

Canyon ISD Kids

Expanded Learning Opportunities

(Kindergarten-6th grade after school care)



2017-2018

PARENT & STUDENT HANDBOOK

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Contact Information

Debbie Collier, Program Manager

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Campus Phone Numbers:

Reeves Hinger - 677-2556

Canyon Intermediate - 677-2560

Crestview - 677-2555

Lakeview - 677-2553

Sundown Lane - 677-2552

City View - 677-2557

Gene Howe - 677-2551

Arden Road - 677-2554

Greenways Intermediate - 677-2559

Hillside - 677-2558

Hours of Operation

Monday – Friday: 3pm-6pm; Canyon ISD instructional days - Please see district calendar on the website: www.canyonisd.net

Early Dismissal Days: 12:00 pm-6:00 pm

Canyon ISD Kids will operate on teacher professional development days IF a minimum of 15 students have reserved a spot for that day. Reservations, including payment of \$27.00 per day, will be made 2 weeks in advance prior to the date of care through My Payments Plus.

Canyon ISD Kids will be closed Holidays as noted on district calendar.

Closed during weather and emergency closings

Mission

Canyon ISD Kids will provide a high quality program to the district's elementary and intermediate (Kindergarten-6th grade) students.

Program Overview

Welcome to Canyon ISD Kids. The program provides on-site, after school care to students enrolled in Canyon ISD's elementary and intermediate schools. The program's standards of care will be based on maximum quality and supervision. Canyon ISD will ensure that the students are given the opportunity to engage in educational, cultural, fine arts, STEM, physical and recreational activities. The program will provide a structured and fun afternoon with an emphasis on social and emotional development. The staff will be exceptionally qualified and will have outstanding educational backgrounds and goals.

Canyon ISD understands the importance of after school learning opportunities. The district desires to meet the needs of working families with well-staffed, on-site, quality opportunities for the students that complement the school day. There will be flexibility in learning and collaboration among CISD staff, Canyon ISD Kids staff, parents/guardians, university and college students, high school students and community members.

What is Expanded Learning?

Expanded learning has no single, clear definition or profile for programming, although programs commonly consist of intentional, safe and structured activities for school-aged youth that complement the regular school day, such as, engaging students in project based learning, mentoring, tutoring, physical activity, academic support, community service projects and educational enrichment in one or more subjects. (Statewide Strategic Plan for Expanded Learning Opportunities; Report to the Texas Legislature, Senate Bill 503, November 1, 2014)

Student Experience

Snack Time

Snack will be served to all students at the same time each day upon arrival to the program. The students will be grouped by grade level and will be supervised by an assigned activity leader. This will give the students an opportunity to unwind, giggle and meet new friends. This time of socialization is an integral part of social and emotional learning. This is a very important start to a successful afternoon. Monthly snack menus will be posted at each site.

The students will receive nutritious snacks from the following food groups: whole grains, fruits, and vegetables daily. The students will be directed to the water fountain throughout the afternoon to encourage good practice of hydration. Water stations will also be provided when the students are playing outside.

Parents/guardians may provide their student's snack, if desired.

Homework Time

All students will be given the opportunity (dedicated time) to work on homework assignments. Each student will be responsible for their assigned homework. A quiet environment will be provided. The amount of time set aside for homework and reading will be determined by each campus. Teacher tutors are Canyon ISD classroom teachers who assist students with homework completion Monday - Thursday. Parents/guardians are asked to communicate with the campus leader regarding their expectations for completing homework assignments.

Community Partnerships

Canyon ISD Kids will utilize community partners and community agencies to present programs or opportunities to the students. Parents/guardians will be notified regarding the special programs, clubs or opportunities for student participation.

Partnerships/collaborations currently include but are not limited to: Texas Agri-Life, West Texas A&M University, Texas Farm Bureau, Girl Scouts, Boy Scouts and Big Brothers Big Sisters.

Activities/Rotations/STEM (project based learning)

“Aligning school day learning with after school programming exemplifies the concept of using our knowledge of how children learn best by integrating proven strategies and reinforcing knowledge” (NAESP & NAA, 2010).

The staff will work with the students to provide optimal opportunities for a broad range of activities, experiences and events. Students will be divided by grade level and will rotate in groups throughout the afternoon. The activities will be hands-on, active learning experiences.

The program manager and campus leaders, along with West Texas A&M math and science education departments, will design and implement planned activities for the students. Daily routines and specific activities for each grade level will be posted near the sign out table.

