**The Blue Club Mission Statement**: Our mission is to provide a safe, fun, and enriching afterschool environment where students can thrive beyond the school day. Rooted in the core values of what it means to be a Brave in Community ISD, we are committed to extending the traits of being Generous, Passionate, Humble, and Wise into every aspect of our program. We believe in creating a welcoming space that nurtures the whole child and supports their growth in meaningful ways.

# Parent Handbook 2026-2027

**Updated May 2026**

**Welcome to The Blue Club 2026-2027!**

**Dear Blue Club Parents,**

This year, we are celebrating our 2nd year of THE BLUE CLUB. Thank you for choosing The Blue Club, Community ISD's After-School Program to provide a secure, enriching, and positive learning environment for your child. Together we will grow student leaders! We refer to our students enrolled in BLUE CLUB as the **BLUE CREW!**

The Blue Club is an onsite after school program for students in grades PreK – 5th. Students attend The Blue Club at their home campuses. Parents and guardians must apply online for their student to be considered for acceptance into the program.

The Blue Club is a fee-based program outside of the instructional school day for students on all 5 campuses who can **successfully function with a 1:15 staff to student ratio who can toilet themselves independently**. Students should have the following skills to be successful in our program: ability to get off and on the toilet without assistance; undress and redress themselves in regard to toileting; work/play/eat independently while seated at a table for 30 minutes at a time; transition to a different activity and/or location every 30 minutes; stay with their group and BLUE CLUB Staff member at all times; keep their hands and feet away from other students and staff; and follow verbal directions successfully. If you have questions regarding whether your child will be successful in our program, please call Shana Bruner to discuss.

Parents must have completed the online registration (must be done annually, no roll-over), paid the registration fee and the first month's tuition, as well as download **Brightwheel** for pick-up before their child may begin attending BLUE CLUB. BLUE CLUB tuition includes care on all school days **except** early release days and inclement weather. **THE BLUE CLUB does not offer Drop-In care.**

All Staff in the program have cleared a background check and are trained in CPR/First Aid certified and District Vector Training. THE BLUE CLUB partners with CISD district leadership to provide training for our staff and to ensure high quality programming.

The Blue Club does not charge the weekly tuition rate for the following holidays, Fall Break, Thanksgiving Break, Winter, and Spring Breaks.

We will use email, Brightwheel, and social media to communicate with you.

This handbook will be updated throughout the school year as needed.

We look forward to the journey this year with our Blue Crew!

Shana Bruner
Director of The Blue Club Afterschool Care Programming
Shana.bruner@communityisd.org
Office phone: 972-843-6098

**Program Components**

**Hours of Operation**:

- The Blue Club program hours are from CISD elementary dismissal time – 6:30 p.m. Monday Through Thursday
- Registration fee is $50 per child and a Monthly $280 tuition fee per child.

**Registration Fee**: $50 per child. If parents withdraw a child from The Blue Club during the school year and decide to re-enroll at a later date, an additional registration fee will be applied to your account. *This is a non-refundable fee.*

**Tuition Payments:** Tuition Rates are a flat monthly rate. Payments are due on the first day of each month (August- May). Late tuition payments will incur a late fee of $25 per child after the 15th of each month. *No payments can be accepted on campus and must be paid in the Brightwheel app. Continued non-payment of tuition (including declined credit cards for more than Three or more months during the school year) may result in your child being dismissed from the Blue Club program.* ***Tuition is non-refundable***.

In order to return to The Blue Club, the full tuition amount must be paid including all fees and a new enrollment fee of $50 for each child.

The monthly tuition will **NOT** be discounted for days the student(s) are not in attendance.

The monthly tuition does not include the week's CISD is not in session. The monthly rate was calculated by taking the weekly tuition rate, multiplying it by 38 weeks of care, and dividing that total evenly over 10 months.

Consistent late payment or pick-up may result in being dropped from The Blue Club. The decision to dismiss a student will be made by the program's Director.

