



# **After School 2022-23 Program Guide**

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## Program Overview

### Mission

*Magnolia ISD is dedicated to be the best district in the State of Texas.* The Adventures Program provides a fun and educational environment where children are engaged and have a sense of belonging through adventurous and meaningful activities outside of school.

### Goals

- Provide a safe and supportive environment for MISD students.
- Expand students' interest through a wide variety of recreational and academic activities.
- Ignite a passion for learning that students can carry back to their regular day classes and use for future aspirations.
- Strengthen relationships and connections between students, families and the community through special activities and open communication.

### After School Adventures Experience

The After School Program operates through the Magnolia Independent School District and is located at all MISD elementary campuses to students in grades PK – 6. We recognize that the children have been in school all day and our intent is to provide students with a healthy blend of fun, meaningful and adventurous activities to keep them engaged during their time after school. The program has many academic and enrichment-based components and activities will rotate from movement to hands-on as children transition throughout the afternoon. All activities are designed with educational enhancement in mind; however, the main emphasis and delivery method is FUN! Each campus is unique but all campuses include the following after school:

**Curriculum:** Each month has a theme-based curriculum uniquely designed for the After School Program. Children participate in fun, recreational and educational activities related to the theme throughout the month. Curriculum components include: STEM, Literacy, Creativity, Problem Solving, College and Career Readiness, Healthy Living, Leadership, Family Engagement opportunities, and more.

**Homework Time:** Students are provided with a scheduled homework time designed to encourage homework completion. The amount of time dedicated to homework is 30 minutes per day (Monday-Thursday). Students that require or request additional homework time will be accommodated to the extent possible based on staffing and program constraints. Each child is responsible for remembering and completing their own homework. The Adventures staff will provide homework support, including available supplies and resources, as well as homework assistance; however, staff are not responsible for checking a child's homework or confirming whether or not they have an assignment on a given day. There is no guarantee that all homework will be completed during the program, although it is our goal.

**Snack:** Each student is offered a daily nutritious snack and water. Monthly menus are accessible for parents to view on the MISD Adventures Program website. Please see Food Service Practices on page 7 for more information.

**Physical Activity:** Children are provided with structured and unstructured time for physical activity in both outdoor and indoor settings. A focus on nutrition and overall well-being is also incorporated to provide students with a sense of healthy living and healthy choices.

**Exploration Stations:** The After School Program provides self-directed Exploration Stations with a blend of creativity and learning to allow children the opportunity to explore and play at their own leisure during the scheduled time. Students will be given challenges and opportunities to roam throughout each of the Exploration Stations so that they receive a variety of hands-on experiences intended to expose the students to new interests.

**Kid's Choice/Clubs:** Throughout the week, students are offered the opportunity to participate in activities in which they select what best suits their interest. In addition, participants will engage in student-led and staff-led clubs of their choice throughout each week and may include (but not limited to): chess, sports, gardening, building, comic books, Lego's, crafts, and more.

**Adventure Events:** Throughout the school year, participants will engage in Adventure Events that include shows (such as magic shows, puppet shows, educational experiences, etc.) as well as special guests from the local fire/police department, local business leaders, veterinarians, doctors, etc. Adventure Events will be unique to each campus and parents are encouraged to attend. Students and families will also have the opportunity to participate in holiday parties or special occasions throughout the school year.

## **Our Staff**

Magnolia ISD developed the Adventures Program in order to provide quality out-of-school-time programming, led by MISD personnel. The Adventures Program staff members are carefully selected and possess qualities that contribute to the positive development of the children in their care. The program staff are sought to be energetic, creative and outgoing individuals to guide and mentor students in grades PK – 6. We look for motivated team members who believe deeply in the district's mission and who display a record of achievement in effective supervision and management of youth, building positive relationships and ensuring the safety and well-being of people of all ages. Staff are also provided with ongoing training and development that will equip them with the skills and knowledge to run quality out-of-school-time programs with school-aged children. Each after school program is equipped with the following staff structure:

- Site Manager: Oversees the daily operations of the assigned after school program campus
- Group Leaders: Conducts specific activities with smaller groups of children

## **2022-23 Adventures Program Schedule**

### **Days and Hours of Operation**

The After School Program follows the same operating schedule as the Magnolia ISD school year calendar. Program hours are from school dismissal until 6:30 pm. On early release days, the After School Program is open from the time of early release until 6:30 pm.

### **2022-23 Holiday Closures**

**The After School Adventures Program will be closed the following days:** August 2-10, 2022, Labor Day (Sept. 5, 2022), Election Day (Nov. 7, 2022), MLK Day (Jan. 16, 2023), Presidents Day (Feb. 20, 2023), and Easter Friday (Apr. 7, 2023).

