

Cleburne Independent School District Parent Handbook



**505 North Ridgeway
Suite 100
Cleburne, TX 76033**

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CLEBURNE INDEPENDENT SCHOOL DISTRICT CARE Program

Dear Parents,

Welcome! Thank you for choosing the CARE Program. CARE provides the perfect setting for diverse, challenging and fun activities for students of all ages. Our program is designed to give students the opportunity to make life-long friends while learning acceptance and appreciation for everyone.

We have provided this handbook to prepare you and your child for CARE, and to answer a wide range of frequently asked questions. We encourage you to read it and become familiar with our program.

Your encouragement will be most important in supporting our efforts to provide your child with a memorable experience! Thank you.

Tracy Shea
Director of Innovative Learning
CARE Coordinator
Cleburne ISD

CLEBURNE ISD CARE PROGRAM

Goals

- To provide quality out-of-school programs in a safe, secure environment.
- To provide activities that meet the cognitive, social, physical, and emotional needs of youth .
- To give youth the opportunities for team building and cooperation through socialization with peers.
- To build self-esteem and confidence.
- To provide experiences that contribute to the growth and development of healthy, intelligent, and productive members of society.
- To support and strengthen the family unit through special activities and open communication between students, staff and parents.
- To provide an atmosphere where children can develop a sense of independence and learn about responsible self care

GENERAL POLICIES

Program Administration

The Exec. Director of District Operations is the chief administrator over the CARE Program. The District CARE Coordinator provides coordination for the various campus programs.

Leadership

The outstanding CARE staff members provide leadership in our after school program. Staff members are selected for their commitment to youth development and skills.

CARE Program

The CARE Program offers academic assistance by providing time for homework completion; energizing activities that promote team-building and leadership skills; snack time; and enrichment activities.

CARE Program Eligibility

All CISD Students are eligible to attend the CARE Program with the following guidelines:

1. Students must be able to toilet themselves independently.
2. Parents must pay the tuition necessary for the program.

Medication Policy

1. When possible, all medication shall be administered **outside school/CARE hours**.
2. Staff must have written permission from the parent/guardian to administer any prescription or over-the-counter medication.
3. Instructions on the use of a prescription shall be provided by a physician or pharmacist.
4. All medications shall:
 - a. Be in the original container.
 - b. Include name and purpose of the medication.
 - c. Indicate time the medication is to be given.
 - d. Provide specific instructions on the administration of the medicine.
 - e. Indicate approximate duration of medications.
 - f. List of any possible side effects.
 - g. Include written permission for CARE Program staff to administer medication.

Discipline Management

We emphasize positive, age-appropriate discipline techniques that guide and encourage children, and at the same time establish clear behavior guidelines and expectations.

Staff members are guided by the principle that all children and adults deserve to be treated in a respectful and caring manner. Students are expected to treat peers and staff with respect and to abide by all program rules.

Staff members support students by clearly defining and enforcing student expectations and responsibilities. Students are encouraged to participate in daily activities.

CISD discipline policies will be followed as stated in the Student Handbook. The CISD Code of Conduct was provided to you when you enrolled at your campus. The District CARE Coordinator and staff will work together to meet the needs of the children in the program. Staff members will also strive to stay current with the successful approaches of fellow professionals in the field of school age care.

Discipline shall not be associated with food, rest or toileting. Drinking water shall be freely available to all children.

CARE Student Rules

Students must:

1. Respect others, and understand that any bullying, racism, teasing, physical assault, or otherwise mean behavior will not be tolerated.
2. Use positive language. Foul language or other inappropriate language will not be tolerated.
3. Follow all staff instructions.
4. Remain with staff members until a parent or an authorized pick-up person arrives. Any other arrangements for getting students home must be made in advance with the after school staff.
5. Remain in the activity areas designated by staff.
6. Take care of facilities and materials. Students may be charged for damage to building and/or property.

Consequences: General Behavior

The CARE Discipline Management Policy is designated to assist the staff in creating an atmosphere that is safe and fun for all participants. Occasional misbehavior by the children enrolled is expected. These situations will be handled in accordance with the CARE Discipline Management Policy as stated in the CARE Staff Handbook. However, excessive misbehavior may result in any or all of the following consequences:

- Parent conference with staff and/or District Coordinator
- CARE Program Incident/Discipline Report
- Loss of privileges (e.g. participation in activity, special event)
- Suspension/Expulsion from the program (length to be determined by C.A.R.E. Coordinator)

Consequences: Fighting

Fighting between students will not be tolerated. When fighting occurs, parents of all children involved will be contacted immediately. If a child is approached by another child in an aggressive manner, the child should remove himself from the situation and contact a staff member. If a child is physically violent, the Site Instructor may use their discretion regarding punishment, based on the severity of the situation. Consequences could be loss of privileges, parent conference or calling a parent to immediately pick the aggressive student up. The student may be expelled from the program after review by the District Coordinator and Executive Director of District Operations.

The District Coordinator and Executive Director of District Operations reserves the right to alter and/or deviate from this policy. This decision will be made according to the severity of the incident.

Please Note: The CARE Program is not responsible for personal items that are damaged, lost, or stolen.

Release of Students to Authorized Individuals

Students must be picked up by 6:00 p.m. Parents or the designated pick-up person must sign the attendance sheet each day. Staff is NOT authorized to release any student to anyone not listed as a pick-up person on the registration form. If the CARE Program staff receives a note or phone call, you will be called to verify your instructions.

Evaluations

Parents and students will be asked to evaluate the programs periodically. Your input is welcome. The CARE Program staff will strive to tailor the programs to meet the needs of the community.

Registration and Contact Information

Parents can register their students online by going to the CISD homepage, click the Students & Families tab, then select CARE Program or register at the CISD Central Office. **Students with an unpaid balance from a prior year will be ineligible to register.**

CLEBURNE ISD CARE PROGRAM
505 North Ridgeway
Suite 100
Cleburne, Texas 76033

Hours: Monday – Friday, 8:00 am – 5:00 pm

Methods of Payment

The *preferred payment* is by card through our Arux Child Care Program, however, payments of cash or check may be made at the Cleburne ISD Central Office. Parents may pay the Campus Instructor by check only and receive a receipt.

Payments are due by the 1st of each month and past due after the 5th.

- Checks should be made payable to **Cleburne ISD**
- Please include your drivers license number and date of birth.
- Please Indicate on the check student's name and campus.

CISD Tax ID # 75-6000-728

LATE FEES

Late Charges

A late charge of \$10 will be applied to your balance on the 6th if your payment is not received by the 5th. **ALSO your child will not be allowed to attend CARE. They will be left in the school office after school if you have not made prior arrangements.** Returned check charges of \$10 must be paid in cash or by money order for each returned check.

Late Pick-Up Fees

Students should be picked up by 6:00 p.m. A **\$1.00 per minute** late fee may be assessed at the discretion of the CARE Instructor. If emergencies occur, please notify the District Coordinator before 6:00 p.m. If students are repeatedly picked up late, they will be removed from the program.

Late fees are due immediately the day they are incurred

Cleburne ISD CARE Program

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