

# Burleson ISD After School Program

## FAMILY HANDBOOK 2024-2025

### Mission

The purpose of the Burleson ISD (BISD) After School Program (ASP) is to provide quality care for elementary students (PreK 4 yrs - 5th grade) with extended learning opportunities through physical and academic enrichment activities while having fun in a safe and structured environment.

### Program Goals

**For Children:** To nurture the social, emotional, cognitive and physical development of each child so they develop self-worth, respect of others and a love of learning

**For Parents/Guardians:** To be a resource and support for parents/guardians

**For Community:** To support community-wide efforts to improve the care and education of children

### Activities

The campus ASP Director plans fun, enriching activities for the students each week. These activities vary from day to day. Physical activities will be a substantial part of each day. For safety reasons, we request all students to wear appropriate shoes for physical/sport type activities.

### Snacks

ASP will provide a healthy snack each day. Students may bring additional healthy snacks.

### Staff

ASP staff members are employed by BISD. Each employee is subject to finger printing and will be CPR certified. ASP staff are trained in basic emergency procedures and follow the BISD protocol for handling a crisis. Regular fire and inclement weather drills are conducted to ensure the safety of our students. ASP does not maintain a school nurse or other health professional on staff.

### Contact Person

Your campus ASP Director is your primary contact. They may be reached by email or the direct campus ASP cell phone number.

## **Students**

ASP operates up to a 22:1 ratio. Students are expected to be respectful toward instructors, other students and school property at all times and comply with the BISD Student Code of Conduct. Student safety is a priority. Positive behavior support will be used to restore students' behavior. Student failure to comply with behavior expectations is considered a reason for suspension and/or dismissal from ASP.

## **Tuition & Fee Policy**

We are excited to continue to offer the lowest rates in our surrounding area! The Burleson ISD After School Program requires tuition to be paid before services are rendered. All payments and fees are paid through the [EZChildTrack parent portal](#).

### **Registration:**

A \$30 non-refundable registration fee will be charged for each child enrolled.

### **Tuition:**

Tuition is based on a daily rate and calculated by the number of days we offer care each week. Tuition is charged for all days care is offered, not the child's attendance. We will not give credit adjustments or refunds for absences, suspensions or communicable diseases.

Click here for tuition schedules:

[Fall Tuition Schedule](#)

[Spring Tuition Schedule](#)

Tuition will be charged on a weekly basis and can be paid weekly or monthly. The charge will appear in your EZChildTrack parent portal account each Friday and is due by the first scheduled school day of the week and will be considered late by 6:01 p.m. Example: Most tuition will be due on Monday with the exception of Monday being a holiday.

If transferring within the BISD, the parent/guardian will be responsible for payment of all ASP tuition/fees owed before enrollment will be accepted to another BISD ASP campus.

**Late payment fees:**

A late payment fee of \$10.00 per day, per family will be charged at 6:01 pm on the posted due date until payment is made in full. If tuition is not paid by 6:01 pm on the second school day of the week, the student will not be able to attend ASP until the balance is paid in full. If tuition is not paid by the 5th day, the student will automatically be withdrawn from the program and cannot return until all fees are paid if availability allows.

**Late pick-up fees:**

A \$10 late pick-up fee will be charged at 6:01 p.m. plus \$2 per minute until the child is checked out of ASP. If you are going to be late, you must contact your child's ASP Director to let them know. More than three late pick-ups from ASP in a 6 week period is cause for dismissal from the program.

**No Call Fee:**

Your child's safety is our first priority and it is imperative that we can account for your child at all times. If your child is not going to attend ASP, it is your responsibility to contact the ASP Director to let them know. It is advised that you email or call them directly. Your child's teacher, front office staff, or administration team will NOT be responsible for letting ASP know.

A \$10 charge for failure to notify ASP of a child's absence from the program.

**\*All tuition and fees must be paid in full for your child to attend ASP\***

**Payment Methods:**

All ASP payments are to be paid online through the [EZChildTrack parent portal](#). You may set up an ACH draft through your bank account or a recurring payment with your credit card. Once received, the payment will automatically be applied to your student's ASP account. When using auto-pay, if you have late fees assessed, it will pay these first and not all your tuition. You will be required to make a manual payment to cover the remaining balance. If paying tuition with an ACH draft, you will be required to pay with a credit card upon receiving 3 NSF notices. By enrolling with Burleson ISD ASP, you authorize BISD to collect payment by ACH or Credit Card through EZChildTrack.

**\*All tuition & fees are non-refundable\***

## **Parent Obligations**

The following guidelines have been created to meet the standards, policies, and procedures of the Burleson ISD After School Program.

### **Responsibilities:**

- Comply with pickup procedures.
- Sign the child out of the program each day. Students may not sign themselves out of the program. Failure to comply may result in removal of the program.
- Notify the ASP Director if the child will be absent for the afternoon. School faculty is not responsible for notifying ASP of absences.
- Notify the ASP Director of any change in individuals authorized to pick up the child and make update changes to your EZChildtrack account.
- Pick up a sick or injured child from ASP as soon as possible after being notified by ASP staff.

