

## Exhibit A



# Parent Handbook

## JAAM After-School Program & 'Just for Kids' Summer Day Camp 2021-2022

The JAAM (Jammin' After-School Adventures for Me) program and the 'Just for Kids' Summer Day Camp Program are sponsored by the City of Seguin Parks and Recreation Department.

This handbook will provide you with information about our program's policies and procedures. Although this handbook is comprehensive, there may be some situations that arise that are not addressed in this document and will be treated on a case-by-case basis with input from Parks and Recreation leadership. Please take time to review this information prior to the start of the program. If you have any questions or concerns at any time, please contact our program staff. The contact numbers provided below for JAAM and 'Just for Kids' function only when the program is in operation.

Parks & Recreation Department			
Office		830.401.2480	
JAAM Administration		830.401.2483	
JAAM After School Program   Elementary Schools			
Jefferson	830.549.0849	Rodriguez	830.549.0968
Koennecke	830.549.0511	Vogel	830.305.1569
McQueeney	830.549.0571	Weinert	830.549.9647
Patlan	830.549.9268		
Just For Kids Summer Camp			
Summer Program		830.305.1569	

\*NOTE: The City of Seguin Parks and Recreation After-School and Summer Day Camp Program are exempted from childcare licensing by the Texas Department of Protective and Regulatory Services: Texas Human Resource Code §42.041 (b) (14) PRS Rules, 40 TAC §725.115 (3).

## Program Information

Our goal is to support our community by providing an engaging, interactive, and safe program for children after school or when schools are on summer break. The activities we offer encourage children to expend positive energy by promoting self-discipline, personal growth, and a healthy self-esteem. Our program strives to maintain a ratio of twelve children to one (1) staff member. All employees must successfully complete a background check, drug screen, and become first aid/CPR certified.

## Registration and Fees

### Program Eligibility

JAAM enrollment is open to children attending targeted elementary schools enrolled in grades Kindergarten–5<sup>th</sup> Grade. Summer day camp is open to all children who have completed Kindergarten through 5<sup>th</sup> grade; not to exceed 11 years in age.

Participants are expected to actively, and cooperatively, participate in group activities. Our target ratio is one (1) staff member to 12 children, therefore if your child requires special assistance or a smaller ratio, your child will not be eligible for this program.

### Registration

Registration is completed on-line. As we have a limited number of openings, registration will be confirmed on a first come, first served basis. A registration fee of \$25.00 is due at the time of registration. This fee is not refundable unless an exception is made, by the Director of Parks and Recreation or designee, due to an unforeseen event. It is important that registration information is accurate and current as we may need to reach out to parents/families in case of an emergency. It is the responsibility of a parent/guardian to notify the Parks and Recreation Department of any changes. Registration information includes address, phone numbers, email, names of individuals authorized to pick up your child(ren), medical restrictions, etc.

### Locations and Hours of Operation

Currently, JAAM is offered at all SISD elementary campuses from school day dismissal until 6:00 p.m. On early release days additional childcare hours are provided from the time of dismissal at no extra charge. Program enrollment must, at a minimum, have 10 children enrolled and participating. Parents will be notified if minimum is not reached.

Day camp(s) are held at a predetermined location. Most often we host these camps at an SISD school campus. Day camp sessions are scheduled according to the local school district's calendars and operate Monday through Friday from 7:30am–5:30pm. Please check the website [www.seguintexas.gov/parksandrecreation](http://www.seguintexas.gov/parksandrecreation) for updated session dates and locations.

### Program Closures

Programs do not operate on the following scheduled holidays: Labor Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Thanksgiving, Christmas/Winter, Independence Day, SISD intersession days, and all other teacher in-service/staff development days. Know that programs may close, or be closed, due to unforeseen events and/or natural disasters. If a program closure is affected due to unforeseen circumstances or natural disasters all parents/families will be contacted.

### Payments

JAAM after-school program weekly rates are \$35 per week. A week consists of days Seguin Independent School District (SISD) schools hosting the JAAM program are in operation, Monday – Friday, following the Seguin Independent School District current school year calendar. Although most weeks in the school district calendar consist of five (5) days, there are some weeks that consist of two (2), three (3), or four (4) days. **Rates will not be prorated for weeks with less than five (5) days.** Fees are due on a weekly basis and must be paid no later than Monday morning at 8:00 am.

Day camp weekly rates are \$95 per child. All fees are due on a weekly basis, seven (7) days prior to each session start, by Monday morning at 8:00 am.

Payment options include:

- Autopay- recurring weekly payments using a credit/debit card stored on your account. Credit/debit card transactions are processed on payment due dates.
- In-person payments-Parks and Recreation Department (600 River Drive West). Business hours are Monday-Friday 8:00am-5:00pm. After-hour payment drop is located outside the Parks and Recreation Department, to the right of the entrance doors.

