

**CITY OF SEGUIN PARKS AND RECREATION**



***JAAM After-School Program  
& Camp Spring Break***  
**PARENT HANDBOOK**



Seguin I.S.D.

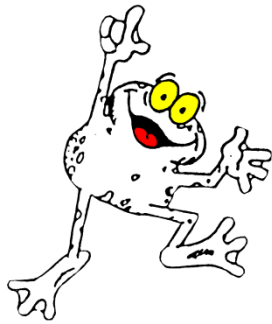
**2015-2016**

Revised 07/15-This handbook supersedes all others

***Dear Parents:***

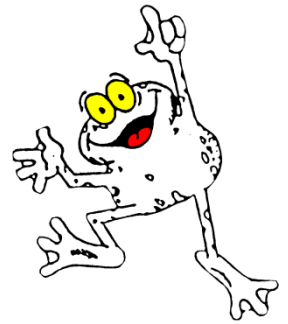
***Welcome to the J.A.A.M. (Jammin' After-School Adventures for Me)*** program sponsored by the City of Seguin, Parks and Recreation Department and the Seguin Independent School District (S.I.S.D.). We are excited that you and your child have agreed to become a partner in this after-school program. JAAM is offered at all S.I.S.D. schools, grades **Kindergarten** through **5<sup>th</sup> grade**.

\*Each campus strives to maintain a ratio of twelve students to one Instructor. Each campus includes one Lead Instructor and Instructors based on the number of participants. All JAAM employees receive extensive training, a background check and a drug screen prior to the start of JAAM and are certified in First Aid and CPR.



**JAAM Activities Include:**

- ~Daily snack
- ~Homework time
- ~Group activities
- ~Arts & Crafts
- ~Movies
- ~Parties
- ~... and FUN!



**Important Information:**

*The following guidelines & procedures are provided to ensure that JAAM is a pleasant experience for everyone.*

► **Program Goal:**

To provide a fun, safe, supervised, stimulating environment for children to spend their 'Free time', after-school, before they are in a parent or guardian's care. Activities will encourage children to expend positive energy through organized group and individual games and activities that promote self-discipline, and develop a healthy self-esteem and personal growth.

***\*NOTE:*** The JAAM and Camp Spring Break Programs are exempted from 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).

## Exhibit A

### **Program Eligibility:**

Enrollment is open to students in Kindergarten – 5<sup>th</sup> Grade. Program participants must be enrolled at the school campus where the program is being held.

### **JAAM Hours of Operation:**

Regular school days: Dismissal / 3:15 p.m. - 6:00 p.m. On early release day's additional childcare hours are provided from the time of dismissal at no extra charge.

### **REGISTRATION AND PAYMENTS:**

All registration forms must be completed by the Parent/Guardian and processed at the Parks and Recreation office prior to the child's attendance at the program.

Sign-ups will be taken on a first-come first-serve basis until all slots are filled. The number of slots varies at each individual school site.

**If your child should transfer to another site you must contact the Parks Office for availability.**

**The total payment of \$25.00 Registration fee plus first week of enrollment is due at the time of registration.**

**Once a child is enrolled there will be No refunds or transfers of registration fees or pre-paid tuition fees should your child leave the program. No exceptions.**

**All tuition fees are due on a weekly basis, and must be paid no later than the Friday before the upcoming week care is to be received. \*Weekly fees that are paid late (during the current week the child is attending) will be subject to a \$10.00 per child late fee, which must be included at the time of payment.**

**The \$30.00 weekly JAAM fee is payable in full if your child attends one or more days during the payment week. No daily drop-in fees are applicable during the regular JAAM program. The weekly fee for short weeks will be calculated at \$6.00 per day, adjusted accordingly as determined by the S.I.S.D. School calendar.**

No discounts will be given for additional family members. If there is a waiting list at your child's JAAM site, you must continue to pay weekly in order to guarantee your child's slot, even if they will not be attending on a weekly basis.

