



**PARKS &  
RECREATION**

# Program Handbook

**JAAM After-School Program &  
'Just for Kids' Summer Day Camp**

**2023-2024**

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

This handbook will provide you with information about the 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.

<b>Parks &amp; Recreation Department</b>			
	Office	830.401.2480	
	JAAM Administration	830.401.2483	
<b>JAAM After School Program</b>			
Ball	210.910.7024	Patlan	830.549.9268
Jefferson	830.549.0849	Rodriguez	830.549.0968
Koenneke	830.549.0511	Vogel	830.305.1569
McQueeney	830.549.0571	Weinert	830.549.9647
<b>Just For Kids Summer Camp</b>			
	Summer Program	830.305.1569	

\*NOTE: The City of Seguin Parks and Recreation After-School and Day Camp Programs 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) and 26 TAC §745.119 (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 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. 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. Spring break camp, depending on location, is open to all children of elementary age, Kindergarten through 5<sup>th</sup> grade. Day camp programs are currently unavailable for students of Ball Early Childhood Center due to age requirements.

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. It is important that registration information is accurate and current as we may need to reach out to guardians in case of an emergency. It is the responsibility of a 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. The City of Seguin Parks and Recreation may request verification of age and/or legal rights to a child through birth certificate and/or custodial documents.

### Locations and Hours of Operation

Currently, JAAM is offered at all SISD elementary campuses from school day dismissal until 6:00 p.m.<sup>1</sup> Generally, 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. Guardians will be notified if minimum is not reached.

Day camp(s) are held at a predetermined location. Most often we host these camps at a 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, Juneteenth, Independence Day, SISD intersession days<sup>2</sup>, 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 closes guardians will be notified.

### Payments

JAAM after-school program weekly rates are \$40 per week. Fees are due on a weekly basis, regardless of attendance, and must be paid no later than Monday morning at 8:00 am. Enrollment in the JAAM after-school program is continuous and refunds and/or payment transfers will not be made despite absences (i.e. illness, dismissal/suspension from a program, scheduling changes, etc.). 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.**

Day camp weekly rates are \$110 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:

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<sup>1</sup> Ball Early Childhood Center program ends at 5:15 p.m.

<sup>2</sup> Programs during out-of-school holidays may be offered, depending on staffing and availability, and will be subject to day camp policies.

- 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.**

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. The Parks and Recreation Department will work with SISD administrative staff to determine any closures or cancellations on a case-by-case basis. Refunds for program closures due to weather may be given at the discretion by the Director of Parks and Recreation or designee. During a pandemic, required quarantine periods and closures may occur at any time. Requests to suspend or cancel program fees due to pandemic 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 guardian to notify the Parks and Recreation Department of these absences.

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. 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.

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.

TAXPAYER IDENTIFICATION NUMBER:74-600-2279

**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 guardian to verify the child's location. Day camp absences are not verified.

To ensure the safety of the participants in the program, guardian's authorization is required for anyone other than guardian to pick up a child. Children will only be released to those individuals designated by the guardian 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 guardians 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 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 SISD school buses. 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. Guardians will be notified and must make arrangements to have their child picked up within one (1) hour of being notified. If the guardian 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 send notification to the guardians of other participants stating the illness and symptoms that they should be aware of. Please be advised these notifications 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 illnesses. Campers and staff displaying symptoms of 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 guardian and medication will be stored with the school nurse (JAAM) or the Program Coordinator (Camp). Picking up medication is the responsibility of the guardian. 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. The primary guardian will be notified of any injuries that occur during programming through SMS message which will include a photo image of any visible injuries such as cuts; swelling, skin discoloration; burns; sprains and strains and an injury report will be provided at the time of pickup and must be signed by a guardian or other authorized individuals. Copies of incident reports are available to guardians upon request.

If a staff member believes an injury may require medical treatment, (but is not a life-threatening emergency) guardian 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 guardian will be notified. If a child has a restroom accident, the guardian 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; written reprimand; 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 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.
- Guardian's repeated failure to respond and assist staff with emerging disciplinary concerns.
- Inappropriate behavior by the 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 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.



**JAAM After-School Program  
'Just for Kids' Summer Day Camp  
Permission and Waiver Form  
2023-2024**

I, \_\_\_\_\_ give permission  
*LEGAL GUARDIAN*  
for \_\_\_\_\_ to participate  
*PARTICIPANT'S NAME*

in the City of Seguin, Parks and Recreation Department programs as selected at registration. **I understand and agree:**

At all times while my child is participating in or attending a City of Seguin Parks and Recreation Program ("Program"), I authorize emergency medical treatment for my child, including authorization to the City of Seguin, EMS and any other medical provider (1) to provide or arrange for emergency medical treatment to my child; and/or (2) to transport my child, via EMS vehicle or otherwise, to a hospital or other medical facility. I understand that every reasonable effort will be made to contact me or other family member of the child as soon as possible in case of an accident, injury or other medical emergency. In consideration for participation in the Program, I, on behalf of my child, myself and any other guardian of my child, assume all risks and hazards to my child incidental to participation in the Program, and waive and release all rights and claims for damages my child, I or any other guardian of my child may have against City of Seguin, the Seguin Independent School District, and their employees, officers and volunteers. I, on behalf of myself and any other guardian of my child, agree to indemnify and hold harmless the City of Seguin, the Seguin Independent School District, and their employees, officers and volunteers from any and all claims and damages, including punitive damages, related to any injury, illness or other medical condition my child may receive or incur while participating in the Program or to medical treatment of my child authorized above.

All of my child's immunizations and tuberculosis test results are current and on file at the school nurse's office.

I acknowledge that I have received a copy of the JAAM Handbook. I understand that this policy supersedes all other policies I may have received during my participation in the program, and I understand that it outlines my obligations as a guardian and my child as a participant in the program. I will familiarize myself with the information herein, which describes the policies of the program.

Coronavirus is an extremely contagious virus that spreads easily through person-to-person contact. Coronavirus can lead to severe illness, personal injury, permanent disability, and death. Participating in City of Seguin programs or accessing City of Seguin facilities could increase the risk of contracting Coronavirus. The City of Seguin in no way warrants that Coronavirus infection will not occur through participation in City of Seguin programs of accessing City of Seguin facilities.

As RELEASOR, I acknowledge this waiver and indemnification voluntarily and with full knowledge of its meaning and significance.

CUSTODIAL GUARDIAN

\_\_\_\_\_  
*PRINT*

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*SIGN*

\_\_\_\_\_  
*DATE*