

2019-2020

Floresville ISD

After School Program

Floresville North Elementary School

14905 FM 775

Floresville, Texas 78114

Principal: Heather Brooks

Coordinator: Daniella Noguez

(830) 321-1729

Floresville South Elementary School

2000 Tiger Lane

Floresville, Texas 78114

Principal: Leanne Marshall

Coordinator: Ruby Ann Shaw

(830) 391-0075

GOAL: Floresville ISD and FISD After School Program takes pride in our Program and Staff. Each day, we strive to give each child the love and nurturing they need in the absence of their parent(s), as well as create a positive learning experience where they can grow physically, emotionally, socially and cognitively by offering a variety of activities to all. This will ensure that during their time spent away from home they will be happily engaged. We believe that communication between staff and the parent(s) is essential. The FISD After School Program abides and upholds all rules and regulations of the Floresville Elementary Schools Student Handbook.

ENROLLMENT: FISD After School Program is open to students enrolled and attending either Floresville Elementary South Campus (PreK-3 thru 5th Grade).

The center has a capacity of ninety (90) students, when limit has been reached, any future enrollees will be placed on a waiting list. If your child is on the active roster, you will be billed for the monthly tuition fee. As soon as you know your child will no longer be attending the After School Program, please notify the Program immediately.

Before your child can be admitted to our program, the following steps must be taken:

1. Enrollment forms completed with all signatures;
2. Parent Handbook acknowledgement signed with driver license or Texas ID number; and
3. Verification of legal custody (when indicated), parent or legal guardian must provide a signed copy for file.
4. Payment for the first month must be paid.

COST AND HOURS OF CARE: Monthly charge is determined on the number of days of the school calendar. Payment is due on the 1st of each month. Monthly dues may be paid on the first of each month, or payment may be split and made on the 1st and the 15th of current month. The center may discontinue services if tuition is one week delinquent. Payments may be made by check, money order (payable to FSE ASP), or on-line (MySchoolBucks).

Below is a breakdown of the monthly cost for each student for the school year 2019-2020:

August 2019:	\$120	January 2020:	\$204
September 2019:	\$228	February 2020:	\$216
October 2019	\$264	March 2020:	\$204
November 2019:	\$192	April 2020:	\$252
December 2019:	\$180	May 2020:	\$228

If your child enrolls after the 5th school day of the month, your monthly rate will be pro-rated. Should your child be removed from the Program due to his/her actions and/or behaviors, refunds will not be made.

If the After School Program services are needed on a daily basis (i.e. Monday, Wednesday Fridays) of every week. Payment for that month will need to be received prior to the student attending.

The Center is open from 2:45 p.m. until 6:00 p.m., Monday through Friday. On early release student days the Center is open until 6:00 p.m. On early release teacher/student days the Center is open until 3:00 p.m. If the parent/guardian fails to pick up child after the closing time, a late fee of \$1.00 per minute will be enforced. If this becomes a reoccurring situation, the Center will discontinue services for the student.

Our calendar will be the same as the Floresville ISD calendar. If weather conditions warrant the closure of Floresville ISD, the Center will also be closed.

ARRIVAL AND DEPARTURE: Floresville ISD and the After School Program staff will organize the transition of children from the school day to the afterschool program during the school year. It is also the policy of the center for anyone (16 or older), either the parent, or someone on the authorized list of persons, to pick up the child inside the center. If someone other than the parent and/or preauthorized persons is to pick up your child, the Program must be notified in writing or a phone call prior to pick up time. Any person that is listed as a parent/guardian has the authority to designate an alternative adult to pick up the child. Picture identification will be required. The individual will be asked to sign the child out at the center and the child will be brought to the parent/guardian. This is for the safety of all children. If a court order exists that denies an absent parent access to a child, the custodial parent must provide a

signed court order for our files. Without this document, the center cannot keep an absent parent from contact with the child.

PARENT NOTIFICATION: When signing your child out daily, please look for any notifications and communications. Any policy changes or amendments to the parent's handbook will be delivered in writing to you and a signed acknowledgement will be required.

ATTENDANCE: If your child has not attended the normal school day, he or she cannot attend the After School Program.

COMMUNICATION: Floresville ISD After School Program encourages home and school cooperation. Parents are asked to inform staff of anything happening in the child's life that might affect his or her behavior at the center. Pertinent information will be beneficial for successful care of your child. Please do not hesitate to communicate to us any concerns you may have regarding your child, a peer, or an adult worker in the facility. When and if changes may occur, please remember to update your enrollment forms with your child's After School Program Coordinator if any changes occur.

