

Lockhart ISD Community Education
Kids' Club After School Program
Information Guide
2025-2026

Program Statement

Welcome to the Kids' Club After School Program! Our goal is to provide a safe and respectful environment for children in grades pre-kindergarten through fifth. Our programming supports the student learning experience with the opportunity for additional academic support and enrichment to help all of our Lions in their academic growth. We provide the opportunity for math games, reading time, science experiments, homework and tutoring time, activities to promote problem solving skills, and much more. The program also offers special activities and clubs like art, cooking, music, drama, and multicultural activities. There is also a chance to play outdoors!

Kids' Club Main Office

M.L. Cisneros Education Support Center, 419 Bois D'Arc Street, Lockhart, TX 78644

Deanna Juarez, Director of Community Education, 512-398-0246, Deanna.Juarez@lockhart.txed.net

Cindy Treadway, Registration/Payments, 512-398-0245, Cindy.Treadway@lockhart.txed.net

2025-2026 Kids' Club Site Managers site cell phone numbers and email addresses

George W. Carver Early Education Center

Adelita Chavez

512-738-2303

Adelita.Chavez@lockhart.txed.net

Alma Brewer Strawn Elementary

Griselda Hernandez

512-787-2796

Griselda.Hernandez@lockhart.txed.net

Bluebonnet Elementary

De'anna Prince-Gordon

512-738-2341

deanna.princegordon@lockhart.txed.net

Borchert Loop Elementary

Sara Lay

512-738-2339

Sara.Lay@lockhart.txed.net

Clear Fork Elementary (for students who attend Clear Fork Elementary and Navarro Elementary)

Lesly Rodriguez

512-738-2310

Lesly.Rodriguez@lockhart.txed.net

Plum Creek Elementary

TBD

512-738-2307

This information guide is part of the enrollment agreement between the Kids' Club and the parents or guardians of children enrolled in the program. Parents are encouraged to maintain communication with site managers, site staff, and Deanna Juarez, Director of Community Education.

Absences

Please notify the site manager at the M.L. Cisneros Education Support Center, 512-398-0245, in advance if your child will not attend Kids' Club due to scheduled appointments or other planned absences. In case of illness, please call before noon to ensure the site manager is aware of your child's absence. If you do not contact us, we will think your child is missing. Parents will be contacted if their child is absent from the program without notification. If the parents cannot be reached, the site manager will contact the emergency person(s) listed. By contacting us, this will alleviate unnecessary time spent contacting parents or others listed on the registration form. **Daily absences will not result in a credit. If your child will be out for an extended period of time, please call the Kids' Club office, 512-398-0245, to discuss change in enrollment status.**

Cell Phone/Personal Communication Devices (PCD)

On June 20, 2025, Governor Greg Abbott signed into law a ban on the use of personal communication devices (PCD), including cell phones, by students during school hours. Lockhart ISD is mandated to adopt a policy banning the use of personal communication devices during school hours.

*The Lockhart ISD Cell Phone/Electronics Policy is extended through the after school program hours.

- Students must have cell phones and other personal electronic devices put away and out of sight while at school.*
- Students may not use their cell phones on campus during school hours.*
- Cell phones must be silenced and turned off during school hours.*

Consequences for students not following LISD Cell Phone Policy:

1st time – Device is confiscated from the student

2nd time – In-School Suspension (ISS) placement

3rd time – Student will be banned from bringing a cell phone device on school property during the school year

4th time – Discretionary DAEP placement

What is considered a “personal communication device” under this law?

Cell phones, Smart Watches, Personal Tablet or Laptop, and any other electronic device capable of telecommunication or digital communication.

Exceptions for devices provided by schools to students for instruction, devices needed for educational programs, if a student has a doctor's note, or if it is necessary to comply with health or safety requirements or the school's safety protocols.

Parent Expectations:

Parents can help their child support this policy, the learning environment, and our school's mission by discussing the school expectation with your child.

