

# **Adventure Club**

**After School Program**



**2021-2022**

**Handbook**

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## Welcome

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) 945-5100 and ask for Adventure Club.

Club membership is required for participation. Club members must be in Grades Pre-K3 - 5th grade to join the Adventure Club. Pre-K3 and Pre-K4 students are encouraged to bring a change of clothes if not toilet trained. 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, and 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.

### Sample Daily Schedule:

2:45pm	Student Arrival
3:00pm	Snack Time
3:30pm	Homework/Academics/Group Activities
4:00pm	Group Activities
5:00pm	Prepare for pick-up/Continue Small Activities
6:00pm	End of Program Day

## Communication/Resolution

If your child has a problem while at Adventure Club, please encourage him/her to talk with a site supervisor at the campus. Problems can be resolved only through communication and cooperation with one another. We ask parents to contact us to discuss any concerns. If you need further assistance, please contact the campus principal.

## 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.

From Students:

- Play fair, be honest and respect others.
- Resolve disagreements in a positive manner; ask staff for help.
- Listen and treat everyone with respect.

- o Respect the school rules and staff that guide them during the day and while at the program.
- Say only positive things about others; bullying is not tolerated.
- Use appropriate language.
- Show respect for the facility and all equipment.
  - o Take care of materials and equipment properly and return them to their place when done, or before taking out new ones.
- Keep hands and feet to yourself.
- Stay in designated, supervised areas at all times.
  - o Remain with the group and the Adventure Club staff at all times.
- Be responsible for your actions.
- Be able to participate in large group activities.
- 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 - Dismissal 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 Property

Personal belongings are not allowed in the club (ex. iPad, iPod, MP3 Players, Cell Phones, etc.). Adventure 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.

## Fees and Payment Information

Registration Fee: (non-refundable) \$35.00 per student

August:	\$170
September:	\$170
October:	\$170
November:	\$170
December:	\$170
January:	\$170
February:	\$170
March:	\$170
April:	\$170
May:	\$170

### Payment Information

- If your child attends one day in a month, full monthly tuition is due. There are no refunds.
- 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. Example: 177 days x \$9.61 per day = \$1700.97. There are 10 equal payments. Example: \$1700.97 ÷ 10 months = \$170 per month. Every month is the same amount regardless of the number of days in the month.
- There is a \$35.00 non-refundable registration fee, per child, for newly enrolled students wishing to participate in the Adventure Club After School Care Program.
- **There are NO discounts for additional children. Tuition is a flat rate for all students.**
- Judson employee discount - \$30.00 discount per child per month and is paid by

- 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 up 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 and tuition are non-refundable.
    - No refunds or credits will be given for weeks or days not attended.
    - No refunds or credits will be given due to COVID-19.
    - All rates still apply during weeks that are shortened due to student holidays.
  - Credit/debit card payments can be made online at [www.myschoolbucks.com](http://www.myschoolbucks.com).
  - **PERSONAL CHECKS ARE NO LONGER ACCEPTED AS A FORM OF PAYMENT.**
  - Credits cannot carry over to Summer Camp or the following school year.

### **Payment Deadlines**

- All payments are to be made on the first of every month payable to through [www.MySchoolBucks.com](http://www.MySchoolBucks.com) to Judson ISD.
- Failure to pay fees on time will result in a 20% late fee and suspension from the program.
- To avoid paying a late fee, monthly tuition must be paid no later than the 1st day of each month by 11:59 p.m. through MySchoolBucks. (Online payments can be made even if the 1st falls on a holiday or weekend).
- Your child (ren) will not be allowed to return to Adventure Club until all fees are paid in full.
- Accounts with tuition and/or late fees not paid will result in suspension from the program and be sent to collections.
- After the 3rd late tuition payment, your child (ren) will be dismissed from the program.
- 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:  
[www.myschoolbucks.com](http://www.myschoolbucks.com)



### **Accessing MySchoolBucks**

- If you have an account, Log In
- If you do not have an account, click on Sign Up Free
  - Be sure to choose your state and district from the drop-down menus, then fill out the rest of the form.
  - Once you have submitted the form, your profile will be created and you will be able to use the Continue to Add a student button to enter information about your student(s).
  - Your Account is now complete!
- Follow the instructions. Please note: If you have questions, please feel free to reach out to us.

Step by Step instructions for MySchoolBucks are included at the end of this handbook.

### **Refund Policy**

Funds are used to pay for 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.](https://www.judsonisd.org/dresscode)

# Health

## **Allergies/Medical Conditions**

Parent/s guardians will indicate while registering for school if their child(ren) has an allergy or medical condition. It is important that staff be informed as to the nature and severity of the allergy/condition. Some conditions will require a medical plan from your child's doctor.

## **Contagious Disease**

If you child becomes ill with a contagious disease such as pink eye, impetigo, strep throat, chicken pox, lice, etc., the parent/guardian will be expected to notify the site supervisor of the disease/conditions immediately. Adventure Club follows the same policy that the school district has established for the various diseases.

## **Emergencies**

The Adventure Club program will take whatever emergency measures that are judged necessary for the care and protection of your child while they are under our supervision. In case of a medical emergency your child will be transported to an appropriate medical facility determined by the local emergency responding medical staff (before the parents, the children's physician, or other adults acting on the parents behalf are notified). Any expenses incurred in emergency care will be the responsibility of the child's family.