**Only checks and money orders will be accepted at the JAAM sites.** Cash, checks, money orders and credit cards will be accepted at the Parks and Recreation Office. All checks and money orders should be made payable to the City of Seguin. *Please write the name of your child and the campus they attend on your check.* There is a **\$30.00 fee for checks returned** by the bank for non-payment for any reason. These charges must be paid in cash or money order at City Hall, if you have been placed on a cash basis list by the City of Seguin, this includes JAAM payments. Should you chose to pay by credit card, a 2% transaction fee will be assessed.

### **Late Pick up:**

A \$10.00 Late Fee per child will be added for **every 15 minutes after the 6:00 p.m.** pickup time (**5:30 p.m. for Camp Spring Break**). Late Fees are due at the time of late pick up or no later than the next day the child attends the program. Repeated tardiness at dismissal time (more than 2 occurrences per month) may result in termination from the program.

## Exhibit A

*If the Parks and Recreation Department has had no contact with the parents /guardians or emergency contact persons listed on the Enrollment/Registration form within one hour of the program closing the child will be turned over to the custody of the local authorities.*

### Delinquent Accounts:

Services will be declined to parents whose accounts are not current. The School office will be notified on Wednesday morning of children who will not be allowed to continue in the JAAM program until accounts are current and all fees have been paid in full or payment arrangements have been made.

### TAX STATEMENTS:

Please retain your receipts, cancelled checks, money orders or bank statements for tax reporting purposes, as we do not provide payment summary statements.  
Our taxpayer identification number is 74 600 2279 City of Seguin P.O. Box 591 Seguin, TX 78156-0591.

### Snacks:

A light snack and juice/milk will be provided each afternoon during the JAAM program and Camp Spring Break. *Parents are responsible for sending a light morning snack and a sack lunch for their child during Camp Spring Break.*

**Destruction of Property:** If a child destroys/breaks any City of Seguin or Seguin ISD property the child's parent/guardian will be financially responsible for the cost of repairs.

**Dress and Personal Property:** Time spent outdoors is part of our regular programming even when the weather is cooler. Children should dress appropriately for the weather and location.

Children are not permitted to return to their classroom for forgotten items after school dismissal. Staff members will encourage the children to keep up with their belongings, but will not be held responsible for broken, lost, or stolen electronic games/game boys/ipods, shoes, clothing or any other personal belongings. It is highly recommended that all personal toys and games be left at home. Children are ultimately responsible for any personal belongings brought to the program.

### Camp Spring Break:

The Parks & Recreation Department also offers a camp during Spring Break. Parents are required to sign-up in advance.

#### *Camp Spring Break operates under the following criteria:*

- Camp Spring Break is open to all students Kindergarten - 5<sup>th</sup> grade.
- There must be a ***minimum of 10 students*** signed up in order to have camp.
- The location will be at a school site that is determined by S.I.S.D.
- Parents will be notified in advance if the minimum is not reached and camp is cancelled. In the event camp is cancelled, the monies paid will be transferred to weekly JAAM payments.
- Camp Hours are 7:30 a.m. – 5:30 p.m.
- If the child is not pre-registered they will be admitted (as a Daily Drop-In) on a space available basis and will be subject to a higher daily fee.
- If a child is signed up for camp but does not attend, fees are non-refundable and non-transferable.

### Holiday Closings

The JAAM Program will **not** operate on the following scheduled holidays:

## Exhibit A

Labor Day, Fair Day, Thanksgiving Break, Winter Break, MLK Day,  
President's Day, Good Friday, Memorial Day, Make-up Days, Independence Day

\*and others as determined by SISD and the Parks and Recreation Department.

### **SIGN IN /SIGN OUT:**

Children **must** check-in with their Instructor at their designated area within the school (usually the cafeteria or gymnasium) **immediately** after school dismissal. Advise the Lead Instructor in writing, when your child will be absent or attending an on-campus extra curricular activity. Please include the days and dates your child will be absent/tardy and when we can expect them to return to the program. Children arriving late are responsible for checking themselves in with a JAAM staff member, immediately upon dismissal from their other activity.

