



UNITED INDEPENDENT SCHOOL DISTRICT
AFTER SCHOOL ADVENTURES (ASA)

PARENT HANDBOOK

2018-2019

(Revised November 2018)

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Non-Discrimination – UISD It is the policy of the United Independent School District not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.



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WELCOME PARENTS

After School Adventures (ASA) is a self-sustaining, tuition-based, elementary school daycare program provided by UISD *for working families*, where children can learn, thrive, dance, exercise and have fun....**"A safe environment where kids discover a new world...after 3pm"!!**

Working with parents and campus staff, ASA staff develops fun activities that can enhance the regular school curriculum. All activities are conducted in indoor/outdoor spaces that are organized, supervised, fun and challenging to children.

You are an important part of UISD's After School Adventures program! Feel free to talk to our staff about meeting your child's needs. **Thank you for choosing ASA as your preferred daycare provider!** We will do everything possible to provide the best service! **This marks the 28th anniversary of the After School Adventures program, under UISD.**

ASA is open to children enrolled in ASA elementary campuses. ***Requirements are: both parents work full-time, be enrolled in a PreK-5th grade UISD School, be four years old and have appropriate toileting skills** (please see the section regarding *Children with Special Needs*). To register, you can do so online @ Kids Care Center (KCC), through our UISD website. Those parents that do not have computer access can register at our ASA main office @ 3501 E. Saunders. ***Registration into ASA is not fully complete until ASA registration & tuition fees are paid.**

TUITION & FEES

Tuition for the 2018-2019 school year is \$65.00 for August and **\$100.00 per month** from September through May. ***Tuition is due on the first (1st) calendar day of the month.**

Tuition received after the fifth (5th) calendar day of the month is considered late and a \$25.00 late fee will be automatically charged to the account, on the 6th calendar of each month.

If full tuition is not paid by the tenth (10th) day of the month, ASA services will be terminated immediately.

Re-Entry Fee: the program charge will be **\$20.00/per account**, re-entry fee, *automatically assessed to the account*, when child has been withdrawn (any reason) and **re-enters the ASA program**, within the school year.

***NOTE: For each day a child attends ASA (after termination for non-payment) parents will be charged an additional \$10.00 penalty per day, per child.**

All payments can be made online through Kids Care Center, **at any time 24/7, but before due dates** or personally @ Accounts Payable/Receivable office @ 201 Lindenwood Dr/3501 E. Saunders @ Tax Office, from 8 am-5 pm. Acceptable forms of payment are cash, check, money orders and credit/debit bank cards. No telephone payments are accepted.

DAYS & HOURS OF OPERATION

ASA operates on days when school is in session and **runs with UISD's school calendar**. If school is out due to holidays, bad weather and/or teacher work days, ASA will also be closed. **In addition, ASA will be closed on early release dates.**

ASA operates from time school is out until 6:00pm. *A \$2.00/per minute/per child fee will be charged, for late pick-ups after 6:00pm. If more than three (3) non-consecutive, late pick-ups occur during the school year, ASA services will be terminated. The charges will be automatically added to your account.

ATTENDANCE & ABSENCES

If your child will be absent from ASA, you must advise ASA staff as soon as possible.

It is a child's responsibility to report to ASA as soon as school is out. *ASA is not responsible for children who "do not" report to ASA daycare, immediately after school is released. ASA will become responsible, from the moment the child enters the ASA program and on. ASA will call attendance immediately upon student arrival, at 3 pm.

If your child attends **extracurricular activities** or other departures from ASA during program hours (3-6 pm), parent **must** fill out an **"Tutorial/Extra Curricular Release"** form, approving the activity. **Students leaving the ASA site without consent will be subject to disciplinary action and/or dismissal from ASA.**

****IMPORTANT: Sponsors picking up ASA students from the pickup area (front lobby) must provide ID and sign them out on designated form, available with KCC assistant.**

****NOTE: There will be no refunds, proration's or credits of tuition for days your child does not attend ASA. There are no exceptions!!**

CHILDREN WITH MEDICAL/SPECIAL NEEDS

If your child has any medical/special needs, as a result of disability, please describe these needs on your online registration designated section. If registering at the office, please inform ASA staff at time of registration. ASA staff will assess those needs and make further inquiries, as necessary. ASA must be aware of such needs in order to determine appropriate staffing and/or services. Though ASA will meet its obligation to seek appropriate staff in a manner as is necessary to provide equal opportunity, ASA cannot guarantee staff availability. In meeting its obligation to provide equal opportunity, ASA always considers the needs of the child, health and safety concerns, accommodations, suited to the ASA program.