ILLNESS: For the protection of all children, ill children will **NOT** be kept in the center. If a child is brought in ill or becomes ill at the center, they will be immediately removed from the group. The child will be laid on a mat and kept as comfortable as possible while the Director or person in charge calls the parent/guardian. The child should be picked up immediately. The center is not equipped to deal with ill children. Please remember children do not necessarily have to have a fever or vomit during periods of sickness. Common symptoms for which a parent is called: fever (99 or higher), diarrhea, vomiting, contagious skin or eye infection, profuse bodily discharge of any kind. Children are not to return to the After School Program until they have been free of fever, diarrhea, and/or vomiting for 24 hours and can function normally in the school's daily routine. If it is state mandated that a child visit a doctor we must receive a written notice, signed by the doctor that states the diagnosis and a determination that the child can return to school. We must receive this before the child can return to the Program. In the event that a caregiver notices that a child's needs are not being met, whether physically or emotionally, the supervisor of Floresville ISD After School Program may request that a child not return unless written consent from a board certified medical professional accompanies the child. The learning environment of our center is designed to work with children who feel well enough to participate in group activities and with group level supervision.

INJURY: Every effort will be made to ensure the safety of your child; unfortunately, accidents sometimes occur. In case of serious accident or injury we will make every attempt to contact you for instructions. If you cannot be reached, the person indicated on your registration form will be contacted to make emergency medical decisions. Your signed medical release will also assist us in getting prompt medical attention. Floresville ISD and the After School Program or any of its designees/entities are not responsible for any accident or injury that occurs during a Floresville ISD After School Program activity, and cannot pay or reimburse any medical bills that you or your child might incur.

NUTRITION: An after school snack, will be provided by the school, under the Federal Food Program. If you choose to provide your child's snack from home, please understand that the center is not responsible for its nutritional value or for meeting the child's daily food needs. Water will be available at all times. Parent(s)/Guardian(s) must provide food for children who are on special diets that are prescribed by the child's physician.

ACTIVITIES: Children will participate in activities that encourage social, physical, creative, and academic growth. We also encourage the development of peer relationships including interacting appropriately with others and character development. Children's input is used to determine activities and all activities are designed to be age appropriate. Children must be able to participate in a group setting. Electronic devices or personal items are permitted. (Example: cell phones, electronic games, kindles, etc.). Floresville ISD, After School Program, and its employees or designees are not responsible for any damage, loss or theft of personal items.

HOMEWORK: Homework is an important part of reinforcing lessons and teaching responsibility; however, the After School Program is not extension of the teaching aspect of the FISD. The Program will allocate time for homework on a daily basis.

PLAYGROUND: By signing the parent handbook acknowledgment, I understand that my school's playground does not meet the Texas Minimum Standards for a childcare facility. However, I will allow my child to use the Floresville Elementary school's playground facilities.

BEHAVIOR: Floresville ISD After School Program adheres to the Floresville ISD Student Code of Conduct. All children are expected to behave and talk appropriately while attending the center. The following incidences are examples, but not limited, of behavior that will result in a report to parents:

1. Bullying, biting, hitting, and kicking or any other malicious act will result in a Notice of Major Behavioral Incident Report; or
2. Any incident that endangers your child, a peer or an adult in the facility

A copy of incident reports will be given to the child's parent/guardian at the time of the child's pick up. Please be advised that your child is expected to adhere to all FISD rules while attending the After School Program, and if, three (3) documented incidents of severe inappropriate/disruptive behavior may result in the removal from the Program. The Floresville ISD After School Program reserves the right to drop any child from the roll who becomes incorrigible or detrimental to the welfare of the group, no matter how many previously documented incidents have occurred.

Discipline will be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

Positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing on unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements, and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development stage, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with snacks/food;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;or,
7. Subjecting a child to harsh, abusive, or profane language.

FIRE AND SEVERE WEATHER: Standard Floresville ISD evacuation plans and routes will be used.

Parents may discuss the policies and procedures with the Site Coordinator of the After School Program. The parent may leave their child signed in while discussing the program with Site Coordinator. Parents are welcome at any time during the hours of operation to observe the program.

**THANK YOU for ENTRUSTING US with
YOUR CHILD(REN)!!!!**

PARENT/GUARDIAN ACKNOWLEDGEMENT

I understand and agree that this facility assumes no liability for injuries that my child(ren) may sustain and that I will hold Floresville ISD, FISD After School Program, its facilities, its employees, agents, Board Members, individually or otherwise, harmless from any loss, claims, injuries or damages my child(ren) may sustain.

By signing this form, you, as parent/guardian agree and approve to the above mentioned policies and procedures.

Signature

Date

Student(s) Name(s): _____

Please return this signed page to the After School Program.