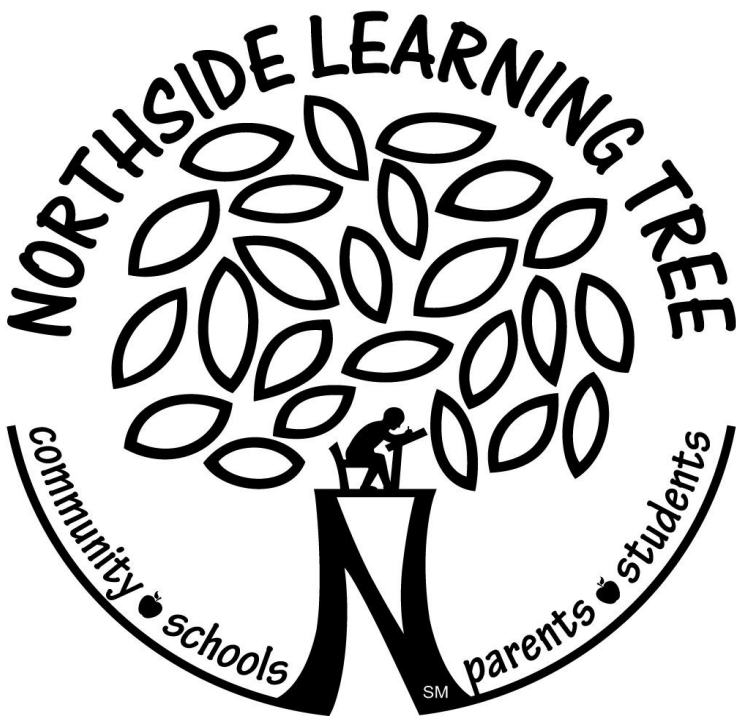


Learning Tree

After School Program

2014-2015 Program Guidelines for Parents & Guardians

Northside Independent School District
Department of Adult & Community Education



<http://nisd.net/learning-tree/>

Office Location: Northside Learning Center, 6632 Bandera Road,
Bldg. D, San Antonio, Texas 78238 (210)-397-8108

Email: Learning.tree@nisd.net

Vision Statement:

Committed to enriching lives by encouraging academic and social success.

Mission Statement:

Students will be successful now and in the future through the guidance of nurturing adults in a safe environment. The acquired academic knowledge, leadership, and social skills will empower them to be productive members of an ever-changing society.

Core Values:

- We believe in promoting and developing the Six Pillars of Character to include: caring, responsibility, trustworthiness, respect, fairness, and citizenship.
- We believe in lifelong learning & leadership development for students, staff, and parents.
- We believe in enriching and expanding learning opportunities for students and their families.
- We believe that every student has the ability to achieve a high level of education and reach their full potential and personal goals being college and workforce ready.
- We believe that a child thrives through the support of a strong family and/or other nurturing adults.
- We believe in providing a safe environment that promotes a healthy and active lifestyle.

Statement of Purpose:

The purpose of the Learning Tree program is to offer opportunities for students to access academic, enrichment, social and recreational experiences in an after school environment that is safe, drug-free, and supervised.

Statement of Goals:

The Learning Tree program supports the following goals:

- To offer expanded academic enrichment to help children meet state and local student academic achievement standards in core academic subjects, such as reading, mathematics, and science.
- To offer students a broad array of additional services, programs, and activities, such as youth development activities, drug and violence prevention programs, counseling programs, art, music, physical education/fitness programs, character education, and technology education programs that are designed to reinforce and complement the regular academic program of participating students.
- To offer families of students served by the after school program opportunities for literacy and related educational development.
- To support college preparation and workforce readiness efforts for all students.

Welcome to the Learning Tree Program!

The Northside Community Education department recognizes that there is a need to help working parents and their school age children by providing a quality after school program.

Northside Community Education has a long history of providing quality programming for students. Community Education is a part of the district and consequently we are conscious and very aware of district policies, goals and objectives.

Based on research and best practices of after-school programs around the nation, the Learning Tree program stands out as a quality after school program. The program provides enrichment activities, enhances self-motivation and social skills, while improving study skills, in a safe environment. We also strive to involve parents and families by offering activities in a variety of areas.

Please take time to review our program guidelines. By clicking on the "I accept" button you have agreed to all of the terms and conditions of the program.

