



**2022 – 2023 Program Guidelines
for Parents & Guardians**

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NOTICE:

With the exception of program tuition and fees, the following program information applies to the After-School program held during the school year, as well as summer services provided through the JISD Adventure Club.

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 an 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, Prekindergarten through 5th grades, 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 the 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, sign, and return 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 6 & 13)
- Follow the health policy as explained in the Judson ISD Student-Parent Handbook.
- Contact the Adventure Club campus site 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 (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.) 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 the issuance of an Administrative Trespass Warrant or Criminal Trespass Warrant to the violator.

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 campus principals, Coordinator of Adult and Community Education, and the campus Adventure Club Supervisor and staff. Program policies, staff, curriculum, accountability, and finances are all monitored by the Judson ISD district office administration.

Adult and Community Education works in cooperation with the principals from each Adventure Club campus site regarding discipline, staff, and ongoing monitoring of the program. A cooperative arrangement between the Adult and Community Education 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. 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 p.m.

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, will document late pick-ups. 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, emergency contact(s), 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. If you or the responsible party has been 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 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 with 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 the 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 for assistance.

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. We do not provide pencils, paper, or any other supplies needed for homework completion. 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.

Operating Schedule

The Adventure Club program operates between the hours of 2:55 PM and 6:00 PM. The program coincides with the Judson Independent School District student instructional calendar; 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 from 11:30AM – 6PM. 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 complete the online volunteer training. The Adventure Club staff will verify individuals who have received clearance and will coordinate all volunteer's 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 site administrator. The delivery of food/candy, balloons and or flowers to students is not permitted.

Registration and Enrollment

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

Children registered for the Adventure Club program must be in grades Prekindergarten (includes PK3 & PK4) through 5th AND be 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 placed on a waiting list and called when space becomes available.

All registration must be completed online via the My School Bucks website. Children who cannot be immediately enrolled, due to capacity, will be placed on a waiting list. Children will be allowed to attend the program only after online registration and payment has been received. For your child's safety, the program expects the enrollment information 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 contacts, designated pick-up people, contact phone numbers, addresses, etc.

Texas law precludes the district from keeping a child from a biological parent unless there are court documents stating this judgment. If so, the Adventure Club offices 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 enrollment form. Each child enrolled in the Adventure Club program 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 site principal and/or Adventure Club staff.

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 current a school ID). You must be always prepared to present picture identification. 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 from the program. In accordance with Texas law, JISD cannot legally keep a child from his/her biological parents unless we have a court document on file to the 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 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 the Adventure Club staff.

Snacks

Based on the Texas Department of Agriculture guidelines, each elementary school participates in either a Snack or Supper Program. The food from a Supper Program is made available to all students. This food should be at least partially consumed at the time of Supper distribution, which is shortly before dismissal time in classrooms. However, it can also be finished at an appropriate time during an after-school program, such as Adventure Club. Snacks or remaining portions of Supper may be consumed during Adventure Club or taken home by the student. Should your child have an allergy or conditions that prevent him/her from eating certain foods, that information should be noted on the enrolment form.

If a parent does not want his/her child to eat the JISD snack or supper, 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 campus principal.

Staff

Each Adventure Club site is staffed with 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 eleven for prekindergarten levels and one to twenty for older students. 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 broken, lost or stolen items and recommends that valuable items such as cameras, jewelry, money, expensive clothing, etc., are left at home.

For more information, please see the current Student Handbook & Code of Conduct section on Student Electronic Devices and Technology Resources (All Grade Levels) Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and Other Electronic Devices.

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.
9. If your child does not attend for ten or more school days, they will be dropped from the program. If they may return if space is available.
10. If withdrawing a student from Adventure Club, the site supervisor must receive, from the parent/guardian, a completed Withdrawal Notice **two weeks** prior to the last day the will student attends the program.
 - a. Withdrawal Notices are available upon request at the Adventure Club site.

Students not able to adjust to the program settings; display behavior that requires constant attention from the staff; inflicts physical or emotional harm on other students, themselves, or staff; and ignores or disobeys the rules which guide behavior during the program time may be dismissed from the program.

In most instances, the following discipline procedures are utilized:

- 1st written write-up – parent/guardian notified
- 2nd written write-up – parent/guardian notified
- 3rd written write-up – parent/guardian notified – suspension or 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. When a student is suspended, the tuition for that period will not be refunded or credited.

In Closing...

Parents are always welcome to observe the Adventure Club program. If you wish to visit the program, please make arrangements through the campus site supervisor or campus principal. For liability and supervision reasons, children who are not enrolled cannot take part in any Adventure Club program activities.

All procedures and policies of the program are developed with the safety and care of the child as the primary concern. However, necessary changes may be made and implemented with little to no advance notice.

Thank You for allowing the JISD Adventure Club Program to serve and meet your families after school needs.

