



**UNITED INDEPENDENT SCHOOL DISTRICT**  
**AFTER SCHOOL ADVENTURES (ASA)**

**PARENT HANDBOOK**

**2019-2020**  
(Revised July 2019)

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## FOREWORD

Dear Parents and Guardians:

Welcome to the After School Adventures Program!

This handbook is designed to give parents and guardians a helpful insight into the After School Adventures Program offered by the United Independent School District. It includes detailed information about After School Program activities, procedures, and policies. Please read this handbook carefully.

The After School Program strives to provide an atmosphere where children can enjoy, grow, and learn. The staff always welcomes suggestions and ideas that will help us to make your child's time at the After School Program beneficial and rewarding. We encourage you to share your thoughts and ideas with us at any time.

If you have any questions about the content of this book, please feel free to call 956-473-6301.

Best regards,

*Roxanne Villagomez*

After School Adventures Program Coordinator

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## **WELCOME PARENTS**

The United ISD After School Adventures program provides a safe, engaging, and nurturing environment for families requiring quality childcare after school. Our mission emphasizes creating an atmosphere that balances student learning, enrichment, and physical activity in a stimulating and enjoyable setting. The After School Adventures program provides parents with a safe, convenient, reliable, and affordable out-of-school time care for their children. The program maintains clear policies and procedures and actively encourages and welcomes open communication and parent involvement.

**"A safe environment where kids discover a new world after 3!"**

**Thank you for entrusting your child to our care!**

**The After School Adventures**

**Is committed to serving you and your child(ren)!**

# Section 1: Program Overview

## ELIGIBILITY REQUIREMENTS

ASA is open to children enrolled in ASA elementary campuses. **\*Requirements are: Both parents work full-time, enrolled in a PreK-5<sup>th</sup> grade USD School, 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 USD website or at our ASA main office at 3501 E. Saunders from 8 a.m. – 4:30 p.m. **\*Registration into ASA is not fully complete until the ASA registration fee (non-refundable) & the first month's tuition fees are paid in full.**

## WEBSITE

ASA uses the online and web-based software, **Kids Care Center (KCC)**. This software will allow you to *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 through [uid.net](http://uid.net) and at the Kids Care Center Parent Portal under the library tab. If parents do not have access to register online, they can do so in person at 3501 E. Saunders (next to the Tax Office) from 8am-4: 30 pm.

## TUITION PAYMENT SCHEDULE

The annual cost for the USD *After School Adventures (ASA)* during the 2019-2020 school year will be \$965.00. The tuition will be divided into one payment of \$65.00 (Aug. 2019) and nine payments of \$100.00/month beginning in September 2019. Tuition will be due the (1<sup>st</sup>) *calendar day* of each month. Payments are accepted online through the Kids Care Center, at 201 Lindenwood (Accounts Payable/Receivable Dept.) or at 3501 E. Saunders (Tax Office).

**\*\*Tuition is paid monthly and in full, regardless of the hours/days the child attends ASA.**

**LATE FEES:** If tuition is not received by the 5<sup>th</sup> (calendar) day of the month, a \$25.00 late charge will be added to the account, automatically on day 6<sup>th</sup> (calendar) day. If the full monthly tuition and pending charges are not received by the 7th (calendar) day of the month, ASA services will be terminated. A \$10.00 per day penalty fee will be charged for each additional day a child attends ASA after the account has been inactivated due to non-payment.

**REGISTRATION FEE: \$20.00/child. NON REFUNDABLE.**

**NO REFUNDS/DISCOUNTS/ PRORATIONS OR EXCEPTIONS!!**

### 2019-2020 Tuition Payment Schedule

*\*Due date: First calendar day of the month*

Month	Amount	*Due Date
August	\$65.00	August 14th, 2019
September	\$100.00	September 1st, 2019
October	\$100.00	October 1st, 2019
November	\$100.00	November 1st, 2019
December	\$100.00	December 1st, 2019
January	\$100.00	January 1st, 2020
February	\$100.00	February 1st, 2020
March	\$100.00	March 1st, 2020
April	\$100.00	April 1st, 2020
May	\$100.00	May 1st, 2020
	<b>Total \$965.00</b>	

## **DAYS & HOURS OF OPERATION**

ASA operates on days when school is in session according to the UISD's academic calendar.