Parental Expectations

Parents may expect that:

- Their child(ren) are in a safe, supportive environment.
- They may visit with the After School Program Specialist or Site Leader about concerns related to their child or the program.
- They will be told about misbehavior on the part of their child so that, as a team, we can bring about improvement to the situation.
- They will be informed promptly if their child does not arrive at the after school program during the school year.
- They will be regularly informed about program activities.
- They will be encouraged to participate in program activities.

Child's Expectations

Children may expect to:

- Have a safe, supportive and structured environment.
- Use all the program equipment, materials and facilities on an equal basis.
- Receive respectful treatment.
- Receive fair discipline.
- Receive nurturing care from staff members who are actively involved with them.

Program Expectations

The program expects that parents will:

- Keep the student's registration form up-to-date.
- Follow pick-up policies.
- Keep account current.

- Follow the health policy as explained in the Northside Student-Parent Handbook.
- Notify the Learning Tree program by phone or email the program Site Leader if their child will not be attending on a scheduled day.
- Notify Learning Tree program staff of all extra-curricular school activities child attends.
- Be responsible for following the Learning Tree program policies and procedures, regardless of which parent or guardian enrolled the child.
- Notify the Learning Tree program in writing/email, if you withdraw your child from the school and/or program during the academic school year.
- Assign all authorized people on the pickup list their own individual password/pin and ensure they receive the account #.
- SUMMER: All students must arrive by 8:30 AM on field trip days.

The program expects that the students will:

- Be responsible for their actions.
- Be able to participate in large group activities.
- Respect the school and program rules that guide them during the day and while at the program.
- Remain with the group and the Learning Tree program staff in the authorized area at all times.
- Take care of materials, equipment and facilities properly.
- Arrive at the program promptly.

Program Description

- Learning Tree program staff strives to capitalize on the interests and developmental needs of the child, while utilizing their own talents and skills. Special emphasis is placed on facilitating the child's success in academics, socialization, enrichment and recreation through a variety of experiences. Although activities are structured, there is always an allowance for spontaneity.
- Activities are balanced in terms of staff directed/child-initiated, group/individual, active/inactive experiences to allow for variety. In planning activities, staff considers content and style of the activity, characteristics of the school and community and resources available to them.
- Staff have a basic plan to promote the consistency of a daily routine. Daily activities require consistent scheduling for recreation, snack, enrichment, homework, etc.

*SUMMER: There is no homework during summer camp.

Administration

The Learning Tree program is a function of the Northside Independent School District and follows the district's policies and procedures. The program's administrative staff consists of the Director of Adult and Community Education, the Coordinator for After School Programs, After School Program Specialists, and

Site Leaders. Program policies, staff, curriculum, accountability and finances are all monitored by the Department of Adult and Community Education.

Community Education works in cooperation with campus principals and school staff regarding discipline, Learning Tree staff, and the ongoing monitoring of the program.

Staff

All staff are NISD employees and participates in extensive in-service training, and are certified in CPR and First Aid. The average adult-child ratio in the Learning Tree program is one to eighteen. However, students may occasionally participate in large group activities where the ratio is increased.

Absences and Late pick-ups during the school year:

- If your student is absent from school, they can still attend Learning Tree with the exception of an illness/medical or off campus suspension.
- If your child is ill, when you call the school to report the illness or pick up your child from school, please ask the school secretary to put a notice of the child's absence in the Learning Tree mailbox or call the Learning Tree program directly.
 - Absences without prior notification may be mistaken for a missing students and cause unnecessary concern and time searching for the student.
 - If your child was not absent from school and does not arrive at the program as intended, the staff will contact the parents at work or home.
 - If parents cannot be reached, the staff will then call the individuals listed under the alternate contact list. Keep contact information current. If necessary we will access school records for additional information.
- **Closing time is 6:30 PM promptly.** At 6:30 PM the Learning Tree program staff is officially off duty. The school's clock/laptop will be used as the official timepiece. Pick-up after this time is considered "**late pick-up.**"
- The Learning Tree program staff will remain with your child until you arrive but three late pick-ups in a one month time frame may result in your child being withdrawn from the Learning Tree program.
- Your account will be charged \$2 per minute per child for every minute after 6:35 PM. Please expect to pay the fee with your next month's tuition.
- When a parent has not arrived by 6:45 PM and has not contacted the Learning Tree program office, every attempt will be made by the staff to contact the parents, alternate contacts and "authorized pick-up people."
- If we cannot reach you or any of the other persons listed by 7:00 PM and no one has arrived to pick up your child, we will contact the Northside Police for assistance.