**The Blue Club Automatic Draft Deduction Dates for 2026-2027**

| | | |
|---|---|---|
| August 1st $285.00 | December 1st $285.00 | April 1st $285.00 |
| September 1st $285.00 | January 1st$ 285.00 | May 1st $285.00 |
| October 1st $285.00 | February 1st $285.00 | |
| November 1st $285.00 | March 1st $285.00 | |

**Each service period payment is due on the 1st day of the month.**

**Brightwheel Payment:** Credit card online payments are due on the first day of the month of that service period and a valid credit card must be kept on your Brightwheel account set to Auto-Pay. Email and text reminders regarding tuition payments will be sent to the primary account holder. Invoices are sent 5 days prior to the due date. The Primary Account holder will receive a Past Due email on the 15 th day of the month if a delinquent account occurs (unless this day falls on a weekend). The Blue Club will not call you regarding past due accounts. Parents/Primary Account holders are responsible to ensure the auto generated Blue Club emails are being received in your inbox. We are not responsible if our emails are going to your spam folder. The rules still apply.

Late tuition payments will incur a $25 late fee for each enrolled child. Please make sure to keep your credit card updated with the Brightwheel in cases of fraud or expired cards. Students whose accounts are not paid on time will not be allowed to attend The Blue Club until their accounts are current. We will email the campus your child attends and you will need to arrange alternate after school transportation. If accounts are not current in a timely manner, your student will be automatically withdrawn from the Blue Club. Most campuses have a waiting list and a new student may be enrolled in your child's previous spot.

**Medical Information:**

- **The Blue Club does not maintain a school nurse or other health professional on staff.** We will call 911 for any serious medical emergencies that may occur. As a standard operating procedure, The Blue Club Staff does not administer routine, daily injectable or oral medications. This type of medical need should be met prior to the end of school day with the school nurse.
- Any emergency medications will be administered as directed by the student's physician and current "Parent Request for Medication at School" form available from the school nurse. Please indicate on your registration form if the BLUE CLUB Staff needs to confer with the school nurse concerning your child's health needs, such as allergies requiring epi-pen administration and asthma inhalers.
- If your child becomes ill (fever, vomiting, etc) during The Blue Club hours, we will contact you immediately. A parent or someone on your child's authorized pick-up list should come to pick up the child within an hour upon request. We will provide as quiet of a place as possible for your child to rest until you arrive, but no nurse or other staff is available for 1:1 care. **A late pick-up fee may be assessed for late pick up of a sick child.**
- By state regulation, you must keep your child home until your child is free from all symptoms of illness and fever for at least 24 hours without the influence of medication to prevent contagious illnesses from spreading.
- If your child becomes ill during the school day, they must be picked up before dismissal. They will not be able to attend The Blue Club and the office staff will not stay with your sick child. Please see the information below from the CISD Health Services Department:

**Illness Information from the CISD Health Services Department:**

Community ISD monitors the health and well-being of our students and staff as the health and safety of students and staff is a top priority of our district.

When your child is ill, please contact the school to let us know he or she will be not attending that day. State rules require schools to exclude students with certain illnesses from school for certain periods of time. If a student is absent for more than three (3) consecutive days because of personal illness, please provide a statement from a medical doctor or health clinic verifying the illness or condition that caused the absence. Otherwise, the absence may be considered unexcused. For additional questions or concerns, please contact your campus nurse.

- **Fever: A student may not return to school until at least 24 hours after there is no longer a fever (temperature 100°F or higher) or signs of a fever (chills, flushing) without the use of fever-reducing medicines such as ibuprofen or Tylenol.**
- Diarrhea: A student may not return to school until at least 24 hours after there is no longer diarrhea without the use of diarrhea-suppressing medicines.
- Influenza "flu": A student may not return to school until at least 24 hours after there is no longer a fever or signs of a fever without the use of fever-reducing medicines.
- COVID
    - If your child received a positive COVID test, they are required to stay home until 5 days have passed since symptoms began, and they are fever-free without the use of fever-reducing medicines and their other symptoms are improving.
    - Students who test positive for COVID but do not have any symptoms must stay home until 5 days after the day they were tested.
    - Please provide proof of the positive test or a medical note to the school attendance office or school nurse.
- Conjunctivitis (bacterial or viral "pink eye"): A student may return with a medical note or when they are symptom free.
- A complete list of illnesses requiring exclusion from schools can be found in **Texas Administrative Code 97.7** and the Department of State Health Services *Communicable Disease Chart for Schools and Childcare Centers.*

