



KROC
KERRVILLE

THE SALVATION ARMY KERRVILLE KROC ACADEMY PARENT HANDBOOK 2025



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WELCOME & LOCAL KERRVILLE KROC ACADEMY INFORMATION

Welcome to The Salvation Army. We aim to create a positive and safe environment that will enable your child to make new friends and build skills in new and exciting activities. We are dedicated to helping young people be their best and challenging them in ways that increase knowledge, confidence, and self-esteem.

This guide is a comprehensive resource for parents throughout their experience, providing the support and information you need. Please do not hesitate to contact The Salvation Army leadership with questions or concerns. We would encourage you to read through this guide fully, as it lays out the guidelines and procedures that help foster this environment and create a positive experience for everyone. We're so glad you are with us!

The Salvation Army Location & Contact Information

THE SALVATION ARMY OF KERRVILLE:

201 Holdsworth Drive, Kerrville

830 285 3192

Manager, Elzeth Hetzler

The Salvation Army offer diverse programs, which may include but are not limited to:

- Education & Career Development (Academic Tutoring, Homework Assistance)
- Character & Leadership Development
- STEAM
- Sports, Fitness & Recreation
- Spiritual Development
- Outreach
- Teens (as applicable)

Please consult your local center to find out which programs are available for your child(ren).

HOURS OF OPERATION

The Salvation Army is open Monday through Friday from 3:30 p.m. to 6:30 p.m. during the school year and 7:00 a.m. to 6:00 p.m. during the summer.

HOLIDAYS & CLOSURES

Kerrville Kroc Academy will be closed for the following holidays:

- New Year's Day and day after
- Memorial Day
- Good Friday
- Independence Day (July 4th)
- Thanksgiving Day
- Christmas Day (December 25th)

Closure notices will be displayed in the lobby to remind you of scheduled closings for the upcoming holiday. The facilities may be open when public schools are closed. Please refer to your afterschool calendar or contact your local center for specific scheduling.

Centers will also be closed if schools are closed due to severe weather. We will continuously update you through email.

FEE SCHEDULE & DISCOUNTS

Check with your local center for an updated fee schedule and scholarship discounts.

ATTENDANCE REQUIREMENT

We value your commitment to your child's participation in our program and the vital role you play in their success. To maintain active membership, consistent attendance is required:

- If a child misses more than three days, parent communication is necessary to retain eligibility.
- Members absent for more than two weeks without prior notice will lose active membership and be placed on a waiting list.

To maximize the program's benefits, children are expected to attend during designated hours. Parents/guardians are encouraged to avoid routine early pickups immediately after transportation runs. Regular participation is key to an optimal experience.

SCHOLARSHIP REQUIREMENTS

Members receiving scholarships through grant programs must attend all scheduled sessions. The manager will provide the session schedule.

MISSION, VISION, & WHO WE ARE

OUR MISSION

To empower and enrich our communities by supporting young people and their families through spiritual, educational, character-building, recreational, and relational programs. We aim to inspire youth to become active, productive members of their churches, families, and communities.

OUR VISION

To cultivate a thriving community where young people are empowered to reach their full potential, supported by strong families, and guided by spiritual and moral values, we envision a future where youth are inspired to lead, serve, and contribute positively to their churches, families, and communities.

WHAT IS THE KERRVILLE KROC ACADEMY?

The Salvation Army is an integral part of the holistic ministry of The Salvation Army. Our centers offer guidance and support for young people who can connect to services for the family unit through The Salvation Army Corps (Church). Centers provide a fun, safe, and constructive environment for kids during out-of-school hours (after school and summer, if applicable). The Centers are aligned around three outcome areas and provide programs for each: education, character/leadership development, and outreach. We work alongside parents/guardians to help youth fulfill their God-given purpose.

The Salvation Army may provide the following:

- Provide both After-School and Summer Camp programs for youth ages 5-12
- Full-time professional leadership, supplemented by part-time support staff
- Scholarship opportunities for families who are unable to pay the full fee
- A safe space for youth of all races, religions, and ethnic cultures
- Building-centered (each site has facilities and programming that support the community)
- Operates in a group supervision format
- Offers a variety of programs and activities to engage youth
- Guidance-oriented and outcome-based measured
- Uses Positive Discipline Strategies
- Trauma Aware (Uses trauma-informed staff practices)

MEMBERSHIP PROCESS

WHO CAN JOIN

Youth ages 5-12 (5-year-olds who can use the bathroom by themselves) may join. Contact your local center for more information.