### **Early Release Days**

On Early Release days, the After School Program is open from the time of early release until 6:30 pm. Early Release time is included in the monthly tuition; there is no additional charge for current registered After School participants.

## Registration Information

### Enrollment Procedures

Registration for Adventures After School is open to all Magnolia ISD students in grades PK – 6. Enrollment instructions can be found on the MISD Adventures Program website.

### Rates and Payment Information

AFTER SCHOOL August 11, 2022 through May 26, 2023	Regular Rate - 1st Child	Regular Rate - Additional Child	Reduced Rate - 1st Child	Reduced Rate - Additional Child
Weekly (3 or more days / wk)	\$70	\$55	\$45	\$35
Daily - After School Rate	\$25		\$15	

**Registration Fee:** A non-refundable and non-transferable Registration Fee of \$35 will be charged per child upon enrollment into the After School Adventures Program, once per school year. (\$25 for students of MISD employees or those eligible for the Reduced Lunch Program). The online registration form must be completed for each student regardless of the applicable registration fee.

\* A “full week” of care in Adventures is defined as three days or more. If care is needed for one or two days a week, even on a routine basis, registration will still need to be completed for each student.

### Professional Development Days and Holidays

The Adventures Program will be provided on certain Professional Development days and Holidays throughout the school year. All campuses may not be open during these days but timely notice will be provided for parents to make arrangements and will include campus location information.

Advanced registration is required for these days. If a child is enrolled full-time (3 or more days a week) in the After School Program, there is no additional charge for Professional Development Days. Please refer to the following chart for the Professional Development and Holiday schedules:

HOLIDAY CAMPS / IN-SERVICE DAYS	Regular Rate - 1st Child	Regular Rate - Additional Child	Reduced Rate - 1st Child	Reduced Rate - Additional Child
<b>Thanksgiving: November 21 - 23, 2022</b>				
Thanksgiving - <b>Reg. ends 11/15/2022</b>	\$110	\$100	\$85	\$70
Thanksgiving - After 11/15/2022	\$120	\$110	\$90	\$80
<b>Christmas Week 1: December 19 - 23, 2022</b>				
<b>Christmas Week 2: December 30, 2022</b>				
<b>Christmas Break: January 2, 2023</b>				
Christmas - <b>Reg. ends 12/13/2022</b>	\$135	\$120	\$100	\$90
Christmas - After 12/13/2022	\$150	\$135	\$115	\$100
<b>Spring Break: March 13 - 17, 2023</b>				
Spring Break - <b>Reg. ends 3/3/2023</b>	\$135	\$120	\$100	\$90
Spring Break - After 3/3/2023	\$150	\$135	\$115	\$100
<b>Professional Development / In-Service</b>				
September 19, 2022 - <b>Reg. ends 9/12/2022</b>				
November 8, 2022 - <b>Reg. ends 10/31/2022</b>				
January 3, 2023 - <b>Reg. ends 12/12/2022</b>				
May 26, 2023 - <b>Reg. ends 5/15/2023</b>				
<b>DAILY CAMP RATE</b>	\$35		\$25	

## Payment Options

It is the expectation that parents will make prompt payments by utilizing one of the methods:

- Weekly, Bi-weekly or Monthly **auto draft** via ACH or debit/credit card using the Enrollsy online portal or mobile app
- **Direct pay** with debit / credit card using **Enrollsy**
- Payment by debit/credit card **over the phone** by calling 281-252-2040 during business hours
- In-person with a **check or money order** payable to MISD Adventures Program at your child's pick-up location.

**Late Payments:** Weekly tuition is due by the Friday prior to a student's attendance. Any unpaid balances remaining on a participant's account will prohibit enrollment in any future activities conducted by the Adventures Program until the balance is paid in full.

**NSF Fees:** If a check tendered for payment is not honored by the bank, a nonsufficient funds fee (NSF) of \$35 will be added. A certified check or money order must immediately be presented for the amount due, including the NSF fee to cover the returned check or credit card transaction. Postdated checks are not an acceptable form of payment. Failure to pay the NSF fee and any outstanding tuition amount in a timely manner may result in your child being withdrawn from the Adventures Program.

## Withdrawals and Refunds

If a parent wishes to discontinue enrollment from the After School Program, a notice must be provided in writing (preferably via email) to the Adventures Program email address: [adventuresprogram@magnoliaisd.org](mailto:adventuresprogram@magnoliaisd.org). The notice must include the date the last day the child will attend the program.