- If you or the responsible person is involved in an emergency, contact your local police department and request that they notify Northside Police at (210) 397-5600.

Discipline

- Behavior standards for the students will be the same as a regular NISD school day. The students will know what behavior is expected, as well as the rewards and consequences of their behavior choices.
- The Learning Tree program staff will work in cooperation with parents and campus staff/administration to solve discipline problems.
 - Constant inability to meet appropriate behavior standards can result in the withdrawal of the student from the program.
 - Inflicting physical or emotional harm on other children, physically and/or verbally abusing staff or otherwise unwilling to conform to the rules and guidelines of the program may result in immediate withdrawal.
- When imposing discipline, Learning Tree program staff shall adhere to the following general guidelines:
 - Discipline will be administered when necessary to protect students, school employees, or property and maintain essential order.
 - Students shall be treated fairly and equitably.
 - Consequences shall be based on careful assessment of the circumstances of each case.
 - Factors to consider shall include the seriousness of the offense, the student's age, the frequency of the misconduct, the student's attitude, the potential effect of the misconduct on the school environment, other pertinent factors, and requirements of State law and the Code of Student Conduct located on NISD website.
- In most instances the following discipline procedures are utilized:
 - 1st write-up – parent notified.
 - 2nd write-up – parent notified.
 - 3rd write-up – parent notified.
 - Subsequent write ups may result in withdrawal from the program.

Health and Safety

- If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure this information is recorded on the enrollment form and the Learning Tree program staff knows what care you suggest if a problem should occur during the Learning Tree program hours.
- If a child has any one of the following conditions, parents will be notified to pick up the child immediately: contagious disease, fever over 100 degrees, any head injuries, vomiting, diarrhea, or accident requiring medical attention.

- **Medication will not be administered by The Learning Tree program staff.** Parents should work with the school clinic to ensure medication doses are given prior to the release of school.*
*SUMMER: There is no clinic available during the summer; parents are responsible for administering medication prior to camp.
- Please be aware that the school clinic closes at 3:00 PM.
*SUMMER: There is no clinic available during the summer.
- If your child has asthma and needs to self-administer asthma medications, you may provide an extra inhaler or other emergency medications to the Learning Tree program and **a copy of the SCHOOL ASTHMA ACTION PLAN and ALLERGY ACTION PLAN** as outlined by the NISD Health Services Department. Learning Tree staff will have access to your student's inhalers and Epi pens located in the school clinic.
- The Learning Tree program staff will provide care for children who are ill or injured. Minor injuries (small cuts, bruises, scrapes) will be treated by trained staff that is certified in CPR/First Aid. In serious cases, the Northside police department will be called and the child may be taken to the local hospital by emergency vehicle. This decision will be made by the responding paramedics. The parents will be notified as soon as possible.
- Texas law requires caregivers to report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs or alcohol. The Learning Tree program staff are directed to make every effort to keep a child from getting into a car with a parent who they feel might be under the influence of drugs or alcohol. Northside Police Department will be called.

Snacks

- The Learning Tree program is required to follow nutrition rules established by the Texas Department of Agriculture. Nutritious snacks are served daily in the Learning Tree program arranged through Northside Food Services Department. Should your child have an allergy or condition that prevents him/her from partaking of certain foods, that information should be noted on the enrollment form.
*SUMMER: Learning Tree will not provide snacks, lunch or drinks. Parents are encouraged to send two healthy snacks for summer camp.
- If a parent does not want his/her child to eat the NISD snack, the parent may choose to send a different snack for their own child but may not send food or purchase food for other students. The alternative snack must be a nutritional snack such as fruit, cereal bar or applesauce. Please do not send chips, soda or candy as a snack.

Lunch for summer camp:

- Parents must provide lunch and drinks for summer camp.

Valuables/Personal Property

- Students are responsible for the care and custody of personal items. The district cannot assume responsibility for lost, stolen or broken items and recommends that valuable items such as cameras, cell phones, game systems, jewelry, money, expensive clothing, etc., be left at home. These items are not necessary during the program time and may be collected and will only be released to the parent.
- Children's personal property, coats, clothing, school bags, etc. must be taken home daily. Any personal property which remains will be taken to the school office lost-and-found box.
- The District permits elementary, middle and high school students to possess cellular phones or paging devices while on school property or while attending school-sponsored or school related activities on or off of school property. However, students having cellular phones or paging devices must keep the devices silenced and not visible during the after school program.