## **In Case of Illness**

If a child becomes ill while attending Adventure Club, parents will be notified and asked to make arrangements to have your child picked up from the program within one hour after notification. Children will be secluded in a rest area until the authorized person arrives. If your child has any of the following symptoms, please keep them at home or make appropriate arrangements for their care:

- Fever of 100 degrees or more
- Diarrhea
- Vomiting
- Body rash (not from heat or allergies)
- Unusually tired, pale, lack of appetite, difficult to wake, confused or irritable
- Lice, scabies
- Pink eye or eyes with pus or mucus draining from them
- Sore throat – especially with fever or swollen glands

If a child is absent from school due to illness or any other reason, they should not attend Adventure Club that same day.

## **Withdrawal/Dismissal Policy**

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

- o Failure to meet appropriate behavior standards.
- o Refusal to follow program procedures and rules.
- o Verbal abuse, physical abuse or sexual harassment of student or staff member by student OR their parents.
- o Being in the wrong place or unauthorized departure from an activity site.
- o Three late pick-ups.
- o Child's needs cannot be met by the program.
- o Parent or Guardian's failure to provide required records.
- o Parent or Guardian's failure to pay required fees on time.
- o 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.
- o 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. Parents/Guardians must complete a withdrawal form.
  - Withdrawal forms are available upon request at the Adventure Club site.
- o There are NO refunds on tuition if a student withdraws or is dismissed from the program, for any reason.

**\*\*\* Charges will continue to accrue through the end of the month in which the withdrawal form is received. There are no refunds and no partial payments. \*\*\***

## 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.

Parent Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Age: \_\_\_\_\_

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

Date: \_\_\_\_\_

Adventure Club Liaison Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CREATE MYSCHOOLBUCKS ACCOUNT

To pay your student's fees or Adventure Club, you need to have a MySchoolBucks account.



**Step 1:** Go to [www.myschoolbucks.com](http://www.myschoolbucks.com).

- If you have an account, Log In.
- If you do not have an account, click on Sign Up Free

**Step 2:** Be sure to choose your state and district from the drop-down menus, then fill out the rest of the form.

A screenshot of the "Sign Up" page. The title "Sign Up" is in blue. Below it is the text "Search for your district by state or province". There are two dropdown menus, each with a globe icon on the left and a downward arrow on the right. The first dropdown is labeled "Select State/Province" and the second is labeled "Select District". Both dropdowns are highlighted with a red border.

**Step 3:** Once you have submitted the form, your profile will be created and you will be

able to use the button labeled [Continue to Add A Student](#) to enter information about your student(s). After entering your student's information, click on the button labeled

[Find Student](#)

**Step 4:** On the Add Student portion, select your child’s school, enter first and last name, and birthdate or student ID# . You will need to complete this step for every child.

**Add Student**

To add a student to your account please enter their name and identifying information.

Judson ISD

- Select School -

Note: If your child attends school in a different school district please use the district selector at the top of the page to switch.

First Name

Last Name

One of the following is required to validate your student

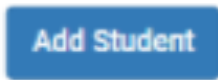
Birthdate (mm/dd/yyyy)

- or -

Student #

[Don't have your child's student ID?](#)

Cancel Find Student



**Step 5:** After your child is located, click on the button

**Add Student**

School:

First Name:

Last Name:

Grade:

Cancel Add Student

**Step 6:** Next choose school and category.

**Filter by school**

Eloff Elementary

Karen Wagner High School

---

**Filter by category**

Adventure Club

Apparel

Athletics

Band

Choir

CTE Career & Technology Edu...

Fine Arts

Friends of Judson Libraries


School Store

Spirit Groups

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**Featured Items**

No Image Available JHS - Swim Team JV shirt 2019-2020



Adventure Club 2021-2022 PreK 3...

[View Details](#)



Adventure Club K-5 Registration 2...

[View Details](#)

**Step 7:** For **Adventure Club**, you must complete the following information on the forms:

- Options
- Parent Acknowledgement
- Photo/Video Release Form
- Student Information Form



**Adventure Club K-5 Registration 2021-2022 Eloff**

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Student is required

[+ Add a Student](#)

Options: Standard (\$35.00)

Please click [here](#) to open the Adventure Club Parent Guide. You must read the entire document prior to signing the acknowledgment.

**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 in the linked document above for the child chosen above.

Parent/Guardian Electronic Signature:

Date:

# Photo / Video Release Form

## 2021-2022

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, flyers, 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 the child chosen above and

I do

I do not

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

Parent/Guardian Electronic Signature

Date

Date (mm/dd/yyyy) ▼

### Student Information

Student Legal Name

Grade

Birth Date

Gender

Age

Student Lives With

Parent Guardian Name

Day Phone

Relationship to Student

Emergency Contact Name

Emergency Contact Relationship to Student

Emergency Contact Phone

2nd Emergency Contact Name

2nd Emergency Contact Relationship to Student

2nd Emergency Contact Phone

Cancel

▶ Buy Now

🛒 Add To Basket



## Your information should look this once it is completed:

Adventure Club K-5 Registration Guzman, Jesse \$35.00 1 \$35.00 

Parent/Guardian Electronic Signature:

Date:

Consent:

Parent/Guardian Electronic Signature:

Date:

Student Information:

Student Legal Name:

Grade:

Birth Date:

Gender:

Age:

Student Lives With:

Parent Guardian Name:

Day Phone:

Relationship to Student:

Emergency Contact Name:

Emergency Contact Relationship to Student:

Emergency Contact Phone:

2nd Emergency Contact Name:

2nd Emergency Contact Relationship to Student:

2nd Emergency Contact Phone:

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**Step 8:** You will then submit payment.

**Your Account is now Complete!**

### Want to go Mobile?

Download the MySchoolBucks app and get convenient access to purchases and make payments right from your phone.

- [Get the App for iOS](#)
- [Get the App for Android](#)