REASONABLE ACCOMMODATIONS FOR YOUTH

In accordance with applicable federal law, The Salvation Army reviews reasonable accommodation requests that pertain to members. By enrolling the member in the Center, you acknowledge that the member can participate, use the restroom facilities without assistance, and eat meals and snacks unassisted.

The Salvation Army may conduct an individualized assessment if the academy has concerns regarding the member's ability to participate in our program. Please note that the center cannot provide one-on-one supervision for members.

CONFIDENTIALITY

The Salvation Army employees can access confidential information about its members. Each member's information will be treated as confidential in accordance with applicable law. Federal, state, or local laws sometimes require the disclosure of confidential information without a written consent. These limited circumstances include but are not limited to safety concerns, public health purposes, and emergency circumstances. In other circumstances, a release of information signed by the parent or guardian is needed prior to releasing information.

Confidential information will not be released over the telephone.

MEMBERSHIP/REGISTRATION:

1. Traction Rec Admission Forms (Online Parent Portal)
2. Parent Orientation Acknowledgement
3. Payment

Enrollment is contingent upon receipt of a completed enrollment application, fees, and a signed Parent Orientation Form. The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

The center reserves the right to dismiss any parent or child at any time, with or without cause. Continued enrollment is contingent upon the parents/guardians, emergency contact persons, and children adhering to the policies and procedures outlined in this handbook.

Parents must promptly notify The Salvation Army of any changes to the information provided at enrollment or afterward. Please do so to avoid dismissal from the program. Ensure that every section or field is completed when filling out the required documents. If a section does not apply, please write “N/A” to indicate it is not applicable.

Registration is open on a first-come, first-served basis based on space availability and staffing. When the program reaches capacity, a waitlist will be established. As space becomes available, families will be contacted, starting with the first families to apply.

MEMBER AGE VERIFICATION

Each youth registering for the first time will be required to show age verification through a birth certificate. The Center Director can approve any legal type of verification, such as a passport, government-issued ID card, or school picture ID card.

PROGRAM FEES

Credit/debit cards, money orders, or cash are acceptable forms of payment for program fees through the Kids Traction Rec Parent Portal. Cash payments must be made directly to the Manager. Receipts will be given for payments through the Kids Traction Rec Parent Portal.

Program fees do not include field trips or extracurricular activities (like sports programs). Additional fees will be posted and emailed. If you have any questions, please contact The Salvation Army local Manager.

Full payment for program fees are due before the next service period (week/month, etc.). There are no deductions for holidays. Credit is not provided for scheduled school holidays, child illness, closings due to emergencies, or inclement weather. Membership and Program fees are nonrefundable.

Program Fees should be paid on time. A late payment fee will be charged afterward. See the local site for a menu of services with a fee schedule.

MULTI-SIBLING DISCOUNTS

See local sites for details if available.

MEMBERSHIP CARDS

See the local center for details, which are found on page 2 to understand how your child's membership card is retained and used.

PARENT ORIENTATION

A parent/guardian orientation with the director is required prior to starting the program. Orientation is an opportunity for the director and parent to determine whether the program can meet the needs of both the parents/guardians and the child.

TRANSPORTATION, DROP OFF & PICK-UP

TRANSPORTATION (AFTER-SCHOOL PICK-UPS / FIELD TRIP TRANSPORTATION)

Kerrville Kroc Academy use vehicles or contracted transportation services for field trips and after-school transportation. Parents will be notified of activities away from the center. Only qualified and trained drivers are used.

Transportation is offered by participating sites from neighboring schools to the Center during the school session (see local information for details). School Transportation service is reserved by order of enrollment and availability. We require transportation permission on file for each child in our membership management system (Kids Traction Rec).