Homework & Tutoring during school year only

- The Learning Tree program provides a scheduled time Monday –Thursday for students to do homework.
- Learning Tree program staff will supervise the children during homework time and will assist as appropriate, encouraging children to do quality work, but is not responsible for the completion or accuracy of the homework.
- NISD asks parents to help their child by providing the time, place, cooperation and encouragement needed to complete assignments. Children should be reminded to take their books, work and supplies to the program each day. Children will not be allowed to re-enter their daytime classroom for forgotten work or supplies.
- Please notify the program staff in writing if you do not wish for your child to do his/her homework during Learning Tree. The Learning Tree program will provide alternate materials for your child during homework time such as books or worksheets; or you may send your own resource materials.
- If your child attends the tutoring program afterschool administered by the Northside Teachers, please notify the Learning Tree program office. Learning Tree program fully cooperates with the school requirements regarding student participation in tutoring.

Operating Schedule

- The Learning Tree elementary program operates between the hours of 2:45 PM - 6:30 PM, Monday – Friday and operates on NISD early release days from 11:45 AM - 6:30 PM.
- The Learning Tree middle program operates between the hours of 3:45 PM - 6:30 PM, Monday – Friday and operates on NISD early release days from 12:30 PM - 6:30 PM.

- The Learning Tree summer program operates between the hours of 7:00 AM - 6:30 PM, Monday – Friday.
- The program follows the Northside Independent School District calendar. The Learning Tree program does not operate during school holidays, school closing due to inclement weather or teacher in-service days.
- In the event of inclement weather or emergency closing as directed by the district, the parent/guardian or other designated person will be expected to pick up the child.

Parental Involvement for the school year

- Northside Independent School District believes in the power of education and its powerful, positive influence on our community. Research has proven that parental involvement in school is a necessary prerequisite to student success; therefore, a partnership between school and home must exist. You are encouraged to take an active part in your child's life.
- The Learning Tree program will offer families educational development and monthly parental involvement opportunities, and we encourage your participation.

Parties

- The Learning Tree program follows the district policy regarding parties. Birthday parties are not permitted. Three holiday/special day parties during the school year may be held during Learning Tree at the discretion of the After School Program Specialist. The delivery of balloons and flowers to students is not permitted.

Registration and Enrollment

- The Learning Tree program encourages children of all backgrounds to attend. The program does not discriminate on the basis of sex, race, color, national origin, ethnic background, religion, or disability.
- Children enrolled in the Learning Tree program must be in grades Kindergarten through 5th and enrolled in school. Parents must enroll their child(ren) online through the Kids Care parent portal. If assistance is needed please call our office at (210) 397-8108. If a grade level is full, a waiting list will be maintained and you will be contacted as space becomes available.
- A yearly non-refundable registration fee per child will be collected during registration for the after school program only.
- Children will be allowed to attend the program on the 2nd business day after the online enrollment form has been completed and **all fees are paid in full**. For your child's safety, the program expects the online enrollment form to be kept current, including physical and medical limitations. The parent/guardian must inform the After School Program Specialist if there are any changes to the enrollment form.
- All authorized pick-up people must have an individualized password.

- Texas law precludes us from keeping a child from a natural parent unless there are court documents stating this judgment. If there is a custody situation where court documents are on file, you must provide the Learning Tree program with a copy of the official court orders that pertain to custody.

Release of Children

- Each child enrolled in The Learning Tree program will remain at the program site until picked up by an authorized individual. The parent/guardian enrolling the child must stipulate on the enrollment form the people who are authorized to pick up their child.
- All persons who are authorized to pick up a child in the Learning Tree program must be at least 18 years of age. Any exception requests must be presented in writing and will be approved at the discretion of the After School Program Specialist.
- **For the safety of the child, ALL PERSONS requesting to pick up a child will be asked for picture identification (i.e., Driver's License or State Identification Card.) You must be prepared to present picture identification at all times.**
- Only those individuals designated by the enrolling parent/guardian will be permitted to sign the child out of the program. **In accordance with Texas law, we cannot legally keep a child from his/her natural parents unless we have a court document on file to that effect.** To ensure the safety of your child, please make sure all information and documents are current. All Learning Tree program children must have alternative and emergency pick-up arrangements.
- **Even if a one-time exception is to be made to the recorded information, the enrolling parent/guardian must provide the After School Program Specialist with this information in writing. Again, that individual will need a picture ID, in order to pick up your child.**
- **All authorized people must have the account number and their individual PIN in order to sign out a student.**
- If your child attends school related extracurricular activities, during the Learning Tree program hours, you must provide the Learning Tree Program staff with this information in writing.
- Children will not be permitted to leave the program area to "help" classroom teachers unless you have granted this permission in writing. We cannot accept responsibility for supervision when the student is not in our immediate care.