Change of Enrollment Status/Withdrawal form

A Kids' Club Change of **Enrollment Status/Withdrawal form must be completed** and submitted to the Community Education office in advance of your change. Once the form is received, your account will be adjusted accordingly. You will be notified if there is a balance due or if a refund will be issued. The form can be found on the Kids' Club website.

Daily Routine

Following a nutritious snack, students participate in age-appropriate clubs and activities. Various academic opportunities, centers, outdoor activities, and special interest clubs are offered.

Days and Hours of Operation

Program hours are from campus dismissal time until the time designated at registration (5:20 pm or 6:20 pm). Kids' Club operates in accordance with the district calendar. Programming is available on early release days. In the event of an emergency or weather-related early dismissal, the parent/guardian or other designated person may be asked to pick up the child at the school's early dismissal time as announced that day by the school's administration. Late pickup fees will be incurred if the child is not picked up within an hour of notification. **Credit or refunds will not be given for school district closures.**

Discipline Guidelines

There are two principles at Kids' Club: Safety and Respect. Each student is expected to behave in a safe and respectful manner and be able to function in a setting of 20 students to one group leader. Students not following the rules will be reminded of the rules and redirected by staff. If the problem persists, the student may have "sitting time," during which the staff will discuss the situation with the student and together will come up with a solution to correct the behavior. Parents will receive an incident report regarding serious behavior situations. Site Managers have the authority to suspend a student if the student has repeated discipline problems or intentionally harms another student or staff member. Verbal abuse, physical abuse, or sexual harassment will not be tolerated. Parents/guardians will be notified if their child must be suspended. Suspensions may require a parent/director conference before the student is allowed to return. **Credit or refunds will not be given during the suspension period.** Excessive discipline incidents may be cause for termination of Kids' Club service.

Eligibility

Kids' Club is located at Alma Brewer Strawn Elementary School, Borchert Loop Elementary, Bluebonnet Elementary School, Carver Early Education Center, Clear Fork Elementary School, and Plum Creek Elementary School. Students who attend Navarro Elementary will attend Clear Fork Elementary. At school dismissal time, students will be transported to their Kids' Club location. Students who have been suspended or expelled from school, or placed in an alternative education program, will not be allowed to attend the Kids' Club Program. Students in In-School Suspension (ISS) are allowed to attend.

Enrollment Forms & Emergency Numbers

Registration is handled through the Community Education office located at the M.L. Cisneros Education Support Center, 419 Bois D'Arc, Lockhart, TX 78644. Our office hours are 8:00 – 12:00 noon and 1:00 – 4:30 pm. Monday – Friday. **For the safety of your child, please ensure all information remains current on the Kids' Club enrollment forms. We do not have access to the school office records after school hours.** Please give updated information (new phone numbers, change on emergency pickup list, etc.) to the site manager and the Community Education office.

Field Trips/Off-Site Activities

During early release days and special occasions, the Kids' Club may have a field trip or off-site activity. Prior notice of the activity will be given to parents/guardians and information will be posted as a

reminder the week of the scheduled activity. All students and staff in attendance will participate in the special activity. A parent/guardian may choose to pick up his child at the designated special activity. Please know staff must adhere to the set schedule and departure time. If the parent/guardian is not at the specific location at the time of departure, the student will stay with the Kids' Club group and return to the program site. Parents/volunteers who wish to participate in the special activity must complete a Lockhart ISD Volunteer Form at the M.L. Cisneros Education Support Center two weeks prior to the special activity.

Health & Safety Protocols

All students should be screened by their parents daily before coming to school. Individuals who present symptoms during the after school program will be separated and sent home. A parent or designated person must pick up the ill child within one hour.