After-school transportation is only provided for select schools in local areas. Please review all transportation rules with your child. Breaking transportation rules can lead to suspension from service. Please instruct your child to be at the designated area for after school transportation. If a child refuses to ride or is absent at pick-up, they will be left at the school. The transportation WILL NOT return for members not at the pick-up area before departure.

Please notify the center leadership immediately if your child will not be picked up. The Center reserves the right to remove a member from the transportation service. Parents will be given written notice if transportation services are suspended so that alternate transportation arrangements can be made.

TRANSPORTATION RULES AND EXPECTATIONS:

- Backpacks should be taken off before sitting in a seat
- Members must walk to and from the vehicle
- Members must keep all hands and legs to themselves and out of the aisles
- Always remain seated; do not stand up until the driver dismisses you
- Use indoor voices when on transportation; foul language will not be tolerated
- Eating and drinking are not permitted in vehicles
- Crawling under/over transportation seats for any reason is dangerous and prohibited
- Parents will be responsible for all costs of repairs and damages that may occur

Consequences for violation of stated transportation policies:

1st offense: Verbal Warning – incident report sent to Parents/Guardians for signature

2nd offense: Discipline Referral with Consequence

3rd offense: (1) day suspension from transportation

4th offense: (3) day suspension from transportation

5th offense: Permanent removal from transportation

The following situations will result in automatic suspension from transportation to Kerrville Kroc Academy:

- Physical threat or harm to other members and drivers
- Fighting, smoking, drugs, or inappropriate touching while in the vehicle
- Damage to property
- Consistent disobedience
- Bullying

Members participating in the transportation program must ride the transportation consistently to maintain their spot on the roster. Parents of any member not meeting the transportation minimum will be notified, and an assessment will be made to determine whether to cancel transportation.

MEMBER DROP OFF PROCEDURES (ARRIVAL) / MEMBERSHIP TRACKING

On holidays, during summer, or when no transportation is provided from schools, parents/guardians must escort their children into the building and sign them in using the Traction Rec system. During the after-school program, youth will sign into Traction Rec upon arrival at the center or on the vehicle. Signing in is extremely important in case of an emergency.

MEMBER PICK-UP

All Parents/Guardians must sign out their children during pickup.

TRANSPORTATION, DROP OFF & PICK-UP (CONTINUED)

SAFE PASSAGE GUIDELINE

Parents or guardians must provide permission for members aged 13 or older to leave the Youth Center without the presence of a parent, guardian, or other authorized adult. Members under the age of 13 are not allowed to leave the Youth Center without being escorted by a parent, guardian, or other authorized adult unless being escorted by a member of the same household. The Open Door & Safe Passage permission form is attached to your application and will be reviewed with you during your parent orientation. The permission form provides greater detail about the guidelines than this parent handbook. However, four main are summarized here:

1. The guideline is only for members 13 or older and their siblings.
2. Signed parental permission must be given, and if siblings are included, they must be listed by name on the permission form.
3. Once youth leave the Center, they are not to return unless necessary for safety reasons.
4. Not all centers participate in Open Door & Safe Passage. Check with your center for more information.

LATE PICK-UP

Members must be picked up by the designated closing time. The Salvation Army operating hours are outlined on its calendar and include variations for school holidays, early release days, summer programs, and other events.

If a member is not picked up by closing time, the following consequences will apply:

- **Late Fee:** A fee of \$1 will be charged for every minute past closing time
- **Notification of Authorities:** If a member is not picked up within 30 minutes of closing, and no notification is received despite staff's efforts to contact listed individuals, local authorities will be notified
- **Return Policy:** Members will not be permitted to return to the Center until all late fees are paid in full.

Membership services can be terminated without a refund if the child is picked up late on multiple occasions, regardless of the reason.

PROCEDURES FOR MEMBER PICK-UP

A parent, guardian, or authorized adult must come into the building to pick up their member(s) and sign them out of the Youth Center using the Traction Rec system. Only authorized persons can pick up a member as designated in the Pick-Up Authorization Form. For safety reasons, calls from parents or guardians are inadequate for dismissal. Authorized persons must be 18 or older and provide a government-issued photo ID card for a member to be released to them.

