



Afterschool Centers on Education™

Success – A Texas State of Mind™



**BOYS & GIRLS CLUBS
OF THE BIG PINES**

Parent Handbook

Funded by the 21st CCLC Program administered by the US Department of Education.



David Crockett Elementary
700 Jasper Drive
Krystal Sanders, Site Coordinator

South Marshall Elementary
1600 Meadow Street
Jerry Williams, Site Coordinator

George W. Carver Elementary
2302 Holland Street
Lydia Fields, Site Coordinator

William B. Travis Elementary
300 West Carolanne Boulevard
Patty Coleman, Site Coordinator

J.H. Moore Elementary
2303 Norwood
Gail Frazier Jones, Site Coordinator

Price T. Young Middle School
1501 Sanford Street
Polete L. Buard, Site Coordinator

Robert E. Lee Elementary
1315 Calloway Street
Jessica Langer, Site Coordinator

Sam Houston Middle School
2905 East Travis Street
Wanda Eastin, Site Coordinator

Administration:

Shelley Yates, Program Director
Marshall ISD

Brooke Paddie, Family Engagement Specialist
Marshall ISD

Bryan Partee, Executive Director
Executive Director,
Boys & Girls Clubs of the Big Pines

Dear Parents,

We bring you a warm welcome from the Texas ACE Program, a partnership between Marshall Independent School District and the Boys & Girls Clubs of The Big Pines. We are so glad to have your family as participants in our program. We like to think of Texas ACE 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 learning is fun...a place where each family's needs are recognized and addressed.

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 any Texas Ace site, 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 (903)927-8715 or (903)935-2030.

Sincerely,

Shelley Yates, Program Director
Marshall ISD

Brooke Paddie, Family Engagement Specialist
Marshall ISD

Bryan Partee, Executive Director
Boys & Girls Clubs of the Big Pines

Texas ACE
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.

Texas ACE 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.

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, and the Texas ACE sites have nurses on duty during program hours. 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 that require a child to be transported.

Attendance

Because each of our enrichment programs is curriculum based, it is vital that the children enrolled attend every day. While unforeseen circumstances will inevitably occur, excessive absences from any class could result in removal from the program.

Confidentiality

A Department of Education grant funds Texas ACE. The Department of Education requires MISD to provide information on our students for the purpose of assessing our program's effectiveness. Texas ACE 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 Marshall Independent School District personnel. 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 Texas ACE will adhere to the discipline policy for the Marshall Independent School District students during the core day. (See MISD 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 Texas ACE 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. Texas ACE reserves the right to remove a child without use of the steps listed below if the Site Director deems it appropriate.

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

1. 1st Offense– child counseled and receives a verbal warning;
2. 2nd Offense- child will be referred to the Site Coordinator;
3. 3rd Offense– phone call to parent and the discipline issue documented;
4. 4th Offense- child will be dismissed from the program.

*Options may 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 the program nurse'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 100 degrees° F or above
- * 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.

Medications

Medication will not be given during the Texas ACE Program. Scheduled medications should be given by campus personnel prior to arrival to the program.

Hours of Operation

We are open from the hours of 3:00 p.m. to 6:00 p.m. (3:15 p.m. to 6:15 p.m. for middle schools) Monday through Friday. The program center will be closed on Marshall ISD holidays and bad weather days.

Late Pick Up:

CHILDREN MUST BE PICKED UP ON TIME! After three late pick ups the child may be subject to removal from the program.

Nutrition

A nutritious snack will be provided. 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

Texas ACE 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. Parents are required to attend at least two activities per semester and are encouraged to attend all available activities. Social and educational events are held throughout the year to promote interaction between staff and families and you are encouraged to attend.

Parents may also be asked to serve on the Texas ACE Advisory Council 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 Texas ACE Program Director.

Safety

We ask that parents closely supervise their children in hallways and parking lots when departing. 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 Texas ACE employees are required by Texas Law to report any suspicion of child abuse or child neglect.

Emergency Program-Closing Information

The Texas ACE program will be closed when Marshall ISD closes for inclement weather or any other emergency that may arise. During times of inclement weather, listen to radio and television stations detailed in the *Marshall ISD Student Handbook*.

Transportation

Bus transportation between schools and home is provided upon request at the end of the program day for all Texas ACE sites.

Personal Belongings

Members are **not allowed** to bring cell phones, toys, MP3 players, hand-held video games, cameras, or any other personal belongings to Texas ACE. Texas ACE is **NOT** responsible for any personal belongings that are lost or stolen.

I, _____, parent of
_____, acknowledge that I have read,
understand and agree to the terms outlined in the Texas ACE Parent Handbook. I also
understand that in order for my child to be eligible to attend, I or another parent or guardian
or both are required to attend a minimum of two parent meetings per semester which will be
announced on each campus at least two weeks in advance.

Parent/Guardian Signature

Date

Texas ACE Site/Campus

**PLEASE SIGN AND RETURN THIS PAGE AFTER READING THE ENTIRE
HANDBOOK!**