency pick-up arrangements.

Even if a one-time exception is to be made to the recorded information, the enrolling parent/guardian must provide the Adventure Club After School Program staff with this information in writing. Again, that individual will need a picture ID in order to pick up your child.

Children will not be permitted to leave the program area to “assist” classroom teachers unless you have specifically addressed this in writing. JISD cannot accept responsibility for supervision when the student is not in the immediate care of Adventure Club staff.

Snacks

Elementary schools are required to follow nutrition rules established by the National School Lunch Program. Snacks are served daily in the Adventure Club program arranged through Judson Child Nutrition Department. Should your child have an allergy or condition that prevents him/her from eating certain foods, that information should be noted on the application form.

If a parent does not want his/her child to eat the JISD snack, the parent may choose to send a different snack for their own child but may not send food or purchase food for other students. The alternative snack must be a nutritional snack such as fruit, cereal bar or applesauce. Please do not send chips, soda or candy as a snack. The exceptions to the nutrition policy are the holiday/special day parties that can be held during Adventure Club at the discretion of the After School Program Liaison. Please contact the Adventure Club office for more information.

Staff

Each Adventure Club program site is staffed by skilled individuals. All staff members participate in in-service training, and are certified in CPR and First Aid. The average adult-child ratio in the Adventure Club is one to twenty. However, students may occasionally participate in large group activities where the ratio is increased.

Valuables/Personal Property

Students are responsible for the care and custody of personal items. The district cannot assume responsibility for lost or stolen items and recommends that valuable items such as cameras, jewelry, money, expensive clothing, etc., are left at home. Students are not allowed to bring toys from home. Students’ personal property, coats, clothing, school bags, etc. must be cleared from the program area after each session. Any personal property which remains will be taken to the school office lost-and-found box. Students are not allowed to possess cellular phones or paging devices during the after school day or while attending school sponsored activities during the after school day, on or off school property. Students may not send or receive text-messages during the after school day. This includes lunch periods and Adventure Club time. Students who violate this policy shall be subject to established disciplinary measures that will result in school staff confiscating the cellular phone or paging device and turning it over to the school principal. The Adventure Club Staff shall notify the parent within two days after the

cellular phone or paging is confiscated. Parents may obtain the release of the cellular phone or paging device for a fee of \$15.00. If the parent does not respond or pay the fee, the district shall hold the confiscated cellular phone or paging device for 30 days after the initial notification. After 30 days, the police department will dispose of the cellular phone or paging device.

Withdrawal Policy

Students may be withdrawn from the Adventure Club for any of the following reasons:

1. Failure to meet appropriate behavior standards.
2. Refusal to follow program procedures and rules.
3. Verbal abuse, physical abuse or sexual harassment of student or staff member by student OR their parents.
4. Being in the wrong place or unauthorized departure from an activity site.
5. Three late pick-ups.
6. Child's needs cannot be met by the program.
7. Parent or Guardian's failure to provide required records.
8. Parent or Guardian's failure to pay required fees on time as stated in policy.

In most instances the following discipline procedures are utilized:

- 1st written write-up – parent notified.
- 2nd written write-up – parent notified.
- 3rd written write-up – parent notified – withdrawal from the program.

However, a student may be withdrawn from the Adventure Club at any time, without reaching the third write-up, for serious infractions of policy and procedure.

In Closing...

Parents are always welcome to observe the Adventure Club program. If you wish to visit the program, please make arrangements through the Adventure Club Liaison's office. For liability and supervision reasons, children who are not enrolled cannot take part in activities.

All procedures and policies of the program are developed with the safety and care of the child as the primary concern.

These guidelines are the minimum expectations for parents and guardians of students enrolled in the Adventure Club program. JISD policy and procedure is always in effect.

A very special thank you to North East I.S.D., KINS Program and Denton I.S.D Extended Day Program from whom we “borrowed” to complete our Parent Handbook.

ADVENTURE CLUB FEES AND GENERAL INFORMATION

THE CURRENT FEES ARE AS FOLLOWS:

- Before school fees are \$65.00 per month per child at Paschall Elementary only.
- After school fees are \$135.00 per month per child
- Before /After school fees is \$180.00 per month per child at Paschall Elementary only.
- Drop in fees are \$10.00 for a.m. & \$10.00 for p.m. & \$15.00 for early release days
- Snack fee is \$10.00 per month per child at Olympia, Rolling Meadows & Salinas only
- \$25.00 non-refundable registration fee per child enrolling in Adventure Club
- Additional child discount - \$10.00 per additional sibling per month
- Judson employee discount - \$10.00 per child per month (only one discount per child)
- Core operating hours are from 6 a.m. until school opens (only available at Paschall Elementary);
- After school from time of dismissal until 6 p.m.
- A \$1.00 per minute per child will be assessed for children picked after core operating hours. Late fees are due at time of pick-up or no later than the Friday of that week.
- **Parents that are habitually late are subject to their child's dismissal from the program.**
- Please note: any child not picked up one half hour after the program ends for the day and there has been no contact from the parent, the child will be considered abandoned. Staff will contact the JISD Police to pick up the child.

