

Welcome to Adventure Club 2019-2020 School Year

The Adventure Club would like to thank you for allowing your child to attend the Judson ISD afterschool and/or summer program. This handbook was designed to inform parents of the policies and procedures of the Adventure Club. To ensure a safe, healthy, and fun environment for all our members, we ask that you familiarize yourself and your child(ren) with the rules and guidelines. If at any time you have questions or concerns, please call (210)619-0429 and speak with Adventure Club Supervisor Liaison.

Club membership is required for participation. Club members must be in Grades Pre-k-5th to join the Adventure Club. Adventure Club will not discriminate against any individual on the basis of sex, religion, race, color, national origin or disability.

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 structured plan to promote the consistency of a daily routine. The daily plan requires consistent scheduling for recreation, snack, homework, etc.

Club Member Expectations:

1. Play fair, be honest and respect others.
2. Resolve disagreements in a positive manner; ask staff for help.
3. Listen and treat everyone with respect.
4. Say only positive things about others; bullying is not tolerated.
5. Use appropriate language.
6. Show respect for the facility and all equipment.
7. Keep hands and feet to yourself.
8. Stay in designated, supervised areas at all times.
9. HAVE FUN!

Staff Relationship:

If your child has a problem while at the Club, please encourage him/her to talk with a staff member or any of our available directors. Problems can be resolved only through communication and cooperation with one another. We ask parents to contact us to discuss any concerns.

Adventure Club Program Expectations from Parents/Guardians

The program expects that parents will:

- Keep the child's registration information up-to-date.
- Follow our attendance, pick-up and payment policies.
- Follow the health policy as explained in the Judson ISD Student-Parent Handbook.
- Contact the Adventure Club site supervisor 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, including violence or foul language, towards a JISD staff member or JISD participants. This can 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.) or can result in parent removal or suspension from the campus or district property.
- Parents/guardians are responsible for providing transportation.
- When visiting the office, parents/guardians must sign in.

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.
- Check in with the Adventure Club staff, for roll call, prior to attending other after-school or extracurricular programs. Failure to check in can result in disciplinary action.

Discipline:

Behavior standards for the children remain the same and extend from 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 comply with the rules and guidelines of the program. If a child fails to comply with the rules and guidelines of the program, it will result in the child being written up on an incident report. Once the child has received three (3) incident reports, they will be dismissed from the program. Inability or unwillingness to meet appropriate behavior standards will result in the withdrawal of the student from the program. Depending on the severity of the situation, a

child can be dismissed from the program at any time. 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. 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 Offense – Incident Report filed and parent notified.
- 2nd Offense – Suspension, 2nd Incident Report filed and parent notified.
- 3rd Offense – Dismissed from the program, 3rd Incident Report filed and parent notified.

A student may be dismissed 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. If the child is dismissed, they cannot return until the following school year. 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 policies and procedures are always in effect.

Personal Belongings:

Personal belongings are not allowed in the club (ex. iPad, iPod, MP3 Players, Cell Phones, etc.) The Club is not responsible for lost or stolen items. Cell phones are brought at the discretion of each member and are to be used for safety purposes only. If a member has to contact their parent for any reason, the Adventure Club staff must be made aware of this occurrence. Parents are encouraged to talk to their children about safety measures and about leaving all valuables at home including toys, purses, electronics and cell phones.

Please See Judson ISD Student Handbook regarding cellphone policy

Parties:

The Adventure Club follows the district policy regarding parties.

Health and Safety:

If your child has a known medical condition please be sure this information is recorded on the registration and the adventure club staff knows what care you suggest if a problem should occur during Adventure Club hours.

ADVENTURE CLUB FEES AND PAYMENT INFORMATION

Current Fees

- After school fees are paid monthly. The fee is a standard monthly rate per child.
- The monthly tuition fee is based on a daily rate. It is not based on number of weeks in each month.
- There is a \$35.00 non-refundable registration fee, per child, per year, enrolling in the Adventure Club after School Program.
- **NO discounts will be applied for the month of August or December.**
- Additional child discount - \$20.00 discount per additional sibling per month (children MUST live in the same household).
- Judson employee discount - \$20.00 discount per child per month and is paid via payroll deduction.
- Fees for after school care cover the period from the time of school dismissal at 2:45 p.m. until 6:00 p.m. on regular school days and 11:30 a.m. until 6:00 p.m. on early release days.
- 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 12:00 p.m. of the next business day.**
 - *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.*
- Registration fees are nonrefundable. 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.
- Credit/debit card payments can be made online at judsonisd.revtrak.net, by phone or in person at the Adventure Club office.
- **PERSONAL CHECKS ARE NO LONGER ACCEPTED AS A FORM OF PAYMENT FOR**

ADVENTURE CLUB TUITION AND FEES:

- Cash payments for tuition will ONLY be accepted at the Adventure Club office.
- Cash and money orders will be accepted at each Adventure Club site ONLY for late pick-up fees.
- All cash payments either at the Adventure Club office or site must be the exact amount due.
- No change will be given; any overages will be applied as a credit to your next month's tuition.
- Any credits on the account must be used by May 1st of the current school year.
- If credit is not used, it will be forfeited.
- Credits cannot carry over to Summer Camp.