Outdoor Play and Gym time

The students will be able to enjoy outdoor, unstructured play on a daily basis. Outdoor play provides for greater freedom and flexibility, more expression through “outside voices” and a greater range of active movement. Outdoor play offers opportunities for muscle development and social/emotional development by offering variety and challenge.

The students will also be guided by the staff in large group games in the school gymnasium. These activities will encourage teamwork and rules of fair play.

Canyon ISD Kids may share outdoor playgrounds/park areas with other people who live in the neighborhood – not enrolled in Canyon ISD Kids. The staff will supervise the students and will discourage co-mingling with others who are not enrolled in the program.

Tuition and Fee Guidelines

- Registration fee and tuition are non-refundable and non-transferable.
- The annual \$52.50 registration fee must be paid through My Payments Plus at the time of registration. Tuition will be paid through ACH draft. ACH forms will be completed online during the registration process.
- The daily cost of the program is \$9.00 for full price and \$4.50 free/reduced rate. Free/Reduced rate is available only to families qualifying for free/reduced priced cafeteria plan. Applications for free/reduced program will be available during registration and must be submitted during that time in order to qualify for the reduced tuition rate.
- Tuition is charged at a prorated amount for the number of school days in the month. (Example: 20 school days in month therefore the amount charged is \$180.00 on the 1st for the monthly draft and \$90.00 on the 1st and 15th for the bi-weekly draft).
- Tuition will be waived on Canyon ISD approved holidays (Thanksgiving, Christmas and Spring Break).
- Canyon ISD does not offer part time or drop in rates.
- Tuition is due on the 1st (monthly and bi-weekly) and 15th (bi-weekly only) of each month in the form of an ACH withdrawal. If the 1st or 15th fall on a weekend or holiday the draft will occur the following business day.
- Tuition for August 16-31 will be drafted in one payment regardless of the bi-weekly or monthly option selected for the future draft dates. The August draft will occur on August 18th and the draft amount will be \$108 for full price and \$54 for free/reduced. Subsequent drafts will occur on the 1st and 15th of every month, September through May.
- A late fee of \$15.00 will be assessed for every 15 minutes for students that are not picked up by 6:00 p.m. (Example: 6:01=\$15.00; 6:16=\$15.00; 6:31=\$15.00; 6:46=\$15.00). This amount will be added to the next scheduled ACH withdrawal.
- Students will be removed from the program if the balance of ANY fees are outstanding on the Friday after the scheduled draft date.
- The registration fee must be paid again to re-enroll and outstanding balances must be paid in full before re-entry is granted.
- Refunds will not be issued for withdrawing during the month.
- When withdrawing your student, the withdrawal form must be completed two weeks prior to the end of the month in order to avoid the next month's tuition payment.
- Outstanding balances at the time of withdrawal will be the responsibility of the parent/guardian.
- Fees and/or tuition are non-refundable in the event your student is suspended or removed from the program for any reason.

- Refunds or credits are not issued for suspensions or dismissal of any student, inclement weather conditions, school closures, parent behavioral issues or any other non-refundable fees paid.

Acceptable Forms of Payment

Canyon ISD Kids will draft tuition on the 1st and 15th of every month through ACH draft.

Returned Check/ACH draft Policy

In the event that an ACH draft is returned unpaid by your bank, a third party collection agency will be in charge of collections. You are hereby notified, if a transaction is dishonored by the bank, a service fee will be assessed in accordance with the state law and federal guidelines. In providing an ACH transaction as payment, you authorize electronic re-presentment if your transaction should return unpaid. Also, you authorize service charges and processing fees, as determined by law, to be debited from the same account via electronic funds transfer.

No payments will be accepted through Canyon ISD for returned items.

Full Day Experience

Canyon ISD Kids care will be available during all staff development days listed on the 2017-2018 school year calendar. Services will be provided for all registered students in the Canyon Kids program and it will be open to all faculty and staff children. Hours of operation during the PD days will be from 7:30 am - 6:00 pm on the days listed below:

August 8-11	August 14-15	October 5
December 22	January 15	February 16
March 30		

The Registration fee of \$52.50 is not required to utilize the full day experience. The cost for the full day experience days is \$27.00 per day of service. Tuition must be paid in full before services are rendered. Payment may only be made on My Payments Plus to reserve the space for such days. For example, to utilize services for August 8-11, tuition is due in full by August 1st. Students are expected to bring a sack lunch. Snacks and water coolers will be provided by the program.

Enrollment Ratios and Eligibility

All students in Kindergarten-6th grade are eligible for enrollment. Staff to student ratios are approximately 1:15.