Refunding the prorated tuition will be dependent upon proper notification and will be assessed by the Adventures Program administration. All refunds will be processed through the MISD Accounts Payable Department. Refunds will be mailed to the address on file and may take up to 30 days to be processed. Credit card refunds may be applied to the card on file.

## Annual Tax Statements

Annual Tax Statements will be available online through the online portal (Enrollsy). Former participants will be provided a statement upon written request.

The Tax ID for the MISD After School Adventures Program is: 74-6003129

## Enrollment Eligibility and Ratios

Magnolia ISD's After School Adventures Program is an optional, supplemental program operating as a separate entity apart from the regular school day. All Magnolia ISD students in grades PK – 6 are eligible to apply to participate in the program and each application will be reviewed individually for acceptance. Registrations with extenuating circumstances are reviewed and considered at the discretion of the Director of Child Care Services. Target goals for staff-to-student ratios will be 1:16 to conduct activities appropriately and limited numbers for acceptance may apply due to staffing and budgetary constraints.

## Attendance

Unless your child is absent from school or you have made other arrangements, we are going to look forward to seeing them each day. If your child will not be attending the After School Program due to illness, vacation, going home with a friend, or other planned absence, please notify your campus Site Manager in advance by email, telephone or with a note. If you send a note to the school, please address it to your Site Manager to ensure its delivery. Absences without prior notification may be mistaken for a missing child and may cause unnecessary

concern and time searching for the child. On days your child is absent from school due to illness or suspension, attendance in the After School Program is not permitted.

## **Program Options**

### **After School Adventures**

The After School Adventures Program operates from school dismissal until 6:30 pm. Early Release days are included in the monthly tuition. Professional development days, holidays and summer programs are offered separately.

### **Daily Drop-In [After School]**

We recognize that the After School Program may be needed for occasional purposes and have provided a Daily Drop-in option at a rate of \$25 per day (\$15 for students of MISD employees or those eligible for the Reduced Lunch Program).

This amount is payable in advance of the needed day of service. The online registration form must be completed and parents will be responsible for notifying their specific school of any transportation changes.

### **Summer Camp Adventures**

Camp Adventures information will be sent to your child's school as the summer approaches. Summer enrollment is by-the-week and is separate from our regular after school program. Registration will begin in early March/April. Please visit the MISD website for updates.

## **Student Arrival and Departure Procedures**

### **Sign-in and Sign-out Policy**

All students participating in the after school program will be signed in by an Adventures Program staff member upon arrival to the program. Anyone picking up a child from the program must sign the child out with the appropriate Adventures Program staff member and must be an authorized person on the student's pick-up information.

If your child attends an after school activity located on-campus, including: tutoring, mentoring, and other school-related activities, you must give the After School Adventures Program written permission in advance of the event. Multiple dates may be authorized in a single letter, but the letter must include the dates, times, responsible parties, and the location of the event. The After School Adventures Program will not release children to activities for which we do not have advance permission from a parent or guardian. If you call to give pick-up authorization to someone not listed on the pick-up list, we must receive written notification in advance. If we are unable to verify a person's authorization through our defined process, we will not release the child.

### **Permission to Release**

Parents may pick up their child(ren) at any time once the program begins, using the designated after school entrance of the campus. Participants in the After School Program will not be admitted to or released from the program unless accompanied by a parent, legal guardian, or a pre-designated person with proper photo identification. Should a parent request that a child be checked out of the Adventures Program by anyone other than a parent or guardian, the parent must notify your campus Site Manager in advance. It is not recommended that a child be picked up by a minor; however, we recognize this may be the only option for some families.

A valid photo I.D. must be shown whenever a student is picked up by someone unfamiliar to the staff. Children will not be released to persons that are not authorized to pick-up the child. We ask that our parents and guardians understand and cooperate with our staff when asked to show proper identification, as safety is a top priority for our children.

It is the parent's responsibility to ensure the forms are updated for any changes in pick up information, address or contact phone numbers.

### **Late Pick-Up**

The After School Program operates from school dismissal until 6:30 pm each day. We recognize that emergencies sometimes arise that may cause a parent to pick up their child after 6:30 pm. "Late pick-up's" are defined as children who are picked up after 6:30 pm. In the event that a child is picked up after 6:30 pm more than twice in a semester for reasons that are not considered an emergency. This will require a meeting with the Site Manager before the child may continue the program. If a child is repeatedly left past the late pick-up time, the Adventures Program reserves the right to discontinue the child's enrollment in the program.

A parent will not be reimbursed for tuition paid if their child is removed from the program for non-adherence to pick-up guidelines.

