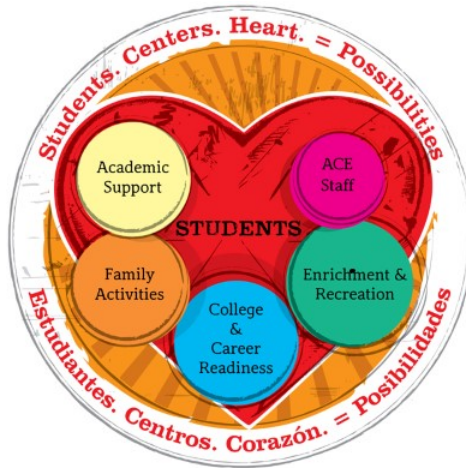




ACE Parent Handbook 2019-2020



ACE Program Campus Operations:

Fall: September 3rd, 2019 – December 6th, 2019

Spring: January 13th, 2020 – May 8th, 2020

Summer: June 1st, 2020 – July 10th, 2020

Monday through Friday

Morning and Afternoon Clubs

(times vary by campus)

Any questions concerning the handbook, please reach out to your campus coordinator or the ACE Family Engagement Specialist, Isamar Lopez Veracruz at isamar.lopez@yesprep.org

The handbook is also available online through www.yesprep.org/ACE



Welcome to ACE!

This handbook is designed to give parents and guardian's insight into the afterschool program offered by YES Prep Public Schools through the 21st Century Community Learning Center's program, now known as Texas Afterschool Centers on Education (ACE). It includes detailed information about afterschool program activities, policies, and procedures.

Please read this handbook carefully and keep it in a safe place for easy reference during the school year. ACE strives to provide a safe and welcoming atmosphere where children can develop academic skills, pursue fun enrichment opportunities, explore college and career paths, and develop social skills. In addition, ACE seeks to offer high quality classes and programs for parents. ACE exists to meet the needs of YES Prep students and families and input and feedback is always welcome. We encourage you to share your thoughts and ideas by responding to the program interest surveys, reaching out to your campus ACE Coordinator, or contacting ACE leadership at the YES Prep Home Office.

Program Components

- **Academic Assistance**
- **Enrichment**
- **College & Career Readiness**
-



The handbook is also available online through www.yesprep.org/ACE



Eligibility

Out-of-school time programs provide a great opportunity for YES Prep to deliver innovative and engaging activities to students and their families to build on the education of the school day. ACE is an open-enrollment program available to all YES Prep students at campuses who have an ACE program. While the program is open to any student, space is limited, and focus is given to those students who are in most need of academic assistance. Everyone interested in joining ACE must complete a Participant Registration Form for each individual student. Students who enroll are encouraged to attend ACE daily in order for the program to have the most impact on their learning.

At a minimum, STUDENTS MUST ATTEND AT LEAST 45 DAYS!

Family Engagement

The YES Prep ACE Program is structured on the philosophy that parents must play a big role in getting student's college and career ready. Various parent engagement activities and workshops will be available throughout the year at every campus. Parents will also have opportunities to provide program satisfaction feedback and suggestions for future programming opportunities they would like to have available at their campus.

Parents are required to attend at least one activity per year and are encouraged to attend as many activities as possible.

Parents' concerns are of the utmost importance to the ACE staff. Please reach out to your campus' ACE Site Coordinator if you have concerns or need assistance with problems related to the ACE Program. You may also address concerns to the School Director, or the ACE Family Engagement Specialist. The ACE Family Engagement Specialist is fluent in both English and Spanish and will gladly assist you.

Finally, thank you for your commitment to YES Prep ACE and encouraging your student to be a consistent participant in the clubs he/she is registered for. We certainly hope that you find the opportunities presented to your student through ACE beneficial to his/her growth and development. Again, thank you for supporting ACE!

ACE Advisory Council

The advisory council is a group of parent representatives from each campus that meet once a month. These parent volunteers serve as leaders, organizers, and/or advisers of campus initiatives working with the Home Office team to increase campus and school culture.

**Students leaving early:**

Arrangements should be made with the Site Coordinator, 24 hours prior, if your student needs to leave early from programming. Parents may provide a written note that includes the date, reason of leaving early, and parent contact information or you may call the Site Coordinator to notify him/her of your student's absence. Students will not be excused from ACE without parent permission.

Dismissal: Students will be dismissed from their last class by the teacher who is leading that activity. At the end of ACE, students will be directed to the main entrance of the school. **Once students exit the building, they will no longer be allowed to re-enter.** Students who ride the ACE bus will immediately board the bus upon dismissal. Students who are picked up by parents will wait at the main entry and the Site Coordinator will remain on campus until the last student is picked up.

Late Pick-Up policy:

Please consult your campus' ACE schedule and verify the end time of programming each day, noting that Wednesdays may end early. Parents are asked to arrive 15 minutes prior to the end of ACE. Parents are responsible for picking up their child on time and no later than 15 minutes after the end of programming. **Three late pick-ups will result in a student's removal from the ACE Program.**

Discipline: engaging in bullying/hazing including cyber bullying is not permitted at any time and are grounds for dismissal from ACE. Electronic devices are not allowed during activity time unless arrangements are made between the instructor and ACE Site Coordinator. YES Prep school policies remain in place regarding the use of profanity/swearing, name calling, damaging or destroying property, and respect for staff and other students. Students are expected to be active listeners and follow directions and procedures. Although ACE is an opportunity for students to learn in a fun environment, school-day expectations for behavior still apply. Students who violate school and ACE rules may receive a consequence from the ACE Site Coordinator. Finally, ACE participants must attend the activities for which he/she is registered. Changes to schedules will be made with the ACE Coordinator only. **Certain behaviors are considered serious infractions and may be subject to immediate suspension and/or expulsion from the ACE Program.*

Student Medicinal Needs: if your student requires medicine during programming hours, parents must complete a medicine form and place it in a medicine bag, and these are medicines prescribed to the student by a physician only. Medicine must be turned into the Campus' Medical Assistant in the front office.

Incidents/Accidents: in the event that a student is injured during ACE, an incident/accident report is completed by the Site Coordinator at the time of the incident/accident, and the parents/guardians of the student will be contacted immediately.

Transportation: some campuses provide bus transportation for students participating in ACE. Each student needing transportation must complete a transportation request form. The YES Prep Operations team creates each campus' bus route using the address provided on the student transportation request form. Please note that student's bus stop will be determined by the number of students riding the bus and the proximity to their home. YES Prep is unable to drop-off each student at their home address, however the aim is to provide a stop within walking distance to the student's home. Despite this goal, some parents may find the stop is too far for a student to walk at certain times of the year depending on daylight and weather. In this case, parents may wish to pick the student up from the bus stop, which is still much closer than driving to campus.