If your child has a known medical condition (allergies, asthma, diabetes, seizure disorder, etc.) or emotional/behavioral needs, please discuss the condition with the site manager to ensure proper procedures are followed should a problem occur. It is the responsibility of the parent/guardian to keep the medical and health forms updated. If a student has live lice or nits located less than ¼ an inch from the scalp, an accident requiring medical attention, or soiled clothing from a restroom accident, he must be picked up by a parent/guardian or designated person within an hour of notification. In case of an accident or illness, parents will be called immediately. In emergency cases, staff will contact EMS for treatment and/or transportation to the hospital. A staff member will stay with the student until a parent or listed emergency contact person is available. **For the safety of your child, please ensure that all emergency phone numbers are kept current.**

Homework Hall

Homework Hall/tutoring is available at the elementary sites. A designated quiet area will be available where students can receive direction, guidance, and supervision. The students will work on their homework for 15-30 minutes. When Homework Hall ends, the students will put away their assignments and join the other students in activities and games. To support the campus, silent reading will also be implemented so students can work on being million word readers.

Child Care Expense statement

A statement of child care expenses for tax purposes is provided. It is suggested the parent/guardian keep a record of checks and receipts as an accurate account of your child care expenses. The receipts issued are recognized by accountants as legitimate documentation.

Late Pickup Fees

Program services end at **6:20 p.m.** Late pickup charges for students picked up after their designated time are:

5:20 enrollees	\$3.00 for the period between 5:21-6:20 p.m.
	\$3.00 per minute between 6:21-6:30 p.m.
	\$27.00 additional at 6:31 p.m.

6:20 enrollees	\$3.00 per minute between 6:21-6:30 p.m.
	\$27.00 additional at 6:31 p.m.

Late pickup charges are added to the following month's tuition. Two (2) late pickups after 6:20 p.m. per semester (August-December and January-May) will result in suspension of service for 10 calendar days. Any pickup after 7:00 p.m. will result in an additional \$27.00 late charge. Subsequent late pickups after

7:00 pm may result in suspension of service. **Refunds or credit will not be given during the suspension period.**

Medications

Whenever a child needs prescription or over-the-counter medication, the parent/guardian must complete a medication authorization form. Medications must be in the original container and have the prescription label with the child's name and dosage to be given. Please label over-the-counter medicine with the child's name and the dosage to be given. If medication is to be kept on site for treatment of a chronic condition, no more than a one-week supply should remain on site at any time. Medication will be stored in a secure container.

Non-Sufficient Fund (NSF) Checks

NSF checks are forwarded to Envision Payment Solutions. You will receive notification from Envision Payment Solutions when they have received a NSF check. You will pay Envision Payment Solutions directly for the NSF check.

Personal Property

Personal property, coats, clothing, school materials, backpacks, etc., must be cleared from the program site daily. Any personal property remaining will be taken to the lost and found box. The staff attempts to help students stay organized, but the Kids' Club program is not responsible for lost, stolen, or damaged personal property. Students may not bring items from home to be sold or traded to another student. Trading cards, electronic games, and toys are prohibited.

Release of Students

Students are released only to the parent/guardian and emergency contacts listed on the Kids' Club enrollment form. A legal picture I.D. (Driver's License) **is required** for identity verification by the site manager's/staff members.

Self Care

Children need to be able to take care of their own personal hygiene. All students must be potty trained and able to clean themselves. Group leaders monitor the restrooms but do not assist with restrooming needs.

Sign-Out Procedures

When you arrive at the campus, call the site manager's work phone (numbers are listed on the first page of this document) as the doors to the school will be locked. Please be prepared to show a picture ID to the staff member.

Staff Requirements

All staff members are interviewed and selected according to Lockhart ISD policies. Criminal history checks are completed on staff members and volunteers. New employees are also fingerprinted. Most, if not all, staff members are trained in CPR and basic first aid procedures. Employees also attend mandatory training sessions throughout the year.

Tuition

Your tuition is calculated as follows:

The daily rate multiplied by the number of programming days for the school year. The total will be divided by the appropriate months for your Kids' Club enrollment. This will create a smooth pay, where you will pay the same amount each month.