Upon registration, a preferred payment option must be selected. Updates to payment method must be made one (1) business day prior to transaction due date. **2% transaction fee assessed for all credit/debit card payments. This fee is non-refundable.**

### Delinquent Accounts

Participants with an outstanding account balance will not be able to attend the program until all fees have been paid in full. **A late fee of \$10 per child** will be charged for any payments made after 8:00a.m. on payment due dates. \$30.00 fee will be charged for non-sufficient funds (NSF) payments. If three (3) NSF payments are received within a 12-month period, all City-related accounts will be placed on a cash-only basis.

### Withdrawal From Program(s)

Any requests for refund, withdrawal from a program(s), updates to payment method, and/or any other changes regarding your account must be submitted in writing or by email to the Parks and Recreation Department at [parks@seguintexas.gov](mailto:parks@seguintexas.gov). Please be aware that program site staff do not have access to payment information. **Any payment or attendance information shared with program site staff does not affect any changes to enrollment and / or fee-paying expectations.** To make any changes or request information regarding your account, you will need to contact the Parks and Recreation Administrative Office and speak with a member of our administrative leadership team.

Requests to withdraw students from the after-school program, must be submitted in writing by Friday at 5:00 pm, for the upcoming week of care. If you wish to re-enroll your student on a later date, you will be required to re-pay the registration fee of \$25.

A written withdrawal from day camp session(s) must be received at minimum seven (7) days prior to the start of the session week. Proration is not available.

Registration fees are non-refundable. If withdrawal deadline is not met for any session(s), weekly rate(s) will still incur and all fees are payable in full, despite a child not attending the program (i.e. illness, dismissal/suspension from a program, scheduling changes, etc.). Any refunds requested after the withdrawal deadline are limited to exceptional circumstances and will be reviewed for approval on a case-by-case basis by the Director of Parks and Recreation or designee. All authorized refunds will be processed within 30 days of withdrawal date.

Program fees may be suspended due to local, state or federally declared disaster related to health and/or safety issues, such as a pandemic, unforeseen events, and/or natural disasters. During a pandemic, required quarantine periods and closures may occur at any time. The Parks and Recreation Department will work with SISD administrative staff to determine any closures or cancellations on a case-by-case basis. Requests to suspend or cancel program fees due to Covid-19 related absences will require a note from a medical provider including the names of participant(s) and dates of absences. It is the responsibility of the parent/guardian to notify the Parks and Recreation Department of these absences.

### TAXPAYER IDENTIFICATION NUMBER:

74-600-2279

City of Seguin: P.O. Box 591 Seguin, TX 78156-0591

## **DAILY PROGRAM INFORMATION**

### Sign-In and Sign-Out Procedures

Only registered participants will be authorized to take part in program activities. No visitors (youth or adults) will be permitted to enter the facility.

Children must check-in at the designated meeting area immediately upon arrival to the program. It is vital that staff are informed of any upcoming absences, including absences due to on campus extracurricular activities. If an absence is not communicated and the students don't sign into the program, a staff member will contact the school office and/or telephone a parent to verify the child's location. Day camp absences are not verified.

To ensure the safety of the participants in the program, parental authorization is required for anyone other than a parent or guardian to pick up a child. Children will only be released to those individuals designated by the parent at enrollment or by providing written notification to site staff. **Photo identification will be required until individuals are recognized by sight.**

**A person with a legal right to the child may pick them up at any time.** Disputes among parents and/or responsible parties relating to who can pick-up a child from the program may result in termination of the child from the program until an agreement has been reached and documentation has been provided to the Parks and Recreation Department.

#### Late Pick-Up Policy

Late pick-up fees are calculated at \$10.00 per every 15 minutes. If the program staff is unable to contact a parent/guardian or emergency contact persons within one (1) hour of the program closing the child will be turned over to the custody of the local authorities. Repeated tardiness at dismissal time (more than two (2) occurrences per month) may result in termination from the program.

#### Prohibited Participant Items

For the safety and protection of all participants, participants cannot bring personal items. If personal items are brought, staff will take the items and leave them at the front table. Staff will not be held responsible for broken, lost, or stolen items. These items include but are not limited to money, electronic games, phones, music devices, headphones, jewelry, shoes, clothing, sports balls, toys, or any other personal belongings.

#### Weather and Suggested Attire

Children should wear casual clothing and dress appropriately for the weather. Tennis shoes are highly recommended. Children will need to bring swimsuits and towels on water activity days. Any unclaimed items will be donated.

For hot weather (84 degrees or above) staff will implement the following: provide water to drink; cool down periods indoors or in shaded areas as frequently as possible; monitor playground equipment for excessive heat; and restrict activities to low and moderate intensity. Children should come to day camp with sunscreen already applied. Staff will assist in re-application of spray-on sunscreen according to the daily schedule and hours spent outdoors. In case of lightning, participants will be brought to an indoor facility immediately. Any field trips and/or scheduled activities may be cancelled due to inclement weather.

#### Summer Day Camp Field Trips, Guest Speakers, and Transportation

A weekly schedule of activities including guest speakers and field trips will be provided on the first day of each camp session. Campers are required to wear their camp t-shirts on field trip days to be easily identified. T-shirts will be distributed at camp.

Campers will be transported by either SISD school buses or City of Seguin fleet vehicles. Staff are not responsible for any money sent on field trips.