ALL FEES MUST BE PAID IN ADVANCE

1. All payments are to be made on the first of every month payable to the Judson Adult/Community Education Department. **Failure to pay fees on time will result in a 20% late fee and/or removal from the program.** Parents must give a two week written notice regarding withdrawal of a child from the program. You will be charged for two weeks if you remove your child without a two week written notice. If you have any questions concerning payment or need further information, please call our office at (210) 357-0808.
2. The person who signs the registration agreement is solely responsible for insuring payment fees are paid and remain up-to-date.
3. To pay by credit card (Visa or MasterCard), please go to <http://judsinisd.revtrak.net>, click on the Adventure Club button, select your student's school and choose your product. Follow the instructions. You must have your child's student id number.
4. There will be a \$25.00 service charge on all checks returned and payments thereafter must be made by money order or cash.

Notices are to be sent to:

Judson Adult & Community Education
Attention: Gloria Triana
9695 Schaefer Rd. Bldg. B

Converse, Tx. 78109

In order to better serve our parents and for your convenience we have set up the following payment plan. The total fees for the school year have been divided into ten (10) monthly payments based on the 177 in session school days. **We do not pro-rate our fees.** We recognize all school holidays in the Judson ISD. All payments are due on the first day of the month. A 20% late fee will be assessed for all tuition payments made after the 5th of each month. There are a total of ten (10) monthly payments with the first payment due on the first day of school (August 23) and the last payment due on the 1st of May.

Should you have any questions or concerns please contact:
Gloria Triana at (210) 357-0808

******Olympia, Rolling Meadows & Salinas ONLY
will pay \$10 per month per child for snack******

Payments are as follows:

AUGUST	AM only \$15.00	AM & PM \$40.00
	PM only \$35.00	
SEPTEMBER	AM only \$65.00	AM & PM \$180.00
	PM only \$135.00	
OCTOBER	AM only \$65.00	AM & PM \$180.00
	PM only \$135.00	
NOVEMBER	AM only \$65.00	AM & PM \$180.00
	PM only \$135.00	
DECEMBER	AM only \$45.00	AM & PM \$135.00
	PM only \$100.00	
JANUARY	AM only \$65.00	AM & PM \$180.00
	PM only \$135.00	
FEBRUARY	AM only \$65.00	AM & PM \$180.00
	PM only \$135.00	
MARCH	AM only \$65.00	AM & PM \$180.00
	PM only \$135.00	
APRIL	AM only \$65.00	AM & PM \$180.00
	PM only \$135.00	
MAY/JUNE	AM only \$65.00	AM & PM \$180.00
	PM only \$135.00	

Parent Copy

PARENT ACKNOWLEDGEMENT

Please sign both copies and return the office copy with enrollment form and the photo/release form to the Adventure Club office. The parent copy and the handbook are yours to keep.

I hereby acknowledge that I have received a copy of the Judson ISD Adventure Club Program Guidelines for Parents and Guardians.

PARENT/LEGAL GUARDIAN SIGNATURE

DATE

PRINT NAME/LEGAL GUARDIAN NAME

CHILD OR CHILDREN ENROLLED IN THE PROGRAM:

NAME

GRADE

NAME

GRADE

NAME

GRADE

NAME

GRADE

Office Copy

PARENT ACKNOWLEDGEMENT

Please sign both copies and return the office copy with enrollment form and the photo/video release form to the Adventure Club office. The parent copy and the handbook are yours to keep.

PARENT/LEGAL GUARDIAN SIGNATURE

DATE

PRINT PARENT/LEGAL GUARDIAN NAME

CHILD OR CHILDREN ENROLLED IN THE PROGRAM:

NAME

GRADE

NAME

GRADE

NAME

GRADE

NAME

GRADE

Judson Independent School District

Photo / Video Release Form 2011-2012

Dear Parent,

The State of Texas allows media outlets to videotape or photograph public school students without prior parental consent.

However, for students less than 18 years of age, written parental/guardian consent must be granted in order for school district personnel to photograph or videotape a student for publication or reproduction in mediums other than news (media) coverage. This could include campus and district related publications such as newsletters, fliers, and web sites.

Please sign and return this form to your child's campus Adventure Club if you consent to have your child photographed for reproduction in school or district related publications.

I hereby certify that I am the parent or guardian of _____ AND
Student's Name

I consent to allow my child to be photographed and/or videotaped for use in school or school district publications.

I do not consent to allow my child to be photographed and/or videotaped for use in school or school district publications.

Signature of Parent or Guardian

Date

Print Name of Parent

School

Directory Information

Under Judson ISD policy, directory information is considered public information.

Judson ISD policy defines directory information as the following: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, honors and awards received, and the most recent educational agency or institution attended.

Parents/guardians may refuse to permit the District to designate any or all of the above information about a student as directory information by notifying the district in writing within 10 days of receipt of the Student Handbook.