ASA operates from 3:00pm until 6:00pm. A \$2.00/per minute/per child fee will be charged for late pick-ups after 6:00 pm. These charges will be automatically added to the account. Charges incurred must be paid in full on/before the next month's tuition due date.

## **RELEASE OF STUDENTS**

Any individual picking up a child must enter the building and show a valid ID/Photo to the designated Kids Care Center attendant. If an individual does not have any of these, access to pick up a child will be denied, and he/she will have to call parents for verification and authorization. Parents will have to submit a written approval if none of these forms of ID are available.

Under no circumstances will students be allowed to go home on their own or be released to other minors/siblings (13-17 yrs. old) unless registered as an authorized person to pick up the child.

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

- **CUSTODY COURT ORDERS:**

In the event of a custody case, both parents listed on the registration form will be authorized to pick up the child, unless otherwise stated on the court order. A copy of this document must be submitted to the ASA office at 3501 E. Saunders or uploaded through the KCC parent portal on the student registration tab under the supporting document section.

If you register in person, you must submit a copy of the court order at the time of registration.

## **ATTENDANCE & ABSENCES**

It is the child's responsibility to report to ASA as soon as school is out. ASA will become responsible, from the moment the child enters the ASA program and on. Attendance will be verified promptly at 3 pm.

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

**Please be aware that there will be *no refunds, proration's or credits of tuition for days your child does not attend ASA.***

## **WITHDRAWALS**

### **Parent Withdrawals:**

Parents withdrawing their children from the program must fill out a "Parent Withdrawal" form (form is available on the ASA website through [uisd.net](http://uisd.net), the Kids Care Center Parent Portal under the Library lab or the ASA office at 3501 E. Saunders. This withdrawal form must be submitted to the ASA secretary at the main office via fax (956-473-6496) or email to [belindab@uisd.net](mailto:belindab@uisd.net), 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. No refunds or adjustments will be given regardless of days attended.

## **LEARNING ROTATIONS**

The After-School Program stresses the importance of homework and sets time aside every day for the children to complete their assignments. Staff members are available to supervise and assist the children to the best of their abilities with their work. Because of the number of children who require assistance during homework time, the staff members are unable to check each child’s homework for accuracy or provide the type of one-on-one homework help that is available from a private tutor. Although we encourage the children to do their homework when it is assigned, using the time set aside to complete homework is the responsibility of the child. Please let us know if you prefer to have a child complete his or her homework at home. Children who do not wish to use homework time to complete their homework may use the time to read a book. AR library books and other aligned learning activities will be available.

The new STEM (Science, Technology, Engineering, and Mathematics) initiative will provide students the opportunity to expand their learning by engaging them in hands-on activities that will promote critical thinking.

The Let’s Move ASA initiatives, along with the implementation of the Playworks curriculum, students not only stay healthy but learn valuable social skills. This is a voluntary physical activity routine, and children do not have to participate. Children who choose not to participate or with special medical needs will be given alternate activities. If you do not want your child to participate in any of these physical activities, please advise ASA Head Caregiver.

ASA is proud to count with the “Community Partnership” presenters and organizations that come and make presentations to our ASA students, during the school year. The objective of the presentations is to enhance the student’s community awareness. All Community Partnership presentations are coordinated, scheduled and cleared through ASA’s Community Partnership Officer, Mr. Juan Livas.

The ASA program will also incorporate activities using technological resources and/or computers. These activities are aligned to the program guidelines.

## **SNACKS**

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

The ASA staff will monitor groups and help with snack distribution. Snacks are distributed daily at 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 the school premises, for sanitary reasons.