Staff will not accept phone calls from parents or guardians requesting that an unidentified contact escort a member out of the Center. Phone calls, emails, texts, and faxes requesting a change in authorization will also not be accepted. All changes and additions to the Emergency/Alternate Pick-up form must be made in the Traction Rec system.

The Salvation Army may refuse to allow child(ren) to be transported home by anyone (including a parent) that they feel may be impaired due to drugs, alcohol, or other circumstances. This is for safety reasons only, and will contact another authorized individual included in the application to pick up the child(ren).

EMERGENCY PREPAREDNESS & STAFF TRAINING

EMERGENCY PREPAREDNESS

In an emergency, The Salvation Army will use discretion to contact 911 and then call parents to pick-up their child. If a parent cannot be reached, an emergency authorized contact in Traction Rec will be contacted for pick-up. If the parent is unavailable, the parent must arrange for their child to be picked up by an authorized altertnate.

MANDATED REPORTING

The Salvation Army staff and volunteers are mandated by law to report suspected abuse, neglect, or exploitation of youth, and teens. Any employee or volunteer having reasonable cause to believe that a child has suffered abuse or neglect shall report the incident to State Agencies as soon as possible but no later than within 24 hours of the suspected violation. We will cooperate with confidentiality instructions from State Agencies and law enforcement without guaranteeing notification to families. Additional support will be provided through our crisis intervention by making referrals.

FIRST AID & EMERGENCY MEDICAL TREATMENT

Illness / Injury (Accident & Incident Reports)

No child will be allowed to remain at the Center if they are ill, have been sick and have not fully recovered, or if there is a reasonable assumption that they are sick. This includes any accidents that soil clothing (incontinence, vomiting, etc.). The parent/guardian (authorized person) will be notified immediately. The parent/guardian or authorized emergency contact must pick up the child immediately. Staff will administer minor first aid if necessary, and parents/guardians will be notified at signout. The Salvation Army or their designator will immediately call 911/Ambulance and contact parents/guardians for serious illness or injury.

The staff will document the illness/injury, including when the parent/guardian was contacted. Parents or authorized contacts must sign the incident/ accident report at pick-up. The Center may require a doctor's note before allowing the Member to return.

ALLERGIES

If a child has an allergy that can result in an allergic reaction, a doctor's note outlining the allergy and instructions for treatment is required. Parents must also provide written notification of any food or dietary restrictions (e.g., lactose intolerance, vegetarian diets, and wheat-free or gluten-free diets).

MEDICATION

Medication is not to be brought to the center with the exception of lifesaving medications, such as EpiPens or asthma inhalers, which a physician's statement must accompany. If your child has a specific medical condition, additional information may be required to ensure their safety and wellbeing at the center. The Prescription Authorization Form with written consent is necessary for staff to distribute or administer medication to members.

Once the center receives the prescription authorization form with the instructions, the staff will maintain a medical log in a secure area for notification and instructions.

PROCEDURES FOR EMERGENCIES

Please refer to the Local Emergency Preparedness Plan (EOP). Each Salvation Army has procedures for emergencies customized and published by local units. A family reunification site will be provided in case of an evacuation emergency.

Emergency Closings & Inclement Weather

The Traction Rec portal messaging will notify parents of emergency closings due to inclement weather or emergencies. Each Salvation Army site will try to be consistent with its School District and close if schools are closed.

Staff will attempt to reach parents to arrange pick-up should the Center need to close during operating hours. If they cannot do so, the persons listed on the emergency contact form will be called until pick-up arrangements can be made.

Examples of emergency closings include, but are not limited to, inclement weather, facility issues, safety concerns, and Disaster Services (due to disaster response in the community).

EMERGENCY DRILLS

The Salvation Army conduct monthly fire/emergency drills. Parents may not sign their children in or out of the Center during an emergency drill or actual emergency event. They must wait until the drill is complete or the Center's staff has been given the all-clear from emergency personnel to sign their child(ren) in or out.