Refund Policy:

Funds are used to pay salaries and resources needed at each site. Any funds collected for field trips, special events, outings, and club membership are non-refundable and non-transferable. If a club member is suspended from any activity that bears a cost due to behavior there will not be a refund given. The amount will not be transferred to the next paid activity. **NO EXCEPTIONS.**

Dress Code:

- The District's dress code will be strictly enforced during Adventure Club. This includes students attending the Adventure Club Summer Camp.
- The District's Dress Code can be found online at <https://www.judsonisd.org/dresscode>

Homework & Tutoring:

Children may receive homework during the regular school day. A quiet place will be provided each day for students to complete homework while attending Adventure Club. Although staff will supervise students during this time, they cannot take responsibility for children completing homework.

Withdrawal Policy:

- **Students may be withdrawn or dismissed from the Adventure Club for any of the following reasons:**
 - Failure to meet appropriate behavior standards.
 - Refusal to follow program procedures and rules.
 - Verbal abuse, physical abuse or sexual harassment of student or staff member by student OR their parents.
 - Being in the wrong place or unauthorized departure from an activity site.
 - Three late pick-ups.
 - Child's needs cannot be met by the program.
 - Parent or Guardian's failure to provide required records.
 - Parent or Guardian's failure to pay required fees on time as stated in policy 11
 - If your child does not attend (for 10 or more school days), they will be dropped from the program.
 - If they need to return, they may return only if space is available.
 - If withdrawing a student from Adventure Club, a written notice at least two (2) weeks prior to the last day attending must be sent to the site supervisor or Adventure Club office.
 - There are NO refunds on tuition if a student withdraws or is dismissed from the program, for any reason.

Payment Deadlines:

- All payments are to be made on the first of every month payable to Judson ISD. (This Does not apply to employees of the school district with payroll deductions.)
- Failure to pay fees on time will result in a 20% late fee and suspension from the program.
- Tuition is due on the 1st of the month no later than the 3rd, late fees will be applied on the 4th parents must set up payment arrangements to avoid being removed from roster by the 5th of the month.
- If the 1st falls on a weekend or holiday tuition must be paid the Friday before.
- Your child(-ren) will not be allowed to return to Adventure Club until all fees are paid in full.
- A \$35.00 Re-Registration fee will be required if dropped for none payment.
- Parents paying tuition with cash must do so in the Adventure Club office and have the exact amount of the payment due.
- Any payment overage will be applied as a credit to your next month's tuition.

- No change will be given. (Credit will not carry over to the next school year or Summer Camp tuition).
- The person who signs the registration agreement is solely responsible for insuring payment fees are paid and remain up-to-date.
- To pay by credit card (Visa, MasterCard or Discover), please go to judsonisd.revtrak.net, click on the Adventure Club button, select your student's school and choose your payment option.

Monthly Fees

Registration Fee :(non-refundable) \$35.00

August: (no discounts) \$80.00

September: \$140.00

October: \$140.00

November: \$140.00

December: (no discounts) \$115.00

January: \$140.00

February: \$140.00

March: \$140.00

April: \$140.00

May \$140.00

**Photo / Video Release Form
2019-2020**

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

- 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 of Guardian

Date: _____

Parent Acknowledgement:

I have received, read and understand the Adventure Club Discipline Policy. By enrolling my child as a member of the Adventure Club I agree to adhere and abide by the policies of the Club as stated above for the following children.

Member Name: _____

Age: _____

Parent/Guardian Signature: _____

Date: _____

Adventure Club Liaison Signature: _____

Date: _____

For any questions or concerns you may contact the following:

Ashley Smith Adventure Club Liaison

Office: (210)619-0429

Email: Assmith@judsonisd.org

Amanda Montalvo Adult and Community Ed Coordinator

Office: (210) 619-0427

Email: Amontalvoa@judsonisd.org

Mitzy Callender

Office: (210) 619-0425

Email: Mcallendar@judsonisd.org