



PROGRAM GUIDELINES FOR PARENTS & GUARDIANS

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NOTICE:

Apart from program tuition, applicable fees, and grade level eligibility requirement, the following information applies to the After-School Program held during the school year, as well as other program-related services provided through the Judson ISD Adventure Club Department such as Camps.

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 a 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 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. Your digital signature will be captured during the online registration process. The Adventure Club After School Program is available at all elementary campuses, except for Candlewood Elementary.

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 registration and contact information 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 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 the 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 Program 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 Program Guidelines, school rules and the staff that guide them during the day and while at the after-school program.
- Always remain with the group and the Adventure Club staff.
- 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, snacks, 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 and the campus-based Adventure Club Supervisor and staff. Program policies, staff, curriculum, accountability, and finances are all monitored by the Judson ISD district office administration.

The Adult & Community Education and Adventure Club Department works in cooperation with the campus principals of each Adventure Club site regarding tuition payments received invoicing for the program services. A cooperative arrangement between the campus principals and the Judson ISD Child Nutrition Department ensures 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 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 and 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 staff 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, staff 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. If no contact is made with parents or emergency contacts by 6:30 p.m., the staff will request the Judson ISD PD to pick up the child and submit a report with Child Protective Services.

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.

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 do 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 the 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 3:00 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 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 in grades PreK4 through 6th are eligible to attend after-school program at their registered campus. 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 if 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 registration information to be kept current, including any court orders as well as documented 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. The Adventure Club Site must have copies of any official court documents, signed by a judge, on file in which to uphold while the student is a participant in the Adventure Club After School Program.

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.

Any person authorized to pick up a child from the Adventure Club must have a proper ID or display a car rider or walker Club issued tag. A written request to make an exception to this rule must be submitted in advance and will be approved at the discretion of the campus principal and/or Adventure Club Site Supervisor.

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

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 the Judson ISD Child Nutrition Department. 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, 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 twenty. However, students may occasionally participate in large group activities where the ration 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.

The following information is taken from the current Student Handbook & Code of Conduct **Student Electronic Devices and Technology Resources (All Grade Levels)** **Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and Other Electronic Devices**

The district permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. [For graphing calculator applications on computing devices, see Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials on page 145.]

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school sponsored event. If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or the student's parent will be disposed of after the notice required by law. [See policy FNCE for more information.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See Searches on page 131 and policy FNF for more information.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

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.

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.

A student may be withdrawn from the Adventure Club After School Program 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.

Withdrawal Policy

Students may be withdrawn the Adventure Club After School Program 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 documents.
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 consecutive days within a school year, they will be dropped from the program.

When registering their child, parents are committing to the Judson ISD Adventure Club After School Program's 10-month or 11-month annual contract based on the district's approved instructional calendar. If a parent chooses to withdraw their child from the Adventure Club After School Program, they will breach their 10-month or *11-month contract with the Judson ISD Adventure Club After School Program. However, to withdraw a child from the Program, parents may submit a completed Withdrawal Form **two weeks** prior to the student's last day in the program. The student will not be readmitted for any remaining days in the current school year. Withdrawal Forms are available upon request at the Adventure Club Site Supervisor.

Lastly, parents are always welcome to observe the Adventure Club After School 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.

ADVENTURE CLUB AFTER SCHOOL PROGRAM FEES AND GENERAL INFORMATION

THE CURRENT FEES ARE AS FOLLOWS:

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

Tuition and Late Fees

- The first payment is due at the time of registration. The remaining months will be invoiced. The tuition rate is based on the number of school days in the calendar year, divided into 10 or *11 equal monthly payments. See Payment Schedule.
- Full-time Judson ISD employees receive a \$40.00 discount per child per month. Employees must be the biological parent or legal guardian with the child residing within their household to receive the discount. **Judson ISD Substitutes are not eligible to receive the employee discount.**
- A \$1.00 per minute per child will be assessed for any child picked up after 6PM. An invoice will be added to the child's account in My School Bucks to be paid upon receipt.
- No refunds or credits will be given for days or weeks a student does not attend the program. The rates still apply during weeks that are shortened due to student holidays. The Adventure Club After School Program operates on Early Release days which are included in the monthly tuition.

Online Payments and Refund Policy

1. All tuition and applicable fees must be submitted online, on or before the 15th of each month by 12:00AM using a credit card (Visa, Mastercard or Discover) via the My School Bucks website at www.myschoolbucks.com. Monthly payments must be submitted via the invoice added to student accounts. **EFFECTIVE IMMEDIATELY:** Failure to use the invoice will result in a \$40 service fee incurred per transaction via the initial registration and payment product.
2. The person who electronically signs the Program registration enters a 10-month or *11-month contract with the district and is solely responsible for insuring payment and any applicable fees are paid and remain up to date.
3. Any tuition submitted after the 15th of the month will be charged a 20% late fee. Consistent late payments will result in the student's dismissal from the Program.
4. No refunds will be issued on any tuition or applicable fees paid.
5. We do not prorate our fees.
6. We recognize all school holidays in the Judson ISD.

Students with any unpaid tuition or outstanding account balances or applicable fees, 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: 172 days x \$11.66 per day = 2000.00 ÷ 10 = \$200.00
Converse: 180 days x \$11.66 per day = 2090.00 ÷ 11 = \$190.00

There are 10 or *11 equal payments, and every month is the same regardless of the number of days in the month.

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

There are NO DISCOUNTS for additional children. Tuition is set at a flat rate for all students.

The 10-Month or *11-Month Annual Contract:

Parents will be invoiced for a total of \$2000.00 per child and a total of *\$2090.00 per child.

Full-time JISD Employees with a child registered into the program will be invoiced for a total of \$1,600 per child. \$1,760.00 per child at Converse.

A monthly auto-draft option is available. Any payment submitted after the 15th will incur a 20% late fee.

Payment schedule is as follows for *Converse ES ONLY:

Please be advised the 23-24 payment schedule is prorated at the end of the 11-month contract due to a change in the number of school days.

JULY	\$200
AUGUST	\$200
SEPTEMBER	\$200
OCTOBER	\$200
NOVEMBER	\$200
DECEMBER	\$200
JANUARY	\$200
FEBRUARY	\$200
MARCH	\$200
APRIL	\$200
MAY	\$90

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 Principal or Adventure Club
Supervisor at your child's campus.

Thank You for Choosing
The Judson ISD Adventure Club After School Program



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