

Lockhart ISD Community Education

Kids' Club After School Program Information Guide 2022-2023

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

2022-2023 Kids' Club Site Managers site cell phone numbers and email addresses

Alma Brewer Strawn Elementary

Ciara Longmire
512-787-2796
Ciara.Longmire@lockhart.txed.net

George W. Carver Early Education Center

Adelita Chavez
512-738-2303
Adelita.Chavez@lockhart.txed.net

Plum Creek Elementary

(for students who attend Plum Creek Elementary and Bluebonnet Elementary)

Chiann Longmire
512-738-2307
Chiann.Longmire@lockhart.txed.net

Clear Fork Elementary

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

Sara Lay
512-738-2310
Sara.Lay@lockhart.txed.net

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/Electronics

The Lockhart ISD Cell Phone/Electronics Policy is extended through the after school program hours. Students with phones must keep them turned off and completely powered down. Students who violate the policy will face consequences:

1st Offense – Conference with the student and parent or guardian listed on the student contact information contacted.

2nd Offense – Confiscation of the device, picked up by the parent or guardian listed on the student contact information.

3rd Offense – Confiscation of the device, returned when picked up by a parent or guardian listed on the student contact information, a \$20.00 fee and conference held with the parent.

Multiple Offenses – Confiscation of the device, a \$20.00 fee for every offense, picked up by a parent or guardian listed on the student contact information and disciplinary consequences.

Students who fail to surrender devices will elevate consequences immediately. Any disciplinary action will be in accordance with the Student Code of Conduct.

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 or Withdrawal

Parents wanting to change the pickup time, enrollment status, or withdraw their child from the program must call or come by the M.L. Cisneros Education Support Center, 419 Bois D'Arc Street, 512-398-0245, at least 24 hours prior to the effective date. You may also email information to Cindy Treadway at Cindy.Treadway@lockhart.txed.net.

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, Carver Early Education Center, Clear Fork Elementary School, Plum Creek Elementary School. Students who attend Bluebonnet Elementary will attend Kids' Club at Plum Creek Elementary. 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. To register online, go to lockhartisd.org, click on the LISD A-Z tab at the top of the page, click on Kids' Club After School Program. You will find the link for the online registration form as well as the link to make online payments. Tuition questions may be directed to 512-398-0245. **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. Staff will screen themselves for COVID-19 symptoms daily. Individuals who present with 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.

COVID-19 Symptoms

In evaluating whether an individual has symptoms consistent with COVID-19, consider if the individual is experiencing any of the following symptoms **in a way that is not usual for him/her**. (Please note that students with fever will always be required to remain at home.)

- Temperature of 100.0 degrees Fahrenheit or greater
- Loss of taste or smell
- Difficulty breathing
- Fatigue
- Chills
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Cough
- Shortness of breath
- Headache
- Sore throat
- Nausea or vomiting

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 30-35 minutes. When Homework Hall ends, the students will put away their assignments and join the other students in activities and games.

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	\$2.00 for the period between 5:21-6:20 p.m. \$2.00 per minute between 6:21-6:30 p.m. \$25.00 additional at 6:31 p.m.
6:20 enrollees	\$2.00 per minute between 6:21-6:30 p.m. \$25.00 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 \$25.00 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.

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 Payments

1. There is an annual registration fee of \$40.00 per family.
2. You will receive a tuition invoice each month through email.
3. Tuition payment options:
 - pay online at lockhartisd.revtrak.net
 - 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. Tuition payment schedule (see chart)

Month	Monthly & Biweekly Due Date	\$10 late payment fee assessed	Suspension of service for non-payment		Biweekly Due Date	\$10 late payment fee assessed	Suspension of service for non-payment
September 2022	9/6/2022	9/9/2022	9/13/2022		9/20/2022	9/23/2022	9/27/2022
October 2022	10/4/2022	10/7/2022	10/11/2022		10/18/2022	10/21/2022	10/25/2022
November 2022	11/1/2022	11/4/2022	11/8/2022		11/15/2022	11/18/2022	11/18/2022
December 2022	12/6/2022	12/9/2022	12/9/2022		12/13/2022	12/16/2022	12/16/2022
January 2023	1/3/2023	1/6/2023	1/10/2023		1/17/2023	1/20/2023	1/24/2023
February 2023	2/7/2023	2/10/2023	2/14/2023		2/21/2023	2/24/2023	2/28/2023
March 2023	3/7/2023	3/10/2023	3/10/2023		3/21/2023	3/24/2023	3/28/2023
April 2023	4/4/2023	4/10/2023	4/11/2023		4/18/2023	4/21/2023	4/25/2023
May 2023	5/2/2023	5/5/2023	5/9/2023		5/16/2023	5/19/2023	5/23/2023

5. Monthly tuition is based on the 2022-2023 school calendar. The following days are not included in the monthly tuition calculations as Kids' Club does not operate on these student/school holidays except where it is noted a full day program is offered.

Labor Day: September 5

Student holiday: October 3-4

Student holiday: October 21 (Optional full day programming available; a fee will be charged to those participating)

Thanksgiving Break: November 21-25

Christmas Break: December 19 – January 2

Student holiday: January 3

Student holiday: January 4 (Optional full day programming available; a fee will be charged to those participating)

Martin Luther King, Jr. Day: January 16

Student holiday: February 17 (Optional full day programming available; a fee will be charged to those participating)

President's Day: February 20

Spring Break: March 13-17

Good Friday Holiday: April 7

Student holiday: April 10 (Optional full day programming available; a fee will be charged to those participating)

6. Kids' Club is available to students who attend **on-campus learning** on the strategic planning days. These days are not included in the monthly tuition calculations. If your child attends Kids' Club on a strategic planning day, the additional charge for that day will be added to your Kids' Club account. Please notify the Kids' Club office at the M.L. Cisneros Education Support Center, 512-398-0245, in advance if your child will attend Kids' Club for any of the following strategic planning days.

Strategic planning day: September 30

Strategic planning day: November 18

Strategic planning day: March 20

Thank you for enrolling your student in the Kids' Club After School Program for the 2022-2023 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 2022-2023 a great school year for everyone!