If a student’s needs surpass what can be met in a group setting and/or would require a fundamental change to the program (staff-to-child ratio of 1:15), Canyon ISD Kids may not be a suitable option for after school care. A meeting between Canyon ISD staff and the

parents/guardians to discuss the student's needs will occur before confirming enrollment. The program manager will schedule a meeting, with parents/guardians, to review student's needs.

Students with food allergies and seasonal allergies will be closely monitored each day. If a student requires a special, therapeutic diet, parents/guardians are asked to have a detailed conversation with the campus leader regarding the student's special diet requirements and requirements as related to seasonal allergies.

Notice of Non-Discrimination

In its efforts to promote non-discrimination as required by law, Canyon ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing educational services, activities, and programs, including CTE programs, and provides equal access to designated community service providers.

Attendance

Student attendance will be recorded each day upon arrival and departure.

Campus leaders will record attendance immediately upon student arrival. If a student is expected to attend on any given day, and the student does not arrive at the appropriate time, the campus leader will communicate with the school secretary regarding a student's absence from school and call if necessary. Parents/guardians will be required to sign out their student each day indicating the time the student was picked up and by whom.

If the student will not be attending the after school program due to illness, family vacation, family emergency or other circumstances, parents/guardians should notify the program manager or campus leader, by email, telephone or a note delivered to the school office. Students who were absent from the regular school day due to illness will not be allowed to participate in Canyon ISD Kids after school.

If the student attends an on campus, school related activity, including tutoring, mentoring, choir and any other school sponsored events, you must notify the campus leader by completing the after school activity permission form in advance.

The staff are encouraged to visit with parents/guardians each day to develop important nurturing and caring relationships with students and their families.

Notification Protocol and Procedures

Parents/guardians or other emergency contacts will be notified if the student becomes ill (fever - 100 degrees or higher, vomiting, diarrhea, rash, lethargy, abnormal breathing), or experiences an accident or injury. Parents/guardians or emergency contact must pick up the student immediately after notification. The student will be cared for apart from other students until parents/guardians arrive.

Parents/guardians will be notified if injury occurs that might possibly require medical attention. If the illness or injury requires emergency medical attention and response, the campus leader will call for an ambulance to transport the student to the nearest hospital. Hospital preference listed in the online registration information will be shared with the EMT professionals; however, medical personnel will make the final decision on the destination.

A care and concern report will be generated when incidents occur (accident, incident or discipline). The report will be signed by parents/guardians and the campus leader. The program manager will also be notified.

Parents/guardians must notify the campus leader of changes regarding the student or family information. The program will utilize the sign out table for announcements, updates, events and import information regarding Canyon ISD Kids.

Environmental Health, First Aid Supplies, Medication and Sunscreen

The campus leader and staff will keep with facilities clean and sanitary. Canyon ISD Kids will strictly follow and adhere to the environmental health requirements of Canyon ISD. All students and staff will wash their hands regularly.

First aid kits will be fully stocked and placed where the students are located. The staff will wear protective gloves when administering first aid.

Canyon ISD Kids staff are NOT allowed to administer prescription medication. If a student requires a prescription medication, the medication must be dispensed/given to the student by the school nurse prior to entering Canyon ISD Kids.

If the student requires a bronchial inhaler, Epipen or blood sugar monitoring system, etc. please communicate the needs and procedures with the campus leader.

Canyon ISD Kids staff will apply sunscreen to every student, when playing outside, so that all students will be properly protected from the sun's rays.

Emergency Preparedness Plan

The Emergency Preparedness Plan is designed to ensure the safety of the student during an emergency addressing staff responsibilities and facility readiness with respect to emergency evacuation and relocation. The plan addresses the types of emergencies most likely to occur in Canyon, Randall County and South Amarillo including, but not limited to, natural events such as tornadoes, lightning strikes, floods, fires, medical emergencies, communicable disease outbreaks and human-caused events such as an intruder. The staff will be extensively trained in "Standard Response Protocol" (Lockout; Lockdown; Evacuate; Shelter). The specific plan, designed for each campus, will be available for parent's/guardian's review.

Expectations of Parents/Guardians/Emergency Contacts and Permission to Release

Communication and relationship building between parents/guardians and the staff is of utmost importance to the success of Canyon ISD Kids. Parents/guardians are encouraged to visit with the program manager or campus leader regarding issues or concerns. Students are OUR highest priority.

The student will be released only to those adults specified by parents/guardians named in the registration information. A legal instrument or court order must be provided to the campus leader and school administration if custody provisions exist. We will not discuss or attempt to mitigate issues between parents/guardians--custodial or otherwise. Canyon ISD will not disseminate parent/guardian or student contact information.