COMMUNICATION / COMPLAINTS

Good communication between parents and ASA staff is extremely important for success. For any concerns, contact ASA caregiver/head caregiver and/or supervisor directly. A list of all ASA sites is available online, under uid.net, After School Adventures page. If needed, ASA coordinator can be contacted @ 473-6206 or ASA Officer @ 473-6204.

All ASA concerns/complaints should be handled by ASA staff only and not campus administration, unless it is an emergency.

It is definitely not permitted for the parents to become verbally or physically aggressive with ASA staff! If such an incident should occur, ASA officer/security will step in to ensure safety.

CONDUCT / DISCHARGE

In order to ensure that ASA program is safe and effective, we need **total cooperation** of all children, parents and staff. If a discipline problem arises with a child, ASA staff will work to provide positive guidance and advise parents of such behavior. ****All ASA students are expected to follow rules, if not, disciplinary action and/or dismissal from the ASA program will be necessary.***

ASA RULES:

- ✓ Listen to Directions
- ✓ Walk at all times/Do not run
- ✓ Pick Up After Yourself
- ✓ Keep Feet/Hands/Objects to Yourself
- ✓ Respect Others

*****Any violation of rules, inappropriate use of language/gestures, physical/emotional harm to staff or others, destruction of school property or constant disregard to program rules can be grounds for immediate dismissal. Any possession of alcohol, drugs, tobacco and/or weapons as well as participation in disruptive activities, gangs and/or hazing activities will also be grounds for immediate dismissal.***

*****The After School Adventures program will not serve children who display chronically disruptive behavior.***

CHILDREN / ADULTS NOT IN ASA

In order to maintain the highest safety and security for children in and out of ASA during program hours, **children and/or adults not having business with ASA cannot participate in any ASA indoor/outdoor activities at any time, unless approved by ASA administration.** *Parents must limit their time talking on the phone or in person with the students, during ASA hours.

HOMEWORK & LET'S MOVE ASA

One hour only is designated for homework time, from approximately 3-4pm. Caregivers **only monitor** homework time to ensure completion; however, *** under no circumstance will homework be done for the child.** Due to ratios of 12:1, caregivers do not assist in 1:1 (one to one) help. **It is your child's responsibility to complete homework on their own.**

Let's Move ASA initiative was begun in all ASA sites in school year 2012-2013. This initiative was begun to help our children **stay healthy while exercising and dancing.** *Let's Move ASA* dance/exercise activities will be done daily from 4-4:30 (approximately) in every campus. **This is a voluntary and not mandatory physical activity routine and children do not have to participate.** Children with medical needs will be given alternate activities. If not participating, children will be given board games to work on while groups participate. If you do not want your child to participate in any of these physical activities, please advise ASA head caregiver.

ILLNESS & MEDICAL TREATMENT

If your child has medical/special needs as a result of a disability, please describe these needs on your Kids Care Center (KCC) online registration designated section. If registering in person, please inform ASA staff at the time of registration. Parents will be informed of available staff to meet the needs of their children.

If your child becomes ill or gets hurt during ASA care, we will make them as comfortable as possible and call you immediately. **If your child feels very ill or is uncomfortable and/or shows signs of a contagious illness, you must pick him/her up immediately, when called.**

ASA counts with three "Itinerant Nurses" who travel to ASA sites, taking care of ASA student's medical needs. In any emergency, nurse will be called (if not at site), to attend to your child, as soon as possible.

Children are not allowed to bring any medication to ASA. **NO MEDICATION WILL BE ADMINISTERED BY ASA STAFF, ONLY BY ASA ITINERANT NURSE, IF NEEDED & ALLOWABLE.** If a student should have a medical emergency during ASA hours, ASA has parental consent to obtain medical treatment immediately, as per "Authorization for Medical Treatment" (Registration Form).