### Medication and Illness

Should a child become ill during program hours they will be separated from the rest of the group and made comfortable. Parents will be contacted and must make arrangements to have their child picked up within one (1) hour of being notified. If the parent cannot be reached, emergency contacts will be called and asked to pick-up the child. All monies are non-refundable and non-transferable even if a child is unable to attend the program due to illness.

Children will not be permitted to come to the program if:

1. They are feeling so poorly that they cannot participate in the daily group activities.
2. They require an excessive amount of 'one-on-one' time from staff.
3. They pose a significant health risk to other children and staff.

This includes, but is not limited to, children with the following symptoms of or confirmed illness:

Fever	Sore Throat	Active Rash	Diarrhea
Discharging Eyes	Nausea	Stomach Pain	Early Cold
Persistent Cough	Vomiting	Chicken Pox	Lice
Conjunctivitis	Measles	Mumps	Viral Infection

Notify the Parks and Recreation Department immediately if your child has a communicable disease so we may post a notice stating the illness and symptoms other parents should be aware of. Please be advised these postings are confidential and never contain names. We may conduct head lice checks of children if we feel it is in the best interest of their health and the other program participant's health. Infestation (eggs and live lice) can spread quickly among children and prompt action helps minimize the number of children infected.

Parks and Recreation programs generally follow the Center for Disease Control (CDC) prevention guidance to prevent the spread of COVID-19. Campers and staff displaying symptoms of a respiratory illness, including a fever of equal to or greater than 100.0 degrees Fahrenheit will not be allowed to attend the program. During a pandemic, required quarantine periods and closures may occur at any time.

Program personnel will not administer any medications. If necessary, for a child to administer their own medication it must be kept in the original pharmaceutical container, including the campers' name, medication name, dosage amount and times of administration. A Medical Authorization Form will need to be completed by a parent/guardian and medication will be stored with the school nurse (JAAM) or the Program Coordinator (Camp). Picking up medication is the responsibility of the parent. Staff are not available after-hours if medication is left after children are picked up. Emergency rescue inhalers and EPI-Pens can be kept in the child's possession per doctor and school nurse's request.

### Child Injuries and Accidents

If an injury is minor and can be taken care of by staff personnel certified in first aid, appropriate treatment will be administered, and an injury report will be completed for parents or authorized persons to sign at pick-up time. If a staff member believes an injury may require medical treatment, (but is not a life-threatening emergency) parents will be notified immediately.

In the case it is determined that an injury requires immediate (emergency) medical treatment, emergency 911 services will be called and then the parent will be notified. If a child has a restroom accident, the parent will be notified immediately to bring a change of clothes or pick their child up.



### Discipline Policy

Participants are expected to follow instructions given by the program staff, treat other participants kindly and ensure activity supplies and equipment remain in original condition. Disciplinary and expectation policies are established to ensure that each child has an enjoyable time at the program. Staff use positive guidance and discipline techniques that teach the healthy development of self-discipline and self-control. Staff employ techniques that include reminding, redirecting a child's behavior, calling attention to appropriate behavior, and acting as a role model to influence and reinforce positive behavior. Continuing behavior management challenges are documented and will be considered when determining progressive consequences. Consequences for continued or repeated behavior challenges may include but are not limited to: time-out not to exceed 15 minutes; written reprimand; parent/guardian notification for immediate pick-up; suspension and/or dismissal from the program.

### Destruction of Property

If a child destroys/breaks any City of Seguin or facility's property, the child's parent/guardian will be financially responsible for the cost of repairs.

### Program Dismissal Policy

A child may be released from the program at any time under the discretion of the Parks and Recreation Department. A child will not be considered for re-admittance to any City of Seguin Parks and Recreation programs for a minimum of **one (1) full year** from the dismissal date. Below are **examples of behaviors warranting immediate suspension or dismissal from the program:**

- Behavior that endangers the physical well-being of other participants or staff members.
- Theft or deliberately damaging or defacing property or equipment.
- Possession of a weapon or ammunition.
- Running away from the program area or program staff.
- Possession of illegal substances and/or paraphernalia.
- Gesturing or touching another participant in a sexual manner.
  - Any observation or report of sexual contact will require immediate law enforcement intervention.
- Multiple written reprimands and/or the child is unwilling to follow the program policies.
- Parent's repeated failure to respond and assist staff with emerging disciplinary concerns.
- Inappropriate behavior by the parent or guardian towards staff or other participants.

### Snacks Provided

Afternoon snacks are provided and include a healthy snack and drink. Please send a refillable water bottle with your child each day. Notify us of any allergies or restricted foods at the time of enrollment. Children can bring additional snacks to the program in their backpack/lunchbox. Additional treats, snacks, and edible crafts are offered during special activities and celebrations. Sharing is not allowed.

Day camp participants must bring a sack lunch daily. Please remember to send all spoons, napkins, beverages, etc. needed for meals. We are unable to refrigerate or re-heat any meals.

**Snacks that are provided by Seguin Independent School District (SISD) are funded through United States Department of Agriculture (USDA) programs. The City of Seguin Parks and Recreation Department, SISD and USDA are equal opportunity providers.**