Tuition & Fees

- A yearly non-refundable registration fee per child will be charged and collected for the after school program at the time of enrollment.

- **Tuition is due the first day of each month. Families registering after the 15th day of the month will pay the daily rate for each program day remaining in the month.** On the 6th calendar day, a \$25 late fee will be assessed to your account. Late payments will need to be made online or by appointment with the Learning Tree bookkeeper at the Northside Learning Center. Payment not received by the 10th calendar day will result in removal of your child(ren) from the program.
*SUMMER: Tuition is due the Wednesday prior to the week of enrollment. A late fee will be assessed of \$25 and space is no longer guaranteed. If payment is not received by 5 pm on Thursday will result in the removal of your child (ren).
- Any Non-Sufficient Funds checks will be assessed a \$25 fee and must be paid within 10 days from notification. If either a paper/electronic check or a combination is returned twice, checks will no longer be accepted. Payments will need to be made by cash or money order in the Learning Tree main office or online with a credit card.
- Paying online is strongly encouraged. Payment in the form of cash, a money order or check can be personally delivered or mailed to The Northside Learning Center, 6632 Bandera Rd, Bldg., and San Antonio, Texas 78238 Attention: Learning Tree Bookkeeper. Hours of operation for the Northside Learning Center are 8:30 AM to 4:30 PM.
- You may be able to set up auto bill pay with your banking institution. You will need the following information:
Learning Tree office address: 6632 Bandera Rd San Antonio, Texas 78238
Attention: Learning Tree Bookkeeper.
In the memo section include your child's name and school.
Please make all checks payable to NISD.
Please note that payment will not be accepted at the campus.
- Your account will be charged \$2 per minute per child for every minute after 6:35 PM. Please expect to pay the fee with your next month's tuition.
*SUMMER: Please expect to pay the fee, \$2 per minute per child for every minute after 6:35 pm, by 5 pm the following day of late pick up.

Withdrawal & Refund Policy

- A written notice is required 5 business days in advance to withdraw your child from the after school program. Notices must be emailed or given in person to the After School Program Specialist.
*SUMMER: No notice is required for withdrawal unless a refund is requested. Please see refund policy.
- Refunds will be issued based on the 5 business day written notice, a daily rate will be assessed for the days the child attends the after school program. If a written notice is not received, parent is responsible for the full month's tuition and no refund will be issued.

- SUMMER: All refunds require a 5 business day written notice. Notice must be emailed or given in person to the After School Program Specialist on duty.
- No refund is given due to dismissal from the program due to behavior issues.
- Students may be withdrawn from the Learning Tree program/camp for any of the following reasons:
 1. Failure to meet appropriate behavior standards.
 2. Refusal to follow program procedures and rules.
 3. Verbal abuse, physical abuse or sexual harassment of student or staff member by student or their parents or guardian.
 4. Failure to follow Northside and campus procedures.
 5. Unauthorized departure from the campus.
 6. Three late pick-ups in a one month time frame.
 7. Parent or Guardian's failure to pay tuition and fees.
 8. Students receiving more than three write up's may be withdrawn from the Learning Tree program. However, a student may be withdrawn from the Learning Tree program at any time, without reaching the maximum write-up's, for serious infractions of Northside policy and procedure.

In Closing...

- Parents are always welcome to observe the Learning Tree program. If you wish to visit, please check in with the Learning Tree program staff. For liability and supervision reasons, children who are not enrolled cannot take part in activities.
- All procedures and policies of the program are developed with the safety and care of the child as the primary concern.
- **These guidelines are the minimum expectations for parents and guardians of students enrolled in the Learning Tree program/Summer Camps. NISD policy and procedure is always in effect.**