

21st CCLC After School Program

FREER ISD



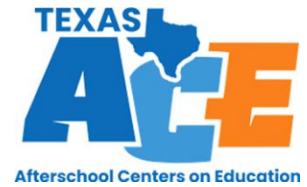
Afterschool Centers on Education™

Parent/Student Handbook

2022-2023

Funded by the 21st CCLC Program administered by the US Department of Education

August 10, 2022



Freer ISD ACE Program

Freer, TX 78357

www.freerisd.org

#buckarooarit

PHONE 361.394.6025

Dear Students and Family,

We bring you a warm welcome from Freer Independent School District's Texas ACE (After School Centers on Education) Program. You are now beginning a program that can make a big difference in your life, both academically and personally. We appreciate the commitment that you and your family have made to attend the Texas ACE Program this school year. We encourage you to take full advantage of this opportunity. Use this time to think about your dreams for your future and to build the skills and knowledge that will help you make those dreams a reality. Work hard to learn, discover, and grow. We like to think of our TEXAS ACE Program as a place where children and adults feel at home... a place where they are accepted and loved... a place where knowledge, laughter and play are cherished ... a place where each family's needs are recognized and addressed.

We hold special pride in our professional staff. Selected for their abilities to help children reach their greatest potential, they are the strength of our program. Our Texas ACE staff--the Teachers, Youth Development Workers, and Site Coordinators are here to assist you and we want our Texas ACE Program to be the best program possible. So, tell us what you need to do your best. It is our role to encourage and facilitate the learning of children, parents, and one another. We are pleased to embrace this responsibility. Have a wonderful year!

If we can ever be of assistance, please call our office at 361-394-6025 ext. 171

Sincerely,

Brian T Ford
Program Director

This handbook has been prepared for the Texas ACE Program at Freer I.S.D. This handbook is an addendum to the Freer ISD's Student Handbook and by no means replaces it. The Texas ACE Program operates on the Freer ISD school calendar. Please check with your center for any closures.

Hours of Operation

Norman Thomas Elementary	Monday	Tuesday	Wednesday	Thursday	Friday
After School Program	3:30-6:30	3:30-6:30	3:30-6:30	3:30-6:30	3:30-6:30

***Norman Thomas Elementary** is open from the hours of 7:30am-8:20am (morning tutorials)/3:30-6:30 (afterschool program) Monday through Friday.

Lucy Aragon Jr. High	Monday	Tuesday	Wednesday	Thursday	Friday
After School Program	4:00-6:30	4:00-6:30	4:00-6:30	4:00-6:30	4:00-6:30

* **Lucy Aragon Jr. High** is open from the hours of 7:30am-8:20am (morning tutorials)/4:15-6:30 (after school program) Monday through Friday.

Freer High School	Monday	Tuesday	Wednesday	Thursday	Friday
After School Program	4:00-6:30	4:00-6:30	4:00-6:30	4:00-6:30	4:00-6:30

***Freer High School** is open from the hours of 7:30am-8:20am/4:15-6:30 Monday through Friday.

The Texas ACE Program will be closed on Freer ISD holidays, early dismissal days, STARR days, and bad weather days.

Late Pick Up

CHILDREN MUST BE PICKED UP ON TIME! Persistent late pick up will subject your child to possible removal from the program.

POLICIES & PROCEDURES

Accidents/Incidents

If an accident occurs while a child is attending the program, the staff will assess the injury and take appropriate action. First aid boxes will be kept on site. If a more serious injury occurs which requires medical attention, 911 will be called and the parent will be notified. An accident/incident report will be prepared, and a copy will be mailed to the parent/guardian.

Attendance

Because each of our enrichment programs are curriculum based, it is vital that the children enrolled attend every day. While unforeseen illness or emergencies will inevitably occur, students with attendance of **less than 80%** will be subject to disenrollment. Please see attendance agreement for further information.

Confidentiality

The 21st Century Community Learning Centers funds Freer ISD's Texas ACE Program. The Department of Education requires Freer ISD to provide information of ACE students for assessing our program's effectiveness. Freer ISD staff will protect the confidentiality of the families participating in our program. Any information received by our staff will be used only as necessary and by approved Freer ISD personnel. In addition, our staff will protect the confidentiality of our participating families by protecting any other privileged information gained through conversations and /or written documents. No personal information will be released to outside entities without the expressed written consent of a parent and/or guardian.