The flu season runs from the fall to the spring, and the typical flu season has spikes and drops in flu-like illness activity. Influenza ("the flu") is a contagious illness caused by a virus. Symptoms usually include a sudden fever with a dry, hacking cough or sore throat, and sometimes chills, body aches, headache, runny/stuffy nose, vomiting or diarrhea. A child with a common cold usually only has a low-grade fever, a runny nose, and a small amount of coughing. For the health and safety of our school community, it is important to take the following precautions. Community ISD monitors illness in students and staff daily. Good health and hygiene habits are very important to the health of our students, staff, and visitors, and are encouraged. Our custodial staff clean frequently touched surfaces daily and perform extra sanitizing measures in classrooms and areas where flu illness is increasing. Here are a few things you can do to help.

- Teach your children to wash their hands often with soap and water or an alcohol-based hand rub. You can set a good example by doing this yourself.
- **Teach your children not to share personal items** like drinks, food or unwashed utensils.

- **Teach your children to cover their coughs and sneezes** with tissues. Cover up coughs or sneezes using the elbow, arm, or sleeve instead of the hand when a tissue is unavailable.
- **Consider getting a flu shot**. Flu vaccine is the best way to prevent getting the flu. If you get a flu shot and later get the flu, the flu shot can help make the symptoms milder.
- **Keep sick children at home** for at least 24 hours after they no longer have fever or do not have signs of fever, without using fever-reducing medicines. As much as possible, they should be cared for by a single, designated caregiver and have limited contact with other household members who are not sick.

**Pick up Information:**

**Pick up Locations vary according to campus. Look for Blue Club Signs to direct you to the correct entrance.** We will use the Brightwheel QR Code system for check out.

1. Open the brightwheel app and log in.
2. Tap **Check-in/Out** (or **Check-in** then **Scan QR Code**).
3. Use the in-app scanner to scan the Program's QR code (printed or on the kiosk).
4. Follow the prompts to finish check out (you may be asked for your 4-digit check-in code). If it won't scan, update the app, restart the device, and try again.

**Additional authorized pickup individuals will also need their own four-digit PIN if they will be picking up your child. The primary account holder can access the PIN numbers for authorized pickup individuals within their account, or additional pickup individuals can access their PIN by downloading Brightwheel or logging into their own Brightwheel account online.**

**Normal Pick Up procedures with QR Code:**

- All parents and other authorized pick-up individuals will have to show a photo ID to the The Blue Club Staff (until recognition is achieved) as well as additional authorized pick up persons before your child will be released. This is for the safety of your child.
- The Primary Account holder will receive instructions on how to download Brightwheel in a welcome email. Please pass on these instructions to everyone who will pick up your child. Each four-digit pin is unique to the parent/guardian/authorized pick-up person and cannot be shared. The QR codes allow our software system to have an accurate record of exactly who picked your child up each day from The Blue Club.
- If you are in a hurry, please message the Site Manager when you are five minutes away so that we can do our best to prepare your child for dismissal.
- Please remain outside till the Site Manager meets you at the door.
- We kindly request that you come to the dismissal door to pick up your child. In the event of inclement weather, including a tornado warning, students and staff will remain in a safe location within the school, and no one will be permitted to enter or exit the building until an official safety clearance has been given. Communication and updates will be provided to parents through Brightwheel.
- To ensure your child's safety at The Blue Club, we request your cooperation in waiting to pick up your child from The Blue Club until 3:45 p.m. **If you need your child prior to 3:10 p.m.,** please contact the school office (Your Childs's Campus may have a cut off time) and change their transportation from The Blue Club to a car rider. We will be very strict in enforcing this policy, as the safety of all Blue Club children is our top priority. Early pick-up during this time compromises the safety and supervision of all students in our care.