STAFF AND VOLUNTEER QUALIFICATIONS

STAFF QUALIFICATIONS & DEVELOPMENT

We recruit staff that have training and experience working with children. All staff must have a cleared background check, reference checks, and child safety training. Additionally, all staff members are at least 18 years of age. All staff members are required to participate in an onboarding orientation that includes the following topics: personnel policies & practices, job descriptions, disciplinary policies, obtaining first aid, CPR, blood pathogens certification, handwashing, emergency procedures, and other topics as determined by local The Salvation Army site.

VOLUNTEERS

Volunteers often support our staff and programs. All volunteers must have a clear background check and undergo onboarding and training. They are selected and screened before being placed in their volunteer position. Volunteer opportunities are not always available. Please get in touch with the local Salvation Army location for open opportunities.

ONE-TIME VOLUNTEER GROUPS

In some instances, volunteers can come from outside agencies (groups), which may include, but are not limited to, community/corporate partners, churches, or non-profit partners. Volunteer groups are always supervised by staff. One-time volunteer groups must be 18 or older and are not required to obtain background checks for one-time engagements. However, if the engagement is more than one time, a background check will be completed. As stated, any volunteer will be supervised by hired staff.

MEMBER EXPECTATIONS

DISCIPLINE GUIDELINES & MEMBER EXPECTATIONS

Member Code of Conduct

Staff members keep the safety of our members a top priority. Our standards and expectations exist to ensure that your child and every other child at The Salvation Army can safely enjoy its activities. They include:

- Have Fun!
- Respect yourself
- Play fairly and be honest
- Applaud the efforts of others
- Avoid inappropriate language
- Say only good things about others
- Resolve disagreements in a positive way
- Running is reserved for the gym and outside
- Listen during appropriate times and assemblies
- Be respectful of other members and their property
- Tobacco, drugs, alcohol, and weapons are prohibited
- Be respectful of Kerrville Kroc Academy staff members
- Take care of Kerrville Kroc Academy building, grounds & equipment

Please anticipate that your child will enjoy participating in our programs at the center. We take a hands-on approach to learning, and some activities may involve water, paint, mud, sand, etc.

CODE OF CONDUCT

GENERAL CODE OF CONDUCT

- Members must sign in and out each day
- Food and drinks will be consumed in the appropriate areas
- Members are allowed in supervised areas only
- Members are responsible for neatly hanging their jackets, school bags, and other belongings in the designated area
- Fighting is not permitted on The Salvation Army grounds or at Center events
- Swearing is unacceptable
- Members are responsible for picking up after themselves
- Members are to be respectful, responsible, safe, and kind

Harmful threats, harassment, taunting of others, fighting, bullying, and any illegal behavior are unacceptable and will not be tolerated at The Salvation Army.

DRESS CODE

- Youth should dress comfortably and wear clothes that allow them to participate in typical Center activities and programs
- Jackets or coats cannot be worn inside The Salvation Army
- Backpacks may not be carried inside Centers unless going to the Learning Areas
- To participate safely in activities, we encourage wearing tennis shoes and socks.
- Refrain from clothing that has words or pictures that are offensive, derogatory, or contain inappropriate language and/or images
- Revealing clothing cannot be worn at The Salvation Army
- Shorts and skirt hems should touch your fingertips when your arms are relaxed
- Shoes must always be worn.
- Refrain from wearing any clothing that is promoting gangs or gang-related activities

DISCIPLINARY ACTIONS & CONSEQUENCES

Misbehavior is handled with disciplinary actions depending on the situation. All discipline issues will be handled on an individual basis. Any member who disrupts programs or creates a dangerous situation will be given consequences for their actions. Members who do not follow the rules can expect to lose privileges and face consequences.

Disciplinary actions may include, but are not limited to, the following:

- Verbal coaching/re-teaching behavior (Behavior Management Plan)
- Suspension from the program area
- Loss of Centers' privileges, such as field trips and transportation
- Suspension (one day or more)
- Indefinite suspension (until the situation can be resolved or the parent/guardian is consulted)

We ask parents to assist their member(s) in adhering to the commitments and upholding the standards of behavior for themselves.