It is a parent's responsibility to advise designated ASA staff of any medical problems a child may be experiencing.

**** NOTE: ASA IS NOT RESPONSIBLE FOR MEDICAL COSTS, SUCH AS DOCTOR, HOSPITAL AND/OR AMBULATORY EXPENSES ASSOCIATED WITH A STUDENT'S INJURY/ILLNESS.**

NOTIFICATIONS:

ASA Program main office staff will send alerts, reminders or program notifications via email blast and texts. Please ensure that you have both of these methods of communication updated on your KCC Parent Portal account.

PERSONAL BELONGINGS

Personal belongings, such as games, cards, toys, cell phones, iPods, I Pads, Tablets, and/or any electronic devices follow the same guidelines as the regular school day and are **strictly prohibited in ASA.**

Cell phone/electronic device use is restricted during ASA hours. *Student using or exhibiting cell phone/electronic devices shall have these confiscated by ASA personnel and returned to parents.* In the event of an emergency and if consent has been given by ASA personnel, these devices may be used.

**** NOTE: ASA program/staff will never be held responsible for any lost or stolen items, at any time during ASA program hours.**

RELEASE OF STUDENTS

Under no circumstances, will students be allowed to go home on their own or be released to other minor (unless authorized pick up)/siblings. Only persons authorized by parents and with a valid ID/Photo/ PIN number will be allowed to pick up the children.

Any person picking up a child **MUST** show a valid ID/Photo/PIN to designated Kids Care Center attendant. ****If an authorized pickup does not have any of these, access to pick up child will be denied and he/she will have to call parents for verification and/or authorization.** Parents will have to submit written approval if none of these forms of ID are available. **ASA staff will not walk children out to their parents, or will they meet with parents, unless it's a necessity and approved by Head Caregiver/Supervisor. All parents or authorized pick-ups must get down, when picking up their children and have ID available, every time...all the time. This is a security measure and must be upheld!**

Minor (13-17 yr olds) siblings of ASA students who have been assigned as authorized pick up by their parents, will also have to provide ID or have had a photo uploaded by parent on KCC Parent Portal and/or valid PIN. Valid forms of ID are: drivers license, school ID, Texas ID.

- **CUSTODY COURT ORDERS:**

****In the event of custody cases, both parents listed in registration forms and/or verifying they are biological parents will be authorized to pick up child, *unless otherwise stated in court order. This document must be submitted to ASA office and/or KCC online through "Custody Info".** If you registered in person, you **must** submit a court order at the time of registration. Although the campus has a court order on file, parent "**must**" provide ASA with a copy, as well.

****Late Pick-Up fee of \$2.00 per minute per child** will be charged to anyone picking up child after 6:00pm. This charge will be automatically added to your account. These charges must be paid immediately by parents and before the next month's tuition charge.

RESTITUTION OF DAMAGES

Taxpayers in the community make substantial financial commitment for the construction and upkeep of school facilities; therefore, ***students will be required to make restitution of damages they cause to equipment/facilities and will be subject to disciplinary action.**

SECURITY FOR CHILDREN

Most of our ASA sites have a security/police officer on site, during ASA time. Besides ensuring children's safety, they will be available for any emergencies, if needed. UISD Police will be contacted, when necessary.

SEXUAL ABUSE/HARASSMENT

ASA prohibits students from engaging in **unwanted and unwelcome** verbal/physical conduct of sexual nature directed towards other students/ASA employees. This prohibition applies whether the conduct is by speech, gesture or any other sexual conduct.

A **substantial** complaint against a student will result in *appropriate* disciplinary action, *according to the nature of the offense*. The ASA supervisor will notify the parents of all involved. To the greatest extent possible, complaints will be treated confidential. Limited disclosures may be necessary to complete a thorough investigation, if needed.

If the resolution to the complaint is **not satisfactory** to the student and/or parent, the parent may request a conference with ASA supervisor/coordinator.

It is **state law** that all alleged child/sexual abuse suspected cases be reported to CPS ***immediately and no later than 48 hours of outcry**. It is UISD administrative procedure that ASA staff submits CPS report and required information to UISD Human Resources.