- In order for students to attend The Blue Club, he/she should be in attendance during the school day. Students should be released from school staff to The Blue Club Staff. Student drop-offs by parents after the school bell are not allowed. Please keep this in mind when scheduling appointments.
- If you pick up your student(s) after 6:30p.m., a **$1.00 a minute late fee per student for every occurrence will be added** to your next service period tuition bill. **Please note- having more than three late fees will result in your child being disenrolled from The Blue Club.** Please proactively communicate with The Blue Club staff if you are going to be late.
- The Brightwheel system will automatically assess these late fees after the child is checked out and the primary account holder will be sent an email reminder of the late fee. These late fees will be posted to your account and are due with your next month's tuition. If you are delayed due to traffic or an unexpected situation, The Blue Club requests that you designate a trusted individual who lives near your child's campus and can pick up your child if you are unable to arrive by 6:30 PM or within one hour in cases of illness or behavior concerns. Please be sure this person is added to your child's authorized pick-up list. This helps us ensure the safety and well-being of all students. **Please note that habitual late pick-ups may result in disenrollment from The Blue Club. We allow a maximum of three late pick-ups per year.**
  **Make friends with a neighbor!**
- If you have not picked up your child or called The Blue Club by 6:30 p.m., the Site Manager will be calling you to check on your arrival status. If a parent or guardian cannot be reached, one of the authorized pickup individuals listed for your child will be contacted to pick up your child.

**Absent Student:**

- If your child is unable to attend The Blue Club due to illness or other activity, please email or message for the Site Manager before 2:00 p.m. This will help us know the location of your child. This also applies to CISD Teachers students even if you are present in the building.
- Blue Club follows CISD's protocol for student illnesses and not returning until after 24 hours of being symptom free.
- Children who are absent during the school day cannot be dropped off to attend The Blue Club.

**School Clubs and Activities**

- Blue Club students may leave to participate in school-sanctioned clubs or tutoring. Parents must inform the Site Manager in advance if their child will be attending another school activity. The adult responsible for that activity must come to The Blue Club to sign the student out with Blue Club staff and must return the student to The Blue Club when the activity concludes. It is the parent's responsibility to communicate any changes regarding participation in other school activities, such as UIL, to the Site Manager.

**Homework**

- Blue Club Staff will remind students of parent expectations for completing/doing homework at Blue Club. We do not offer any type of tutoring. We do not look for homework in student backpacks. Students are offered a time to complete their homework, but it is their

responsibility to take advantage of the homework part of the day. We cannot let students stay by themselves to complete homework if the rest of the group is going to the gym/playground, etc.

**Behavior Support**: All students must follow the behavior expectations of The Blue Club. Failure to follow behavior expectations may result in disenrollment from The Blue Club.

- Blue Club Staff members will be handing out **BLUE CREW SHINNING THROUGH** to students who display "leader" type behavior.
- The Blue Club expects to have few discipline problems with The Blue Club children because we will be keeping them engaged in learning and fun. However, if misbehavior does occur, please know that our staff will try redirecting their behavior several times before asking the student to reflect on their choices. Depending on their age, they may complete a reflection form.
- If a student continues to misbehave after redirection and support from Blue Club staff, the parent/guardian may receive a phone call, a disciplinary report through Brightwheel, or an incident report, depending on the situation.
- Behaviors such as eloping, hitting, or threatening other students or staff may result in a suspension from The Blue Club for one to three days or immediate disenrollment from the program.
- The Blue Club Staff is unable to maintain a 1:1 staff to student ratio for an extended period of time. If your child becomes severely disruptive, (i.e. misbehavior, physical aggression, temper tantrum, elopement, vandalism, etc.) during The Blue Club hours, we will contact you immediately. A parent or someone on your child's authorized pick-up list must come to pick up the child within 30 minutes upon request. This type of situation usually requires a parent conference with the Blue Club Site Manager and/or Director in light of preventing future incidences. A $1.00 a minute late fee may be assessed if timely pick up of a disruptive child does not occur.
- A student who has continual problems managing their behavior (including misbehavior, physical aggression, temper tantrum, elopement, vandalism, etc.) may incur a suspension (1 – 3 days) from attending Blue Club or be expelled from the program depending on the circumstances.
- We have many high school students working for The Blue CLUB and The Blue Club students must show respect to all Staff members.
- The Blue Club prohibits bullying and actions which show physical aggression toward others. Physical aggression toward other students/staff may be cause for immediate disenrollment. This includes aggression toward siblings.
- Group consequences for misbehavior will not be given.
- The Blue Club is a gang-free zone. Student generated "clubs" will not be allowed.
- Our staff will use a *Capturing Kids' Hearts* approach to guide student behavior. This means we focus on building relationships, teaching expectations, and helping students make positive choices.
- When a student makes an inappropriate choice, they will first be given the opportunity to reflect and correct their behavior. If the behavior continues, a logical consequence will be applied. For example, if a student is not using manipulatives appropriately, they will be reminded of expectations and given a chance to adjust. If the behavior persists, they may take a temporary break from using those materials.