PARENT / VISITOR EXPECTATIONS

The parent code of conduct aims to provide a mutual understanding for all parents/guardians and visitors on conduct expectations while on Salvation Army property, at center events, and when interacting with The Salvation Army staff and members. We expect parents/guardians and visitors to have a fundamental understanding and commitment:

- The Center staff and parents/guardians want all children to have an ideal Salvation Army experience in a safe environment.
- The Center Staff and parents/guardians must work together to benefit their child(ren)
- All parents/guardians, visitors, and members of The Salvation Army community deserve to be treated with respect
- All parents/guardians and visitors must follow all safety procedures including, but not limited to, cooperating with drills, not holding the entrance door open for others to avoid unauthorized entry, etc.

PROHIBITED BEHAVIORS

To provide a peaceful and safe environment, The Salvation Army prohibits the following behaviors by parents/guardians and visitors:

- Abusive, threatening, profane, or harassing communication. All threats will be reported to the appropriate authorities
- Disruptive behavior that interferes or threatens to interfere with Center operations
- Threatening to do bodily harm to staff, visitors, fellow parent/guardian, or other youth members
- Threatening to damage the property of others
- Damaging or destruction of Salvation Army property
- Smoking/Use of Alcohol or Illegal Substance on The Salvation Army grounds or attending Center-sponsored events
- For one parent to seek out another parent or child to discuss a child's inappropriate behavior. All behavior concerns should be brought to The Salvation Army attention
- Other actions that challenge the organization's ability to operate safely and positively
Parents/guardians are asked to refrain from routinely picking up their child(ren) immediately after transportation runs. Members should regularly participate in programming for an ideal Salvation Army experience
- Please, no weapons on the Youth Center property
- Not abiding by dress code (parents must follow dress code as members are)

The Salvation Army reserves the right to terminate any membership based on the behavior of the parent/guardian.

A COURT ORDER STATING VISITATION/ NON-CONTACT

Parents/Guardians are responsible for providing appropriate court documentation when custodial status changes. This ensures that center staff release a member to the proper parent/guardian. The Salvation Army must have official documentation of any changes, and the burden is on the parent to update the Manager.

PROGRAMMING

PROGRAMMING

The Salvation Army provide a safe, fun, and structured environment full of opportunities for young people to try new things, learn, grow, and develop interests and passions with friends and caring adult mentors. Each Center refreshes its program rotations based on the needs of the children in its community. On different days, the members rotate through programs and activities throughout the building.

PREVENTION PROGRAMS

Prevention programming is available for my child during The Salvation Army programs. Program subject matters; may include, but are not limited to, alcohol and alcohol abuse, chemical abuse, human anatomy, and health at a level appropriate to grade and age.

Distance-Based Learning with Zoom & Remote Programming (Optional) – At participating locations.

The Salvation Army may provide virtual experiences. The Staff will facilitate activities through online platforms, including Zoom. Centers will use online platforms for communication and programming for members, parents/guardians, and staff.

The Traction Rec Parent Portal allows you to give your child consent to participate in distance-based programming.

We will use Zoom for the following anticipated program activities:

- Mentoring & Group Learning Activities
- Homework Help & Video Conferencing
- Media sharing (for example, uploading images of artwork or other projects)
- Other learning platforms, such as YouTube, Kahoot, Padlet, and others, may occasionally be used in addition to Zoom.

Our commitment to keeping the young people we serve safe is always our number one priority. The Salvation Army will actively monitor member activity on our virtual platforms and try to protect all members' information. Further, all online activities must comply with the Salvation Army's safety policies, including the Code of Conduct, Internet Safety Policy, and Prohibition of 1:1 Contact.

INCENTIVES, MEALS, & TECHNOLOGY GUIDELINES

PROGRAM INCENTIVES

Staff can issue food (snacks, candy, special lunch, etc.) and prizes (which must be approved by The Youth Centers Director) as an incentive for good behavior and program lessons.

MEALS & SNACKS / WATER

Meals and snacks are provided for all Youth members. Menus are posted at the local center. Please see the site for details. We also encourage each child to bring a labeled EMPTY water bottle daily (The Salvation Army will provide water). Water Fountains are also available. Please list dietary restrictions/allergies your child might have in the Kids Traction Rec application.