A picture ID will be required if someone other than a parent/guardian are picking up the student. If that person has been indicated by parents/guardians in the registration information, release will be granted. However, if an adult attempts to pick up the student, and they are not listed as an approved alternate pick up contact, the student will not be released to that adult and parents will be notified. Parents can confirm/deny release of the student once contacted. A note indicating pick-up may be sent or phone call made.

Parents/Guardians Participation

Parents/guardians are welcome to observe Canyon ISD Kids at any time. If a parent requests to participate in activities, you will need to complete a volunteer background check through the school district prior to participation.

Student Personal Belongings

Student's personal property, coats, clothing, school bags, backpacks, toys, games, lunch boxes, phones, iPad, etc. must be taken home each day. The staff will attempt to help students be organized and learn organizational skills, however, the staff is not responsible for lost personal property. Property that is left at the campus site over a period of time will be donated to charity.

Discipline and Guidance

The staff will only use positive methods of discipline and guidance which encourage self-esteem, self-control and self-direction. Positive guidance will teach the student skills which will help them grow and mature in their physical and social environments. The goal is to develop personal standards of self-discipline and not to enforce a set of inflexible rules. Providing the student with understandable guidelines and re-directing his/her behavior helps in the development of internal control as it relates to their actions and ultimately encourages acceptable behavior. These methods will include, but not be limited, to the following:

Use praise and encouragement of good behavior instead of focusing only upon unacceptable behavior

Remind the student of behavior expectations by using clear, positive statements

Redirect inappropriate behavior using positive statements

Student Behavior and Consequences

Canyon ISD Kids will follow district policy with respect to defining and categorizing unacceptable behavior. Canyon ISD Kids will follow Canyon ISD's defined discipline policies and procedures to the extent the recommended consequences are viable in Canyon ISD Kids. The program will not serve students who display chronically disruptive, inappropriate, non-compliant behavior, either verbal or physical, including, but not limited to the following:

Behavior that requires constant attention from staff, thus disabling their supervision of other students

Behavior that inflicts physical or emotional harm on other students

Behavior that disrespects staff

Behavior that ignores or disobeys the rules which guide behavior during the school day

Disruptive behavior and initial consequences (timeout, verbal warnings, redirection) will be addressed as follows:

If the student is non-compliant he/she will be given time-out, equal to his/her age. This time will be used as a "cooling off" time to think about the action and discuss with event with the staff.

Incorporate brief, supervised separation or time out from the group (1 minute per year of the student's age)

If the disruptive behavior is not remedied, the campus leader will prepare a care and concern report. This report will be given to the parents/guardians to read and sign. The campus leader, parents/guardians and the student will discuss the information recorded in the report. Two copies will be made of the report: one copy for the parents/guardians and one copy for the student's file.

If the behavior persists and behavior modification strategies have not proven to be effective, the student will be suspended from Canyon ISD Kids. The length of the suspension will be determined by the program manager. If the behavior is severe in nature, the program manager will contact the parents/guardians and instruct them to pick up the student immediately. Upon reinstatement a meeting, by phone or in person, will be arranged in order to determine the conditions for reinstatement.

Parent Advisory Committee

An advisory committee will meet periodically during the year to provide feedback to the district and evaluate the effectiveness of the program. Advisory committees will be formed at both the campus and the district level. Parents who wish to serve on an advisory committee are encouraged to contact the program manager.

We are thrilled to be able to provide this outstanding opportunity for after school care to your student. Please contact the program manager or the campus leader if you have comments, concerns or suggestions.

Handbook Acknowledgement

The parent and student handbook has been established to provide information and program policies to parents/guardians regarding the quality program being offered to Canyon ISD elementary and intermediate school students. Canyon ISD's student handbook and Canyon ISD's Code of Conduct will be followed in addition to the Canyon ISD Kids parent and student handbook. Many of the operational policies and procedures developed for Canyon ISD Kids are adapted from the Texas Department of Family and Protective Services Minimum Standards for after-school programs as well as TXPOST. If, for any reason, amendments or changes are made to the parent and student handbook during the course of the school year, parents/guardians will be notified at each campus site location. The parent and student handbook is not only a guide for parents/guardians but is also a valid part of the enrollment and admission agreement between Canyon ISD Kids and parents/guardians. By electronically signing the registration information during Canyon ISD's August registration, you acknowledge that you have read and understand the contents of the parent and student handbook and agree to abide by the rules, policies and procedures.

I have received, read, understand and agree to the policies, procedures and protocols of the Canyon ISD Kids Parent & Student Handbook.