You will receive an initial invoice that will include your due dates for the school year and due dates for late fees. **You will no longer receive a monthly invoice except for late pickup fees.**

Tuition payment options if paying cash, check, money order:

- mail to M.L. Cisneros Education Support Center, Attn: Community Education, 419 Bois D’Arc Street, Lockhart, TX 78644
- utilize the drop box located at the M.L. Cisneros Education Support Center
- in person at the Community Education office (only cash, check, money order). Office hours are Monday-Friday from 8:00 am-12:00 noon and 1:00 pm-4:30 pm.

If paying with cash, please have an exact amount. Checks are made payable to Lockhart ISD. **Tuition payments are not collected at the Kids’ Club site.**

4. Registration fee and tuition payment with credit card:

Registration Payment Site :

<https://www.myschoolbucks.com/ver2/stores/catalog/getproduct?clientKey=ZZH52H9LWY082OF&productKey=ZZ66HBPXRYCLLBU>

Tuition Payment Site:

<https://www.myschoolbucks.com/ver2/stores/catalog/getproduct?clientKey=ZZH52H9LWY082OF&productKey=ZZ673Y946RKLX3A>

4. These are the daily rates. Additional fees may be applied to your account (late payment fees, late pickup fees).

A family registration fee of \$43.00 is required at time of registration. We offer full time, part-time, and drop in enrollment options.

Pickup Time	Regular Rate	Reduced Rate (qualify financially for free/reduced lunch)	LISD Employee Rate
5:20	\$10.00/day	\$8.00/day	\$8.00/day
6:20	\$13.00/day	\$11.00/day	\$11.00/day

Drop in fee: \$17.00/day
Full Day Program fee: \$32.00/day

Tuition payment option are:

Monthly - Payment is due on the 1st of each month. If the 1st falls on the weekend, then payment is due on the next business day.

Biweekly - Payment is due on the 1st and 15th of each month. If the 1st and 15th fall on the weekend, then payment is due on the next business day.

Below are the tuition and late payment fee due dates. Some dates have been adjusted due to the school calendar.

MONTHLY PAYMENT OPTION		
Month	Payment Due Date	\$10 Late payment fee assessed after 8:00 am on:
September	September 2	September 4
October	October 1	October 6
November	November 3	November 6
December	December 1	December 4
January	January 6	January 9
February	February 2	February 5
March	March 2	March 5
April	April 1	April 4
May	May 1	May 6
BIWEEKLY PAYMENT OPTION		
Month	Payment due date	\$10 Late payment fee assessed after 8:00 am on:
September	September 2, September 15	September 4, September 18
October	October 1, October 15	October 6, October 20
November	November 3, November 17	November 6, November 20
December	December 1, December 15	December 4, December 18
January	January 6, January 15	January 9, January 20
February	February 2, February 17	February 5, February 20
March	March 2, March 23	March 5, March 26
April	April 1, April 15	April 4, April 20
May	May 1, May 15	May 6, May 20

Kids' Club does not operate on the following school/student holidays. *Optional full day program dates are noted. Daily fee is charged for those participating. These days are not included in your tuition calculation.

Labor Day: September 1

*Student holiday: September 26 (Optional full day programming available; a fee will be charged to those participating)

Fall Break: October 13 - 17

*Student holiday: November 3 (Optional full day programming available; a fee will be charged to those participating)

Thanksgiving Break: November 24 - 28

Christmas Break: December 22 – January 2

*Student holiday: January 5 (Optional full day programming available; a fee will be charged to those participating)

Martin Luther King, Jr. Day: January 19

*Student holiday: February 13 (Optional full day programming available; a fee will be charged to those participating)

President's Day: February 16

Spring Break: March 16 - 20

Good Friday: April 3

*Student holiday: April 6 (Optional full day programming available; a fee will be charged to those participating)

Thank you for enrolling your student in the Kids' Club After School Program for the 2025-2026 school year. We look forward to working with your child! If you have any questions or concerns, please contact your child's site manager or Deanna Juarez, Director of Community Education. Let's work together to make 2025-2026 a great school year for everyone!