SNACKS

The ASA program participates in the National Food Lunch Program and offers **free** nutritionally balanced snacks daily to students, provided by UISD Food Services, as soon as students arrive to ASA.

ASA staff is only responsible to monitor groups and help with snack distribution. Snacks are distributed daily @ approximately 3:00pm, in every ASA site. ***ASA students must be present to be provided with a snack. Snacks cannot be saved for students coming in late and/or from tutorials or to be taken out of school premises, for sanitary reasons.**

Parents who wish to provide a "treat" in honor of a **child's birthday** should contact ASA nurse/supervisor to plan and confirm that UISD food nutritional guidelines are being met and to determine the date and amount of children to be served. ***This cannot take effect without ASA supervisor's approval.***

If for any reason your child is allergic to any foods and/or requires a **"special diet"**, you must advise ASA head caregiver/nurse/supervisor for required adjustments. In addition, you must specify this information under "Allergies" on your ASA KCC online registration form.

ASA students are allowed to have **three parties during the school year, which are Christmas, Valentine and End of Year**. Only on these three days, ASA provides food (i.e. pizza and other allowable treats to children).

TECHNOLOGY RESOURCES

The use of technology resources and/or computers is restricted to students. Only time allowed is under ASA staff supervision and **approved for ASA activities**.

VIDEOS / PICTURES

Videos and pictures of ASA student groups doing ASA activities will be taken by ASA staff, **for promotional use of the program and its activities only**. Parent permission for this is granted in "Parent Agreement Form", signed during ASA KCC online registration process.

VISITORS

Parents are **restricted** from going past the front lobby pick up area or "lingering" around, after they have checked their children out. **For the safety of the children and staff in the program, any visitors must clear with ASA head caregiver and/or supervisor first.** Parents wanting to speak to a designated caregiver about their child must get approval from the head caregiver or supervisor and have that caregiver meet them in the front lobby. Regular classroom teachers are welcomed/allowed to enter ASA area and help with homework, if deemed necessary.

Any students/volunteers wanting to do community hours working with our ASA program students and sites, **must clear with ASA coordinator first and fill out necessary UISD paperwork.**

ASA is proud to count with "**Community Partnership**" presenters and organizations from the community, who voluntarily come and make presentations to our ASA students, during the school year.

Helping our young ASA students realize what organizations in our community do and creating in them an awareness of certain careers... has been the objective of our community involvement, which has been a great success! **All Community Partnership presentations are coordinated, scheduled and cleared through ASA's Community Partnership Officer, Mr. Juan Livas.**

WEBSITE

ASA uses the online and web-based software, **Kids Care Center (KCC)**. This software will let you *register, update, pay & monitor* your account online. KCC can be accessed from any computer or mobile device on a 24/7 basis. ASA registration, parent handbooks, tuition forms and other forms of ASA information are available online on our ASA website @ uisd.net, in addition to Kids Care Center, Parent Portal Library. If parents do not have access to register online, they can do so in person @ 3501 E. Saunders (next to Tax Office), from 8am-5pm.

**** Registrations will not be considered complete until required payments are made in full!**

WITHDRAWALS

Parent Withdrawals:

Parents withdrawing their children from the program must fill out "**Parent Withdrawal**" form (available online @ uisd.net website, Kids Care Center @ Parent Portal Library and/or main ASA office. This withdrawal form must be submitted to ASA secretary @ main office via fax (956-473-6496) or email to belindab@uisd.net, **ten days before the suspension of services.**

Program Withdrawals:

If the ASA program needs to withdraw a child for any given reason, the ASA supervisor will fill out an "**ASA Student Withdrawal**" form and inform the parent of such action and why. ****No prior notice has to be given if the withdrawal is due to severe disciplinary action.**

Re-Entry Fee: There will be a **\$20.00/per account**, re-entry fee, *automatically assessed to the account*, when child has been withdrawn (any reason) and re-enters the ASA program, within the school year.

****NO REFUNDS ARE GIVEN FOR ANY REASON.** Tuition is a flat monthly fee and must be **paid in full every month, before a child is withdrawn** & regardless of how many days the child has attended the ASA program. ****No proration or exemptions are made!**

Thank you
for trusting.....
After School Adventures
as your daycare provider!
We are committed to serving you... **And your children!!!!**