I understand that the following will result in my child's automatic withdrawal from ASP:

- Consistent late pick-ups.
- Major offense and/or consistent inappropriate behavior.
- ANY use of abusive language, assault, or weapons.
- Student leaving the premises without permission.
- Failure of the parent to attend a conference when requested.
- Failure to make payment.

### **Parent/Guardian/Authorized pick-up persons Code of Conduct:**

- Communicate with the ASP Director or Assistant Director with respect.
- Provide official legal documents to the ASP Director if custody situations arise.
- Any adult whose behavior poses an immediate threat or danger to the health and safety of the student must not be present when students are in care.
  - You may not confront any student in a threatening manner.
  - You may not confront students from other families.
  - You may not use profanity in the presence of a child.
  - You must report concerns to the ASP Director or Assistant Director
  - In the event of threatening behavior towards a staff member or Student, Burleson Police will be called.

- Consumption and/or possession of alcohol and/or drugs in any form are strictly prohibited.
  - People must not be under the influence of or impaired by alcohol or controlled substances in the presence of students and staff.
  - Students will not be released to parents, guardians, or authorized pick-up person if the ASP staff feels the individual is consuming, under the influence of, or impaired by alcohol or drugs.
  
- People must not smoke, or use tobacco products, E-Cigs, or Vape Pens at the school, BISD property.

### **Consequences of Parent/Guardian/Authorized pick-up persons**

In regards to the above Code of Conduct, any adult misconduct will result in the ASP administration decision ranging from a verbal warning to the adult's removal from the building or the student's removal from our program.

### **Student Attendance**

Safety is our top priority and ASP staff must know your student's location at all times during ASP hours.

Parents/Guardians are required to call, text, email or notify through the EZChildTrack parent portal of their student's absence from ASP that day before 2:00 p.m. The school office does not notify ASP of your child's absence from school, it is your responsibility to call or text the ASP cell number, email the ASP Director, or notify through the EZChildTrack parent portal regarding your child's absence.

**Failure to do so will result in a \$10 No Call Fee being charged to their account.**

### **After School Clubs or Activities**

Parents/Guardians are responsible for informing the ASP staff of any clubs or activities their student(s) will participate in after school outside of the ASP. Students must check-in to the ASP **before** attending any clubs or activities including working with teachers. Directors will provide sign-out sheets for clubs/after school activities and teachers should provide permission notes/passes or pick up students from ASP to work with them.

### **Snacks**

The ASP will provide a healthy snack daily. Students may bring healthy snacks from home.

## **Student Health Policy**

### **Illness and exclusion**

If a child becomes ill while in our care, we will contact the parent to pick up the child, care for the child apart from the other children in necessary, give appropriate attention and supervision until the parent picks the child up, and give extra attention to hand washing and sanitation if the child has diarrhea or vomiting. Per District Policy, we cannot keep a child in our program if one or more of the following exists: 1) The illness prevents the child from participating comfortably in our activities including outdoor play; the illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of other children in our care; the child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in our activities:

Auxiliary temperature of 100 degrees or greater accompanied by behavior changes or other signs or symptoms of illness; or b) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, 2 diarrhea episodes in 24 hours, two or more vomiting episodes in 24 hours or combination of 2 diarrhea and/or vomiting in a 24 hour period, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or a health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

### **Injuries**

All staff members are responsible for treating injuries. All Staff Members shall take the first aide training provided at in-service. Report all serious injuries immediately. Other less serious injuries are to be reported by filling out an Incident report form and giving it to the Director or Assistant Director as soon as possible (within the same working day). Parents are to sign the Incident Report preferably that same day or at least within 48 hours. If desired, we can make a copy of the report for the parent. The original will be put in the child's file in the office.

### **Treatment of Injuries**

Use gloves when treating any injury and when cleaning up toilet accidents, minor cuts or scrapes. Wash minor cuts or scrapes with soap and water. Apply a Band-Aid if needed. Minor bumps: Apply ice pack. Head injury: Notify the Director immediately.

Should any illness or accident requiring immediate, emergency assistance occur, 911 will be called immediately. Other serious health issues will be called into the local campus nurse or Director of Nursing for BISD. Either case will require contacting the parents as soon as possible.

## Medicine

ASP does not maintain a school nurse or other health professional on staff nor do they have access to the medications in the nurse's office. If the student requires a prescription medication such as an inhaler during ASP hours, the parent must provide the ASP with that medication along with a medication form with a physician's signature, even if the campus nurse already has it. ASP staff cannot administer prescription medications to the students.

Per BISD policy, we may not administer any over the counter medicine without a specific note from your child's doctor giving appropriate dosage. This includes Tylenol, Motrin, Benadryl and other similar type medicines. The Doctor's note is only good for 1 calendar year. Should your child spike a sudden high fever, we would only be able to administer fever reducer if we have the doctor's note on file with the appropriate dosage and you have provided us with the medicine. Parents must provide the medicine for each child, siblings may not share.

