

Mayberry ISD



Texas ACE PARENT HANDBOOK

1 High School
14 Chasa Street
Jesse James
555-555-5555

1 Middle School
7 Ohio Hwy.
Billy Kid
555-555-5555

1 Intermediate School
59 Old Hickory Hwy.
Will Rogers
555-555-5555

2 Middle School
5 Vasco Pkwy.
John Wayne
555-555-5555

2 Intermediate School
15 Hog Pkwy.
Clint Eastwood
555-555-5555

1 Elementary School
580 Patterson Dr.
John Rogers
555-555-5555

2 Elementary School
410 FM 1950
Patsy Kline
555-555-5555

3 Elementary School
3 Berry Street
Elvis Presley
555-555-5555

4 Elementary
1 Tasby Rd.
Clint Forster
555-555-5555

5 Elementary
12 Rustic Path
Jackie McBoe
555-555-5555

Administration:

MISD Service Center
Community Services Department
Texas ACE Program
9 Farnsworth Street
Somewhere, TX 77777
555-555-5555

Clark Kent, Project Director
Lana Lane, Academic Liaison
Chloe Sullivan, Administrative Secretary



Texas ACE Program

Dear Parents,

We bring you a warm welcome from Mayberry Independent School District's Texas ACE Program. We are so glad to have your family as participants in our program. We like to think of our afterschool program as a place where children and adults feel at home... a place where they are accepted and loved... a place where laughter and play are cherished... a place where each family's needs are recognized and addressed.

The Texas ACE Program is a federally-funded afterschool program administered by the Texas Education Agency. The purpose of the program is to provide free and expanded academic services to students in high poverty areas. Expanded services will include tutoring, homework help, enrichment activities, job readiness, and college preparation. In addition, family education (GED, ESL) and family engagement activities will be provided within our program at no charge to families.

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. When visiting your Texas ACE Program, please take time to listen, to watch, and to learn from this unique group. You will be enriched.

It is our role to encourage and facilitate the learning of children, parents, and one another. We are pleased to embrace this responsibility.

If we can ever be of assistance, please call our office at 555-555-555.

Sincerely,

Clark Kent, Project Director
Texas ACE Program

Texas ACE Program PHILOSOPHY (Our Beliefs)

Childhood is a time like no other. It's a time for exploring ... for creating ... for discovering about oneself ... for meeting the world ... for learning how to learn ... for being accepted "just the way I am." It's a time for blossoming and being cherished and a time to just be a child.

Our afterschool site coordinators and staff are committed to the belief that all children are gifted. It is the role of the educators to build upon a child's current skills. Since children learn at their own pace, our staff will look to them to determine the next stage of development. This "child-guided" learning approach is the basis of our philosophy.

Time and again, research is showing us that THE main component of a sound, quality education is leadership of a well-trained, sensitive adult. We commit to providing a quality staff to teach your child.

We respect parents as the most significant providers of their child's education. We are pleased to serve as your extended family members and co-partners in your child's education.

Texas ACE Staff

COLLABORATING FOR CHILDREN

It is to the benefit of our children, families, and staff to collaborate with an extensive network of agencies and individuals.

The professional staff of The Texas ACE Program utilizes the help of many community groups. All of these groups focus on the healthy development of children, on providing the family ultimate support, and on advocating for safe environments for children.

Students from community colleges and universities may be assigned to the program to complete their teaching internships. In addition, student nurses and medical residents may come to observe healthy children at play.

Our staff also joins hands with the community and volunteers. All volunteers are carefully screened and trained for their “jobs” by the program’s administrators.

We have many community partners who have committed their services to improve The Texas ACE Program and ensure that your child has the opportunity to experience all that our community has to offer. These partners include local businesses, service organizations, The Boys and Girls Club, and Sylvan Learning Center. A complete list of partners can be found at the back of this handbook.

Family members are encouraged to visit the campus frequently throughout the year. The partnership between Texas ACE Program staff and the family is the most vital relationship of all.

POLICIES

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 are kept at the site to deal with minor scrapes, cuts and bruises. 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 sent to the parent on all accidents/incidents.