School teachers whom periodically work with children after school must inform the JAAM lead at dismissal time of the child's whereabouts and sign the child in when they are done. Parents are required to notify JAAM staff of days and times if a child will be helping a teacher on a regular basis.

If a child does not sign into the program at dismissal and is unaccounted for, an Instructor will contact the school office and /or telephone a parent to verify the child's location. Please call the Parks and Recreation Office to inform them of your child's absence from school/the program. **Repeated failure to call or inform the program staff of absences may result in termination from the program.**

### **AUTHORIZED RELEASE:**

The JAAM program staff will only release a child to persons authorized and identified on the child's Enrollment/Registration form.

*PLEASE HAVE IDENTIFICATION AVAILABLE, AS OUR STAFF MEMBERS WILL NEED TO VERIFY PARENTS ID UNTIL EVERYONE IS RECOGNIZED BY SIGHT.*

If an **emergency** situation should arise where an unauthorized person (not named on the registration form) needs to pick up the child, the parent or legal guardian **must call** and state the full name of the individual that will be picking-up the child. **This must precede the arrival of the unauthorized person.** **The individual will be required to inform the staff member releasing the child, of the child's \*Secret codeword for verification and will be required to show valid Identification.**

\*The parent will designate a **code word at the time the child is registered**, which will be kept confidential between the parent/guardian and the program.

Under no circumstances will a child be allowed to leave the program with an unauthorized person. Please understand that this is to ensure the safety of your child.

\* Disputes among parents and/or responsible parties relating to who is allowed to pick-up a child from the program may result in termination of the child from the program until an agreement has been reached and documented by all involved parents and legal guardians.



## **HEALTH POLICY**

### **MEDICATION AND ILLNESS**

Program personnel will not administer any medications. **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 hour of being notified.** If the parent cannot be reached, the emergency contact people will be called in the order they appear on the registration form and asked to pick-up the child.

Children will not be permitted to come to the program as long as:

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.

**According to Department of Public Health Guidelines for Infectious Disease, you are required to keep your child home if any of these symptoms occur:**

Skin rash	Persistent cough
<b>*Head Lice</b>	Diarrhea
Conjunctivitis	Fever over 101 degrees
Impetigo	Pinworms & Ringworm
Hepatitis	Strep Throat
Measles	Mumps
Chicken Pox	Rubella

Notify the Parks and Recreation Office 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 children's 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 participants. Infestation (eggs and live lice) can spread quickly among children and prompt parent action helps minimize the number of children infected.**

### **Child Injuries**

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 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 and asked to visit the school campus and make a decision regarding their child. 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.

### **Staff to child ratio:**

We have a 1 to 12 staff to child ratio and we cannot be required to spend excessive time with one child. This can compromise the supervision and safety of the other children. If your child has any special needs that require constant 1 on 1 care then we cannot accommodate them. This includes but is not limited to changing diapers. If your child requires this type of care then we will not be able to accommodate them. If a child has an accident, the parent will be notified immediately to come and bring him/her a change of clothes or pick them up.

## **DISCIPLINARY AND EXPECTATIONS POLICY**

The staff set limits that are developmentally appropriate and consistently enforced. Staff uses positive guidance and discipline techniques that teach the healthy development of personal self-discipline and self-control and build's children's self esteem. Staff employ techniques that includes reminding, redirecting a child's behavior, praising by calling attention to appropriate behavior, and acting as a role model to influence and reinforce positive behavior. Time spent away from the group is used in some situations when the child needs time to reflect on the incident before rejoining the group.

**Participants are expected to respect and follow instructions given by the program staff, respect other participants, School property, activity supplies, and equipment at all times. Disciplinary and expectation policies are established to ensure that each child will have an enjoyable time at the program and to remind those who choose to interfere with that experience that they are subject to consequences. Please discuss the discipline policy with your child so they will have a smooth transition into the program.**

### **PARENT NOTICE:**

A participant whose behavior is in violation of program rules will be spoken to by staff. A Parent Notice is to inform parents/guardians of any inappropriate or unusual behavior that does not warrant a write-up.