## **General Program Information**

### **Food Service Practices**

A scheduled snack time is designated in which each student is offered a daily snack and bottled water. Monthly menus are accessible for parents to view on the MISD Adventures Program website. Children may bring food into the program if your child opts to not consume the provided snacks; however, please do not send food that needs to be heated or refrigerated. Parents will be notified in advance when the Adventures Program will be providing food for special occasions or events.

### **Child Health and Well-being**

Safety and well-being are a priority for the Adventures Program. All reasonable and necessary precautionary measures will be taken.

Children should be able to participate comfortably in the out-of-school-time activities. If a child cannot participate, parents need to notify the Adventures staff accordingly. Although the Adventures Program does not maintain a school nurse or other health professional on staff, the Adventures staff is trained in basic first aid, CPR and procedures for handling accidents and incidents.

- Parents who have children with medication needs must complete an **Authorization for Dispensing Medication** form. Forms may be obtained through the Adventures Program. The delivery of medication, the maintenance of medication, and the dispensing of medication will follow the same guidelines outlined in the Magnolia ISD Student Handbook. Since the Adventures Program is a separate entity from the school day and the school nurse, the medication will be kept separately from the school and stored appropriately.
- Parents are encouraged to send an extra set of play clothes for their child. This is to help with accidents of any type, and if necessary, the change of clothes could help your child's situation immediately. Please remember that the Adventures Program does not provide extra clothes on site. Closed-toe shoes are required.
- Please refer to the Magnolia ISD Student Handbook for information regarding Accident Insurance and Emergency Medical Treatment. For specific questions, please contact the School Adventures Program administration.

The After School Adventures Program is not a licensed daycare and has received exemption from the governance of Child Care Licensing. It is associated with Magnolia ISD and is operated by MISD employees.



## **Transportation**

Transportation to the After School Adventures Program is provided by the MISD Transportation Department. Students who are in grades 5<sup>th</sup> and 6<sup>th</sup> will need to complete an “Alternate Address Form” which is available at the Intermediate front office.

## **Emergency School Closures**

Students and parents should listen to local radio and television stations or visit the District website for weather or emergency-related closing announcements before and during school. If the school is closed, so is the After School Program. If you receive notification that the school is starting late, the After School Program will resume as normal until 6:30 pm. If students are released early due to emergency-related or unforeseen circumstances (ie. power outage), parents will be notified and asked to pick up their child(ren) as quickly as possible. Depending on the circumstances, the students may be relocated to an alternate location as the safety of the children and staff is our primary focus.

## **Emergency Preparedness Plans**

The safety of the students and staff is at the highest priority in Magnolia ISD and Magnolia ISD programs. Each of the MISD campuses has a comprehensive Crisis Handbook that addresses emergency situations. The Adventures staff is familiar with the plan for their location. Procedures will be put in place to train students regarding responses to emergency situations.

It is important when registering for the Adventures Program that multiple methods for parent contact (all phone contacts, address, email, etc.) be included in the registration and up-to-date to improve communication during emergency situations.

# **Student Expectations**

## **Discipline and Guidance Procedures**

The Adventures staff members are trained in strategies to promote positive behavior and redirection. Staff will communicate and enforce clear and consistent behavior expectations aligned with your child’s elementary campus. Routine discipline matters will be handled at each campus location by the After School Adventures staff and parents will be informed accordingly. Concerns regarding discipline should be first addressed with the Site Manager at your child’s after school campus at an appropriate time. If further concerns exist, please contact the Director of Child Care Services. The discipline decisions of the Adventures Program staff may be appealed to the Director of Child Care Services. More severe or more persistent issues may result in the Adventures leadership notifying campus or district administration. School and district administration will act according to the Magnolia ISD Student Code of Conduct and may include removing the student from the Adventures Program for a period of time or even permanently. All participants in the program are expected to comply with the Magnolia ISD Student Code of Conduct.

Students who are dismissed from the Adventures Program may not be allowed to return for one full calendar year and children who are dismissed twice from the Adventures Program will not be allowed to return. Parents seeking to re-enroll a child who has been dismissed are subject to availability and waiting list requirements. A parent will not be reimbursed or provided with a credit for tuition paid if their child is suspended from the program due to behavioral expectations. The parent is responsible to arrange alternative care during the time of suspension or removal from the adventures program.

## **Behavior Guidelines**

In order to provide all students and staff with a safe and enjoyable experience in the After School Program, we adhere to the following disciplinary guidelines.