Attendance

Because each of our enrichment programs is curriculum based, it is vital that the children enrolled attend every day. While unforeseen illness or emergency will inevitably occur, more than 2 absences from any class will leave the student open to removal. Students with attendance of less than 80% will be subject to disenrollment. Attendance percentages will be more flexible at the High School due to other extra-curricular activities offered.

Confidentiality

A Department of Education grant funds The Texas ACE Program, The Department of Education requires that MISD provide information on our students for the purpose of assessing our program's effectiveness. The Texas ACE Program staff will, at all times, protect the confidentiality of the families participating in our program. Any information received by our staff will be used only as necessary and only by approved Mayberry Independent School District personnel and according to District policy. 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

Children attending The Texas ACE Program will adhere to the discipline policy for the Mayberry Independent School District students during the core day. (See Student Handbook).

Children whose behavior endangers others will be supervised away from other children. The child will have the opportunity to discuss the problem with a staff member and any other concerned party. If deemed necessary, the parent will be called to pick the child up for the day.

Guidance will always be positive, productive, and immediate when behavior is inappropriate. No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse while in the care of The Texas ACE Program staff.

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. The Texas ACE Program reserves the right to remove a child without use of the three steps listed below if the Campus Principal deems it appropriate.

Serious behavioral problems will be documented and the following actions will be taken:

- 1) 1st Offense - child counseled, note and phone call to parent;
- 2) 2nd Offense - child removed from class, counseled, and parent/teacher conference held before child returns to program;
- 3) 3rd Offense - child removed from program. Options will be available to prepare the child for re-entry into the program.

Health

Our program operates for well children and staff only. Children who are mildly ill (e.g., minor cold symptoms) may remain at the campus only with an Administrator's approval. 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 remain with a staff member until the parent or designated representative arrives for the child. We make every effort to reach the parents when a child is ill, but after 30 minutes we will call the emergency contacts indicated on the student enrollment form.

We will not serve children with:

- A fever of 101 °F or above
- A fever of 100 °F if combined with another sign of illness
- A skin rash that has not been identified by a phone call or in writing from a physician who has seen the rash
- Diarrhea and/or vomiting two or more times in a day
- Evidence of head lice or other parasites
- Severe coughing
- Rapid or difficulty breathing
- Yellowish skin or eyes
- Pink eye
- Sore throat or difficulty swallowing
- Evidence of infection.

Children may be readmitted:

- With a physician's statement that the child is free from communicable disease and that returning poses no risk to the child or others.
- If visibly free from communicable disease, fever free without benefit from fever reducing medications for 24 hours, and free of vomiting/diarrhea for 24 hours while on normal diet.

Hours of Operation

Hours of operation may vary from campus to campus. Generally, the program is open from the dismissal of the school day until 5:30pm or 6:00pm, Monday through Thursday/Friday (***dependent upon your campus***). Check with your Site Coordinator for hours of operation). The program center will be closed on MISD holidays, early dismissal days, and bad weather days. The District fee-based program (STARS) will be available to elementary students on some of these days. Call 555-555-5555 for details.

Late Pick Up:

CHILDREN MUST BE PICKED UP ON TIME! Three late pick-ups will result in removal from the program.

Medications

Medication will not be given during The Texas ACE Program

Nutrition

A nutritious snack will be provided each day by Mayberry 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

The Texas ACE 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. GED and ESL classes will also be available and support will be provided to help those parents seeking self-sufficiency. **Parents are required to attend at least two activities per year and are encouraged to attend all available activities.**

Parents may also be asked to serve on the Texas ACE Program Task Force to help guarantee a setting that will reflect the needs of today's families.

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 Program Director.

Social and educational events are held throughout the year to promote interaction between staff and families and you 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 stay with their children at all times while on campus.

Parents or approved persons on the enrollment paper must come into the building and sign out their child each day. This is extremely important, since this list is used to check attendance during emergency drills or events. Children **will not** be permitted to leave with any person for whom the staff has not received written permission from the parent.

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

Transportation

Bus transportation between school and home is provided on some campuses. Your Site Coordinator will inform you regarding transportation availability.

SAMPLE