- We prohibit our staff from using any type of humiliation or physical contact in the discipline of a child.
- All cell phones (including smart watches), electronic game devices and toys should be left at home or in your child's backpack during The Blue Club. The Blue Club is not responsible or liable for the theft, loss or breakage of any item of this type. Children who bring these types of items out of their backpack during The Blue Clube will result in the Site Manager holding onto this item until pick up time.

**Safety and Security:**

- The children in The Blue Club will be supervised at all times by a member of The Blue Club Staff. We will be using a roster system to check attendance at various times throughout the afternoon. Roll will be checked each time students transition to a new activity. The outside doors into the school will be locked.
- All Blue Club Staff members have cleared the criminal background check required for all CISD employees as well as being fingerprinted.

**Inclement Weather Policy**

- The Blue Club will be cancelled if school is cancelled. No tuition refunds will be issued if Blue Club is cancelled due to inclement weather. If Bad Weather occurs during the school day, and a decision is made by CISD to cancel afterschool activities, The Blue Club will remain open until all children can be picked up. We do have many high school students working for us and their parents do not want them driving in inclement weather. Please pick your child up ASAP when the district cancels afterschool activities due to weather so we can get those young drivers home safely. We appreciate your cooperation!

**Snacks**

- The Blue Club Does not provide snacks due to allergies and not having a nurse on site. The Blue Club takes allergies serious and do not want to risk of serving anything that is not parent approved for each individual child.
- Please do not send snacks that contain nuts/nut products.

**Parent Questions or Concerns/Communication:**

For any questions regarding The Blue Club, please contact you Blue Club Campus Site Manager. You can also contact the Blue Club Office at 972-843-6098 or you may email The Director, Shana Bruner if you prefer at shana.bruner@communityisd.org with any questions, concerns, suggestions, etc. We will email any newsletters or updated information in the Brightwheel app. This software program allows us to send a short message directly to your cell phone. This is one more tool we will use to increase our communication with families. We will use this text messaging system to send you reminders, failed payments, sign-up deadlines, emergencies, etc. All parents must accept the invitation to be

included in Brightwheel. Secondary Account holders and other authorized pick-up individuals can be added to the Brightwheel if you contact the Blue Club office.

**Typical Blue Club Daily Schedule**

**3:25 -4:00** Arrival/Attendance/Snack/Restroom/Recess/Homework Time/Move into centers.

**4:00-5:30** **ENRICHMENT**
Vary by the day and children have a choice on which station to attend 30 min. Rotations

- Homework Time
- Arts and Crafts
- Playground/Recess/Gym
- Board Games/Manipulatives

**6:00-6:30** Clean up and get ready to go home.

**6:30** **CLOSING**

***Homework time will be offered according to the Homework Agreement. See sample below.**

**Homework Agreement**
**Date: _____**
**Students Name: _____**
**Grade: _____**

**Select one option below:**

- **Please have my child do their homework during The Blue Club until the homework is complete _____**