## Severe Allergy Action Plan and Asthma Action Plan

If your child has been diagnosed with severe food allergies or other allergies which require an Epi-pen, or if your child has recurring asthma and requires frequent breathing treatments, or has special die restrictions, we will need a completed Allergy Action Plan or Asthma Action Plan completed and signed by your child's doctor as soon as possible. Please get forms needed [here](#).

## Personal Items

Students may bring their own personal items to the ASP. However, the ASP is not responsible for any lost or stolen items. Student items should be labeled with their name. The trading of toys, cards, etc., will **not** be permitted. **Students may not use personal cell phones/smart watches, or use personal electronic devices during their time in the ASP.** Please contact the ASP Director if you need to speak with your student during ASP hours.

## Student Pick Up

ASP hours of operation are from the school bell until 6:00 p.m. .

Only people listed in the EZChildTrack parent portal will be authorized to pick up your student from ASP.

Parents/Guardians/Emergency Contacts are required to sign their student out daily on the computer and must know their unique pin number in order to complete this process.

Late pick ups will automatically be charged a flat fee of \$10 at 6:01 p.m. and \$2 per minute.

More than 3 late pick ups from ASP in a 6 week period will be just cause for dismissal from the ASP program.

In the event a student is not picked up by 6:00 p.m. and the ASP Director has been unable to make parent/guardian or authorized pick-up persons contact after multiple attempts, the ASP Administration team and Burleson Police will be contacted.

**ASP Student Expectations**

One of the most exciting things about our program is that we create a positive climate that fosters being safe, respectful and responsible. School-Wide expectations are posted throughout your child's school; those expectations will be followed by ASP as well. The students will also be learning about the District's School-Wide expectations: Be Safe, Be Respectful, and Be Responsible.

Please take time to review with your family the positive behavior expectations described on the district matrix. Ask your child if they understand the expectations in different locations around the school. Practice the district-wide expectations at home and encourage your child to be safe, respectful and responsible.

	<b>Be Safe</b>	<b>Be Respectful</b>	<b>Be Responsible</b>
<b>Cafeteria</b>	Use walking feet Raise hand for assistance	Use inside voice, Stay at Level 2	Clean up after yourself
<b>Playground</b>	Keep hands, feet and objects to self Leave nature on the playground	Use good sportsmanship	Stay within approved areas Respond at first whistle
<b>Restroom</b>	Keep hands, feet and objects to self	Respect others privacy	Be quick and clean Wash hands
<b>ASP Activities</b>	Keep hands, feet and objects to self Walk safely and quietly	Listen to others Follow directions first time	Listen to understand Raise hand with questions



If a student continually struggles to follow the district's school-wide expectations, our After School Program uses Positive Behavior Intervention and Support strategies as well as Love and Logic principles to address inappropriate behaviors.

Consequences for persistent misbehavior can include: documented/written warnings, removal from activities/privileges and a temporary suspension from ASP with a probationary return status.

Working together as a school and family to promote positive behavior helps increase student achievement and gets our students ready for 21st Century learning skills. Research shows that when the home and school work together, student learning is more successful.

If you have any questions or concerns please contact your ASP Campus Director. We look forward to an exciting school year full of new learning.

## **Behavior Policy**

Students are required to comply with the **Burleson ISD Student Code of Conduct** while attending the ASP. Student safety is a top priority during ASP. Positive behavior support will be used to modify students' behavior.

**If my student exhibits any but not limited to the following:**

**Physical aggression and/or aggressive behavior** that presents a significant safety concern for self or others will be documented with an Incident Report and result in a minimum of one day suspension;

**Refusal to follow district safety and security procedures** which includes not staying with their designated group, i.e., running away from ASP staff, climbing perimeter fences, leaving school property while under ASP care will be documented with an Incident Report and result in a minimum of one day suspension;

**Defiant/Disrespectful behavior toward ASP staff or other students;** a refusal to follow the instructions given by ASP staff will be documented with an Incident Report and three such reports will result in a minimum of one day suspension;

If my student exhibits any of these behaviors, they will be removed from interaction with the other students while intervention measures are implemented by the campus ASP staff and/or Director/Assistant Director. An Incident Report will be filled out by the ASP staff member and I will be notified of the incident when picking up my student unless the behavior warrants a phone call prior to pick up.

### **Course of Action**

Upon receiving a suspension, my student will be in a probationary status which will remain active until the last day of the school year. If while in this probationary status my student continues to repeat the behavior, they will be dismissed from attending ASP for the remainder of the school year.

**Upon the third suspension for various behaviors, my student will be dismissed from ASP.**

### **Early Release Days**

- All ASP policies and procedures are applicable.
- ASP hours will be from 11:45 a.m.(dismissal bell) until 6:00 p.m.
- Lunch will **not** be provided. Students will need to bring lunch and a water bottle or sign up with the cafeteria to provide lunch.

### **Inclement Weather**

If BISD closes due to inclement weather the ASP will also be closed.

**The goal of ASP staff is for all students to be successful in our programs.**