1. Student will be redirected to a more appropriate behavior and expectation
2. If an inappropriate behavior continues, the student will be provided with a behavior modification plan (ie. time-out based on age, sitting out from gym/computer lab time, etc.)
3. If a child's behavior still does not improve and is affecting the experience of other students, he/she will be referred to one of the After School Site Managers
4. If inappropriate behavior continues, as a final action step, the student may be suspended or terminated

Parents may be notified depending upon severity of the incident and/or to discuss further action. After School fees are non-refundable if a student is sent home for disciplinary reasons.

## **Student Behavior Expectations**

- We respect ourselves, other students, and staff
- We use respectful and appropriate language
- We use appropriate voice levels inside and outside
- We respect school/program property and equipment
- We are responsible for our belongings and do not take what belongs to others
- We participate in activities, follow instructions, and cooperate with staff
- We ask permission before leaving the group
- We respect Safety Guidelines (on the playground, in the gym, computer lab, etc.)
- We have FUN!!

## **Personal Belongings**

Students participating in the Adventures Program are encouraged to use the supplies and equipment provided by the Adventures Program. The program is designed to keep the students engaged through the use of a variety of hands-on and interactive activities. Please do not send personal toys, games, money, electronic devices, or other personal items of high monetary value with the students, as the Adventures Program will not be responsible for lost, stolen or damaged items. There may be special occasions at your child's after school campus that they may bring electronics or other personal items; but it must be communicated and coordinated by the After School Site Manager to do so.

All students in the Adventures program adhere to the District's dress code which is detailed in the Magnolia ISD Student Handbook. Children should be dressed for active indoor and outdoor play. A change of clothes is recommended. Closed-toe shoes are required.

## **Parent Communication**

### **Communication with Adventures Staff**

It is very important to our program that parents and staff communicate and work cooperatively with the student's safety and overall well-being remaining at the center of focus. Similar to research on parent and family involvement in schools, research provides evidence that parent and family involvement in after school programs increases students' achievement and success. While we welcome open discussion regarding any concerns about our program, respectful speech and behavior is expected from all parties. The Adventures staff will occasionally consult with teachers, administrators and other campus employees regarding children in the program.

At any time, parents may set up an appointment to meet and/or talk with the Site Manager. The Site Manager at your child's after school campus would be the best point of contact for concerns regarding the After School Program. Please do not contact the campus principal or campus staff, as the program is managed separately from the school. Any serious-related items will be discussed and addressed with the Director of Child Care Services.

### **Program Information**

We will use the District website, newsletters, flyers and face-to-face communication as our main tools to share updates with our parents and guardians. Please check daily for posted notices, flyers, parent boards, or other information about program activities.

### **Parent Involvement**

Parents and guardians are welcome to visit the Adventures Program at any time to observe their child, the facility or program activities. In order to do so, parents and guardians must notify the Adventures staff and must check in with the Adventures staff upon arrival to the program. The parent or guardian must provide a picture ID.

Parents or guardians may participate in small group activities and planned special events; however, for the safety of all involved, parents will not be allowed to participate in vigorous/physical activities but are welcome to observe.

### **Suggestions, Questions and Concerns**

The Magnolia ISD Adventures Program welcomes and appreciates your input regarding program expectations, ideas and suggestions on ways to improve our out-of-school time services to our students and families.

Parent surveys will be sent out periodically during the school year so that we can gather feedback from our parents / guardians.

## **Visitors and Volunteers**

Visitors and volunteers are welcome to the Adventures Program and must sign in upon arrival and sign out when they depart. To ensure a safe environment, all visitors and guests must be accompanied by an Adventures staff or District personnel at all times.

We appreciate so much the efforts of volunteers that are willing to help with scheduled after school program activities (including reading to the children, assisting with holiday parties and events, etc.) If you are interested in volunteering, please contact your campus Adventures staff and complete the Volunteer Application located on the MISD website.

## Contact Information

### After School Site Numbers:

- Bear Branch: 832-580-0891
- Ellisor: 832-963-1336
- JL Lyon: 832-963-0133
- Magnolia: 832-963-1113
- Magnolia Parkway: 832-963-0159
- Nichols Sawmill: 832-963-1117
- Smith: 832-963-0957
- Williams: 832-963-0158

### Program Leadership:

- Director of Child Care Services: Stephanie Saker, [ssaker@magnoliaisd.org](mailto:ssaker@magnoliaisd.org) ; 281-356-3571 ext. 1075
- Program Secretary: Michelle Cobos, [mcobos@magnoliaisd.org](mailto:mcobos@magnoliaisd.org) ; 281-252-2040

### Program Email:

- [adventuresprogram@magnoliaisd.org](mailto:adventuresprogram@magnoliaisd.org)