- **Please have my child work on their homework for _____ minutes.**

- **My child will do their homework at home and not at The Blue Club._____**

**BLUE CLUB EXPECTATIONS**

**Fulfilled expectations by all parties involved in the Blue Club program will mean a successful venture for all!**

**Parents may expect that:**

- Their children are cared for in a supportive and consistent environment.
- They may visit with the Site Manager about concerns related to their child or the program.
- They will be told about any issues of concern involving their child and can visit with the Site Manager in order to bring resolution to the situation.
- They will be informed if their child does not arrive at BLUE CLUB when scheduled to attend.
- They will be called if their child becomes ill, is injured during Blue Club, or experiences behavioral concerns.
- The Blue Club Staff promote mutual respect toward parents and children.

**Children may expect:**

- To have a supportive, positive, and structured environment.
- To use all BLUE CLUB equipment, materials, and facilities on a fair basis.
- To receive respect.
- To have fair Capturing Kids Hearts discipline.
- To receive nurturing care from Blue Club Staff Members.

**Blue Club expects that children will:**

- Display responsible conduct.
- Exhibit an attitude of respect toward others.
- Respect and obey the school rules during the school day as well as during Blue Club.
- Remain with their group and the Blue Club Staff at all times.

- Take care of materials and equipment properly.
- Arrive at Blue Club promptly at the end of the school day.
- Be prepared with homework assignments and materials needed to complete them.
- Leave cell phone and toys at home or in their backpacks.

**Blue Club expects that parents will:**

- Pay tuition and fees in a timely manner.
- Pick up their child on time.
- Call the Site Manager if they will be running late to pick-up their child.
- Contact the Site Manager by emailing through Brightwheel if their child will not be attending on a scheduled day.
- Cooperate with the Site Manager on any issues regarding their child's behavior.
- Promote mutual respect to all Blue Club staff (i.e. tone and volume of voice when speaking to staff members as well as word choice in emails/texts should always be civil).
- Please provide a daily snack for your child. If your child eats their snack before arriving at Blue Club, we are unable to provide an additional snack. However, parents are welcome to send individually wrapped and labeled snacks to be stored on campus, which staff can distribute daily.

**Capturing Kids Hearts**
(Adapted from material by Flip Flippen Founder and Chairman)

**Social Contract**

At each Blue Club site, students and staff work together to create a Social Contract, which outlines how everyone agrees to treat one another. This shared agreement helps build a respectful, safe, and inclusive environment. Staff will consistently refer to the Social Contract to guide behavior by asking students to reflect on their choices and remember the expectations they helped create.

**Behavior Expectations & Guidance**

- Build meaningful relationships with students through daily positive interactions.
- Clearly teach and model expectations for behavior.
- Provide reminders and redirection when needed.
- Allow students the opportunity to reflect and correct their behavior.

If a student continues to make inappropriate choices after redirection, logical consequences will be applied. These consequences are directly related to the behavior and are designed to help students learn and grow.

**The Four Questions (Reflection Process)**

1. What are you doing?
2. What are you supposed to be doing?
3. Are you doing it?
4. What are you going to do about it?

This process encourages students to take ownership of their actions and make positive changes.

**Examples of Consequences**

- Misuse of materials (such as manipulatives) may result in a temporary break from those items.
- Disruptive behavior may result in a brief reset or time away from the group.
- Unsafe behavior may result in removal from the activity.

Our goal is always to guide students toward making better choices while maintaining a respectful and supportive environment.

**Blue Crew Shining Through**

At The Blue Club, we intentionally recognize and celebrate students who demonstrate strong character and positive choices. Through our Capturing Kids' Hearts approach, we focus on building relationships and affirming behaviors we want to see grow.

When a staff member notices your child's character shining through—such as showing kindness, responsibility, leadership, or respect—they may receive a **Blue Crew Shining Through Shout-Out**.

These shout-outs are a meaningful way to:

- Celebrate students who are living out our Blue Club values.
- Reinforce positive behavior and decision-making.
- Encourage a culture of kindness, leadership, and accountability.

Our goal is for every child to feel seen, valued, and inspired to continue making positive choices each day.