Parents who wish to provide a “treat” in honor of a child’s birthday must contact the ASA Head Caregiver to plan and confirm the date and amount of children to be served. Items must be store purchased.

If for any reason your child is allergic to any foods and/or requires a “*special diet*”, please advise the ASA Head Caregiver and ensure to enter the information on the KCC Parent Portal website.



# **Section 2: Student Guidelines/Regulations**

## **POSITIVE GUIDANCE/DISCIPLINE**

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. The ASA program is aligned with the district Positive Behavior Intervention and Supports (PBIS) plan. The following are the rules of the program:

### **SAFARI RANGERS ARE:**

- **S**afe
- **A**ttentive
- **F**riendly
- **A**chievers
- **R**esponsible
- **I**ndependent

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 and/or possible restitution for damages. Any possession of alcohol, drugs, tobacco and/or weapons as well as participation in disruptive activities, gangs and/or hazing will also be grounds for immediate dismissal.

After School Adventures reserves the right to terminate participation in the program for any child(ren) who display chronically, disruptive behavior.

## **PERSONAL BELONGINGS**

Personal belongings, such as games, cards, toys, cell phones, iPods, iPads, Tablets, and/or any electronic devices follow the same guidelines as the regular school day.

Students using or exhibiting cell phone/electronic devices shall have these confiscated by ASA personnel and returned to the parents. In the event of an emergency and if consent has been given by ASA personnel, these devices may be used.

ASA program and staff are not responsible for any lost or stolen items, at any time during the ASA program hours.

## **Section 3: Parent Guidelines**

### **STUDENTS WITH DISABILITIES**

If your child has any medical/special needs as a result of a disability, please describe these needs on the online registration designated section. If registering at the office, please inform ASA staff at the 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. Although ASA will meet its obligation to seek appropriate staff in a manner as is necessary to provide equal opportunity, we cannot guarantee staff availability. In meeting its obligations to provide equal opportunity, ASA always considers the needs of the child, health and safety concerns, and accommodations suited to the ASA program.

### **ILLNESS & MEDICAL TREATMENT**

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.

Children are not allowed to bring any medication to ASA. Medication can only be administered by an ASA itinerant nurse when needed and allowable. If a student should have a medical emergency during program hours, ASA has parental consent to obtain medical treatment immediately, as per *"Authorization for Medical Treatment"* (Registration Form).

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

### **COMMUNICATION / COMPLAINTS**

The After School Program maintains an open door policy. Please feel free to direct questions or concerns related to any facet of the After School Program to the Head Caregiver, Supervisor, Program Officer or Program Coordinator at any time.

All ASA concerns or complaints will be handled by the ASA staff. The campus administrators will not be involved unless it is an emergency.

A list of all ASA sites is available online, under [uisd.net](http://uisd.net), After School Adventures page. If needed, ASA Coordinator can be contacted at 473-6206 or ASA Officer at 473-6204.

Our staff's first priority is to focus their time and attention on the children. In order to meet our student's needs, we ask that parents limit their conversation with After School Program staff members to subjects involving their child. In reference to the UISD Standard Response Protocol (pg. 70), should a parent become belligerent, use profanities, or not listen to reason, ASA staff will warn the individual that further disruption will result in removal from premises.

### **NOTIFICATIONS:**

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

## **SEXUAL ABUSE/HARASSMENT**

ASA prohibits students from engaging in **unwanted and unwelcome** verbal or physical conduct of a sexual nature directed towards other students or ASA employees. This prohibition applies whether the conduct is by speech, gestures 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 with confidentiality. 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 the 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 an outcry**.

## **SECURITY FOR CHILDREN**

All of our ASA sites have security on site, during ASA program hours.

## **VISITORS**

For security measures, parents are **restricted** from going past the front lobby/pick up area after they have checked their children out for the day.

Regular classroom teachers are welcome and allowed to enter ASA area to assist 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.

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.