### **STEP ONE:**

A participant whose behavior is in violation of program rules (has disciplinary problems\*) will be spoken to by staff and positive discipline techniques will be used to try and correct and teach the child appropriate acceptable behavior. If the child's behavior does not change with staff reminders, the parent will be notified at pick-up time and asked to assist the staff by discussing and reinforcing the rules with their child. The Step One "Parent Notified at pick-up" will be dated and signed by the parent and staff members and placed in the child's file.

### **STEP TWO:**

If the behavior concerns continue after the parent has been informed and had the opportunity to discuss it with their child, a Step Two 'Written Warning' will be completed that documents the behavior. The parent will sign the written report and will be asked once again to speak with their child. The form will be dated and signed by the parent and staff members and placed in the child's file.

### **STEP THREE:**

Repeated infractions of the rules that continue to escalate after staff and parents have attempted to correct it (steps one and two) will result in a Step Three 'Written Reprimand' being issued. The form will be dated and signed by the parent and staff members and placed in the child's file. After the form has been signed by the parent and staff members then the Recreation Program Coordinator will create a memo going over the specific concerns of the staff and the behavior of the child. At this time a parent conference can be scheduled whereby the parent can meet the Lead Instructor and/or the Recreation Program Coordinator to discuss the child's behavior needing improvement. At this step the child may lose certain program privileges for a designated period of time or be suspended from the program not to exceed 3 working days depending on the severity. (Weekly fees are non-refundable).

**STEP FOUR:**

Upon the receipt of a **second** 'Written Reprimand', the child **will be dismissed from the program**. A child will not be considered for re-admittance to all programs for up to **one full year** from the dismissal date.

The participant must receive approval from the Parks & Recreation Assistant Director before they can be readmitted to the program.

**\*A disciplinary problem is defined as one in which a child is hampering the smooth flow of the program, by either requiring constant one-on-one attention and correcting, inflicting physical or emotional harm on other children, physically and/or verbally abusing other children or staff or otherwise unwilling to conform to the rules and guidelines of the program and damaging or destroying property.**

Below is an **Example** of Behaviors Warranting IMMEDIATE suspension or dismissal:

- ❖ Behavior that endangers the physical well-being of other participants or Staff members.
- ❖ Deliberately damaging or defacing property or equipment.
- ❖ Possession of a weapon (fire arm, knives or other items recognized by local, state and federal laws).
- ❖ Possession of illegal substances and/or paraphernalia.

**All incidents will be dealt with on an individual case-by case basis**

A child may be released from the program at any time under the discretion of the Parks and Recreation Program Coordinator or Parks and Recreation Superintendent.

**PROGRAM DISMISSAL POLICY**

*Participants may be withdrawn from the program for the following reasons:*

- a) Delinquent payment of weekly fees.*
- b) Consistent late pick-up of a child or repeated failure to notify the JAAM program of a child's absence.*
- c) Child's needs cannot be met by our program. The child is unwilling to follow the JAAM Discipline and Expectations policy.*
- d) Parent's repeated failure to respond and assist JAAM staff with emerging disciplinary concerns.*
- e) Disputes among parents and/or responsible parties relating to who is allowed to pickup a child from the program may result in termination of the child from the program until an agreement has been reached and documented by all involved parents and legal guardians.*
- f) Inappropriate behavior by the parent or guardian towards JAAM staff.*

*These guidelines are to ensure that each child will have an enjoyable time at JAAM and to remind those who choose to interfere with that experience that they are subject to consequences. Please discuss the discipline policy with your child so they will have a smooth transition into the program.*

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**CONTACT INFORMATION:**

Although there are phones, which allow out-going calls, we cannot receive in-coming calls at many of our JAAM sites. The Parks and Recreation Office keeps in contact with the JAAM staff throughout the program day. If you need to reach your child or staff member during operating hours, please call the Parks and Recreation Office at 830-401-2480.

Parent's questions and comments are always welcome.  
Questions or concerns should be directed to the Lead Instructor or  
the Recreation Program Coordinator at (830) 401-2483.

