

Cleburne Independent School District Parent Handbook



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

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CLEBURNE INDEPENDENT SCHOOL DISTRICT AFTER CARE PROGRAM

Dear Parents,

Thank you for choosing the After Care Program! We offer a vibrant environment where students of all ages can engage in diverse, challenging, and enjoyable activities. Our program is designed to foster lasting friendships and promote a deep sense of acceptance and appreciation for everyone.

This handbook is provided to help you and your child prepare for After Care and to address common questions you may have. We encourage you to review it thoroughly to become well-acquainted with our program.

We truly appreciate your support as we strive to create a memorable and enriching experience for your child. Thank you!

Sincerely,
Tracy Perez Shea
Director of Innovative Learning
Cleburne ISD

CLEBURNE ISD AFTER CARE PROGRAM

Program Goals

- To provide a quality program in a safe and 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 Executive Director of District Operations is the chief administrator of the Aftercare Program, and the Director of Innovative Learning coordinates the various campus programs.

Leadership

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

After Care Program

The After 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.

After Care Program Eligibility

CISD students who attend one of our seven elementary campuses and the intermediate school are eligible to participate in the After Care Program with the following guidelines:

1. Students are expected to manage their personal toileting needs independently.
2. Parents must pay the tuition necessary for the program.

Medication Policy

1. When possible, all medication should be administered **outside school/After 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 After Care Program staff to administer medication.

Discipline Management

We emphasize positive, age-appropriate discipline techniques that guide and encourage children and 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 way. Students are expected to treat peers and staff respectfully and abide by all program rules.

Staff members will guide students by clearly outlining expectations and responsibilities while consistently providing support and accountability. Students are encouraged to participate in daily activities.

We are committed to following CISD discipline policies as stated in the Student Handbook. When you enrolled your child at their campus, the CISD Code of Conduct was provided to ensure you were informed about our discipline procedures. The Director of Innovative Learning and the After Care staff will work together to meet the needs of the children in the program. Staff members will strive to stay current with the successful approaches of fellow professionals in the field of school-age care.

Drinking water shall be freely available to all children.

After Care Student Rules

Students are expected:

Show Respect: Treat everyone with kindness and respect. Bullying, teasing, physical aggression, or any form of unkind behavior will not be tolerated.

Use Positive Language: Communicate respectfully at all times. Profanity and inappropriate language are unacceptable.

Follow Staff Directions: Listen to and follow all instructions given by staff members.

Stay with Authorized Staff: Remain with staff members until your parent or an authorized pick-up person arrives. Any other pick-up arrangements must be pre-approved by the after school staff.

Stay in Designated Areas: Remain in the activity areas assigned by staff.

Care for Facilities and Materials: Respect school property and materials. Students may be held responsible for any damage caused to buildings or property.

Consequences: General Behavior

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

- Parent conference with staff and/or Director of Innovative Learning
- After 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 program director)

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 physically violent, the After Care instructor may use their discretion regarding punishment based on the severity of the situation. Consequences could be losing privileges, having parent conferences, or calling a parent to pick up the aggressive student immediately. The student may be expelled from the program after review by the Program Director and Executive Director of District Operations.

The Program Director and Executive Director of District Operations reserve 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 After Care Program is not responsible for personal items that are damaged, lost, or stolen.

Release of Students to Authorized Individuals

Students should be picked up by 6:00 PM. Staff are NOT authorized to release any student to anyone not listed as a pick-up person in the Arux system. If the After 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 After 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 AFTER 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.

Payments are due according to the monthly invoice due date.

- Checks should be made payable to **Cleburne ISD**
- Please include your driver's 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 if your bill is not paid within 10 days of the monthly invoice. **Also, your child will not be allowed to attend After Care. If you have not made prior arrangements, they will stay in the office after school.**

Late Pick-Up Fees

Students should be picked up by 6:00 PM. A **\$1.00 per minute** late fee may be assessed at the discretion of the CARE Instructor. Please notify Tracy Shea, tshea@c-isd.com, if emergencies occur before 6:00 PM. Students who are repeatedly picked up late will be unenrolled from the After Care Program.

Late fees are due the day they are incurred.

Cleburne ISD CARE Program

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Cleburne, Texas 76033

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