PARTICIPATING CAMPUSES:

Converse ES – 6720 FM 1516, Converse, TX 78109 – Supervisor, Christine Clarke-Robinson

Copperfield ES – 7595 E Loop 1604, Converse, TX 78109 – Supervisor, Meghan Uhl

Coronado Village ES – 213 Amistad, Universal City, TX 78148 – Supervisor, Claudia Johnson

Crestview ES – 7710 Narrow Pass, Live Oak, TX 78233 – Supervisor, Aryanna Moszee

Elof STEAM Academy – 6335 Beech Trail, Converse, TX 78109 – Supervisor, Willie Clark

Escondido ES – 5000 Texas Palm Dr., Converse, TX 78109 – Supervisor, Matthew Smith

Franz ES – 12301 Welcome Dr., Live Oak, TX 78233 – Supervisor, Judy Day

Hartman ES – 7203 Woodlake Pkwy., San Antonio, TX 78218 – Supervisor, Shania Tristan

Hopkins ES – 2440 Ackerman Rd., San Antonio, TX 78219 – Supervisor, Andrea Perez

Masters ES – 2650 Woodlake Pkwy., Converse, TX 78109 – Supervisor, Briana Serna

Miller's Point ES – 7027 Misty Ridge, Converse, TX 78109 – Supervisor, Stephanie Barrera

Olympia ES – 8439 Athenian, Universal City, TX 78148 – Supervisor, Wendy Maldonado

Park Village ES – 5855 Midcrown Dr., San Antonio, TX 78128 – Supervisor, Destiny Leija

Paschall ES – 6351 Lakeview Dr. San Antonio, TX 78244 – Supervisor, Jessica Cipriano-Seyfried

Rolling Meadows ES – 17222 FM 2252, San Antonio, TX – Supervisor, Demika Devers-Johnson

Salinas ES – 10560 Old Cimmaron Trl., Universal City, TX – Supervisor, Imie Williams

Spring Meadows ES – 7135 Elm Trl., San Antonio, TX 78244 – Supervisor, Cassandra Hernandez

Woodlake ES – 5501 Lakebend East, San Antonio, TX 78244 – Supervisor, Kadijah Fuller

Wortham Oaks ES – 5710 Carriage Cape, San Antonio, TX 78261 – Supervisor, Margarita Vallejo

ADVENTURE CLUB 2022-2023 FEES AND GENERAL INFORMATION

THE CURRENT FEES ARE AS FOLLOWS:

The program does not receive state or federal funds; Adventure Club After School Program is self-funded.

- After school fees are \$200.00 per month, per child and are due in advance.
- Judson ISD employee discount - \$40.00 discount per child per month is to be paid by payroll deduction. **Registration for Adventure Club services must be completed in Eduphoria.**
- A \$1.00 per minute per child will be assessed for children picked up after 6PM. An invoice will be generated for payment due within 24 hours.
- Parents that are habitually late are subject to their child's dismissal from the program.
- No refunds or credits will be given for weeks, or days not attended. These rates still apply during weeks that are shortened due to student holidays. Early dismissal days are at no extra charge.

All Fees Must Be Paid in Advance

1. All online payments are to be made on or before the first day of every month by credit card (Visa, Mastercard or Discover) at www.myschoolbucks.com.
2. The person who signs the registration agreement is solely responsible for insuring payment fees are paid and remain up to date.
3. Failure to pay fees on time will result in student suspension from the program. Dismissal from the program will be the result if fees are not paid and account made current within three school days.

Refund Policy

1. A Withdrawal Notice received outside the two-week period will be charged a \$25.00 cancellation fee against any possible tuition refund.
2. No refunds issued if a student is dismissed from the program for disciplinary reasons.

Payment Schedule

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 in advance and no later than the first day of the month. There are a total of ten (10) monthly payments with the first payment due at the time of registration and the last payment due no later than the 1st of May. Students with unpaid tuition or outstanding account balances, for previous services rendered, will not be admitted into the program.

Should you have questions or concerns please contact the campus site supervisor.

Payment schedule is as follows:

AUGUST	\$200
SEPTEMBER	\$200
OCTOBER	\$200
NOVEMBER	\$200
DECEMBER	\$200
JANUARY	\$200
FEBRUARY	\$200
MARCH	\$200
APRIL	\$200
MAY	\$200

Example: 177 days x \$11.30 per day = 2000.10.

There are 10 equal payments, and every month is the same regardless of the number of days in the month.

$\$2000.00 \div 10$ is \$200.00 per month per child.

There are NO DISCOUNTS for additional children. Tuition is a flat rate for all students. We do not prorate tuition.

Payment schedule is as follows for Converse ES ONLY:

JULY	\$200
AUGUST	\$200
SEPTEMBER	\$200
OCTOBER	\$200
NOVEMBER	\$200
DECEMBER	\$200
JANUARY	\$200
FEBRUARY	\$200
MARCH	\$200
APRIL	\$200
MAY	\$200
JUNE	\$200

DIGITAL PARENT ACKNOWLEDGEMENT FORM

A Parent Acknowledgement Form is now signed digitally during the time of online registration.

If you would like to receive a hard copy of the Judson ISD Adventure Club Program Guidelines for Parents and Guardians, you may download online via the Adventure Club webpage found on the Judson ISD district website.

You may also request a copy from the site supervisor at your child's school.

Digital Photo/Video Release Form

A Photo/Video Release Form is now signed digitally during the time of online registration.

Directory Information

Under the 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 email 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 the above information about a student as directory information by notifying the district in writing within 10 days of digital acknowledgement or receipt of the Student Handbook.

For questions or concerns please contact:
The Campus Principal or Adventure Club
Site Supervisor at your child's home
campus respectively.

Adult & Community Education
Adventure Club
8205 Palisades Drive
Live Oak, TX 78233
Yvonne E. Schuler, Coordinator
(210) 619-0352
yschuler@judsonisd.org

Thank You for Choosing
The Judson ISD Adventure Club After School Program
Updated 11/16/2022

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#LetsGrowTogether