Discipline

Students attending the Texas ACE Program will adhere to the discipline policy in the Freer ISD Student Handbook. (See the Freer ISD Student Handbook).

While our staff will make every effort to accommodate your child's needs, there may come a time when staff determines that the program will not be able to meet those needs. Freer ISD's Texas ACE Program reserves the right to remove a child without the use of the steps listed below if the Campus Principal/Project Director or Site Coordinator deems it appropriate.

Rules and Guidelines

1. **Fighting could result in immediate dismissal from the program.**
2. Foul or inappropriate language will not be tolerated. **Persistent use will result in dismissal from the program.**
3. Students must keep hands, feet and objects to themselves.
4. Students must follow all staff instructions and be respectful to staff and other students.
5. Students may **NOT** leave the classroom without permission.
6. **Leaving the building or campus without permission will result in immediate dismissal from the program.**
7. NO CELL PHONE use during the program without permission from staff or teacher.
8. Policies and procedures stated in this handbook and the Freer ISD Code of Conduct must be followed and supported by all students, parents and staff.
9. Students must follow all Freer ISD Policies and Procedures as well as ACE rules when riding the bus.

Serious behavioral problems will be documented and the following actions will be taken (based on seriousness of case):

1 st Offense	Verbal and/or written apology
2 nd Offense	Sent to Site Coordinator
3 rd Offense	Loss Privileges
4 th Offense	Suspension from the After School program for _____ days
5 th Offense	Behavior contract
6 th Offense	Removal from the Texas ACE Program.

Health

Children should be fully able to participate in all activities, including outdoor play. Parents should provide appropriate changes of clothing, so children do not become either chilled or overheated. Light sweaters or jackets should also be made available.

Children with symptoms of communicable disease will remain with a staff member until the parent or designated representative arrives for the child. We will make every effort to reach the parents when a child is ill. After the 3rd failed attempt contact will be made to the emergency contacts indicated on the student enrollment form. A child may not attend the after-school program if they went home sick from the normal school day. Please see Freer ISD Sick Day Guidelines.

Medications

Medication will not be given during the after-school program, unless provided by the school nurse.

Nutrition

A nutritious snack will be provided each day by Freer ISD’s Food Service Department. If a child’s diet must be modified for health reasons, the parent must notify the center in writing and it must be included in the child’s records. **If a child’s diet is modified for cultural reasons, the parent must notify the center in writing and may be asked to help provide supplemental foods.**

Parent Involvement

Freer ISD’s after school program is built on the philosophy that parents must be involved in the child’s education. Various parent involvement activities and parenting workshops will be available throughout the year. Parents are required to attend at least one activity per year and are encouraged to attend all available activities offered.

If parents have concerns or need assistance with problems related to the program, they may discuss the issue with the Site Coordinator. If they are not satisfied, they may discuss their concerns with the Campus Principal or Project Director.

Family engagement events are held throughout the year to promote interaction between staff and families and parents are encouraged to attend.

Safety

We ask that parents closely supervise their children in hallways and parking lots when departing. We also ask that parents always stay with their children while on campus.

Parents or approved persons on the enrollment form must enter into the building and sign out their child each day if the student is being released early. Children **will not** be permitted to leave with any person for whom the staff has not received written permission from the parent.

All Freer ISD employees are required by Texas Law to report any suspicion of child abuse or child neglect.

Transportation

Bus transportation will be provided. Please sign up for this service with your site coordinator. Bus transportation is available to all students in the Texas ACE Program. Students must adhere to all of Freer ISD policies and procedures while riding the bus. Students who fail to follow all policies, may be removed from riding the bus.

Site	NTE	LAJH	FHS
Site Coordinator Name	Stephanie Briones	Kassandra Escontrias	Sabrina Cavazos
Phone Number	361-394-6025 ext 175	361-394-6025 ext 301	361-394-6025 ext 173

Freer ISD
Texas ACE Program
Parent/ Student Handbook Acknowledgement Form

I, _____, parent

of _____, acknowledge that I have read, understand and agree to the terms outlined in the Freer ISD Texas ACE Program Parent Handbook. I also understand that in order for my child to be eligible to attend, I or another parent or guardian or both are required to attend a minimum of One parent meeting which will be announced on each campus at least two weeks in advance.

Parent/Guardian Signature

Date

Parent/Guardian Email

Name of School/Campus

*Please return this form to your Freer ISD Site Coordinator.