TECHNOLOGY GUIDELINES

The Salvation Army unit where your child attends allows minors to use shared computers, including the Internet, for various activities such as homework, educational games, and characterbuilding classes. Parent/guardian consent is required before your child can use the computers and Internet in that unit.

TECHNOLOGY RULES AND GUIDELINES:

- Always maintain proper use of computer equipment
- Always follow Salvation Army personnel's instructions (youth leaders, directors, officers/ pastors, etc.)
- Always remember you are responsible for what you do online
- Never give your personal information to another person
- Never agree to meet in person with anyone you connect with online
- Don't visit inappropriate websites or participate in inappropriate activities

If a minor fails to follow rules, they may lose their computer/internet privileges and face more severe consequences depending on the violation. Parents and guardians will be notified if a child violates the rules.

Please speak to your child(ren) about the importance of following the rules governing the use of computers and the internet in The Salvation Army unit.

FIELD TRIPS, SWIMMING, & PERSONAL ITEMS

FIELD TRIPS

Field Trips are an incentive for members who demonstrate good behavior. To be eligible for a field trip, members must be able to display and model acceptable behaviors regularly. Notification of field trips will be emailed and posted before the trip, along with all pertinent trip information. Before any member participates in a field trip, they must have signed permission that gives parental consent in the Traction Rec database; this consent is requested annually. Payments are due before the trip for field trips that require a fee. Your child must wear their Kroc Academy T-shirt.

Parents are only permitted to transport their child(ren) to or from a field trip location on trips if there is an emergency. In such cases, pickup must be approved by the Center's Director or the designated person in charge during the field trip and documented with a formal sign-out.

SWIMMING / WATER ACTIVITIES PERMISSION

Before participating in water activities or swimming, a member must have signed parental consent in the Traction Rec database.

PERSONAL ITEMS (CELL PHONES)

Members are responsible for all personal items. Please label all belongings. The Salvation Army is not responsible for these items and will not provide any reimbursement if personal property is lost or stolen. Members cannot carry book bags, purses, tote bags, etc., around The Center. All items must be stored in the designated area. If your child or children bring a cell phone to the Center, they are not allowed to use it while at the center. Please comply with this to avoid membership termination.

ADDITIONAL INFORMATION

SCHOOL INFORMATION

The Salvation Army will maintain all member files and records confidentially and securely. The Center may file a formal data request with your child's school district to better serve members. If approved, the Center will share the names of members who attend the program in that school district with the school district. This data request would grant access to members' existing academic data (e.g., grades, school attendance, or standardized testing results). The Salvation Army would use this data for three purposes: (a) to identify members' academic needs, (b) to evaluate the effectiveness of the Center's programming, and (c) to tailor programming and services to meet members' academic needs better.

Note: Files for all programs funded in whole or in part by Government Grants are available for monitoring and are subject to audit by the State or Federal Grant-Granting agency. Communicating member information to persons or agencies other than those listed above will require the written approval of the member's Guardian.

FAMILY INVOLVEMENT & RESOURCES

Parents are partners in our program. Please schedule time with Youth Center leadership to visit during operating hours and evening special family programs. Parents who would like to be considered for volunteer opportunities must apply and adhere to the procedures outlined in the volunteer section of the handbook.

PARENT FEEDBACK

Each center has a suggestion box at the front desk and annual parent surveys. Please contact your Youth Centers leader for a parent conference if you need individual time.

PARENT COMMUNICATION & POLICY CHANGES

We use Traction Rec Messaging to share important information, such as emergency and weather-related openings, closings, and special events. Please check with the Membership Coordinator for flyers, forms, announcements, policy changes, and updates.

PARENT ORIENTATION & HANDBOOK ACKNOWLEDGEMENT (COMPLETE IN TRACTION REC PARENT PORTAL)

The parent handbook is available on the Traction Rec Parent Portal, and a printed copy can be reviewed with the Salvation Army Manager. Each family is responsible for reading and understanding this information and accepting the guidelines in place, including, but not limited to, conduct and member participation.

To complete registration for participation in The Salvation Army, parents must acknowledge the Parent Handbook in the Traction Rec Parent Portal and attend the Parent Orientation.



DOING THE
MOST GOOD[®]