



**Kids' Involvement Network
Student/Parent
Handbook**

2009-2010

**North East Independent School District
Community Education
8750 Tesoro
San Antonio, Texas 78217
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Foreword to Parents and Students

Welcome to the Kids' Involvement Network! We appreciate the opportunity to provide a safe, well-supervised after school program for your child(ren).

Kids' Involvement Network (KIN) is an academically enriching after school program that operates under the administration of the Community Education Department of the North East Independent School District. KIN offers age-appropriate activities in small groups with an average adult/student ratio of 1:15.

This Student/Parent Handbook offers guidelines for the KIN program. Guidelines have been developed with the safety and well being of children as top priority. At times, circumstances may arise that necessitate changes in these guidelines. Any guideline/policy changes will be posted at the KIN site.

The Student/Parent Handbook is a valid part of the enrollment agreement between the KIN program and the parents or guardians of students who are enrolled in KIN.

KIDS' INVOLVEMENT NETWORK MISSION

“Kids’ Involvement Network will provide after school enrichment activities and supervision for elementary and middle school students in a way that will improve their attitudes, grades, and behavior so they will be positive members of the school and community.”

Kids’ Involvement Network Administration

657-8866

Director of Community Education	Becky Stoughton
KIN Coordinator	Lynda Haile
KIN Coordinator	Patti Boren
KIN Coordinator	Linda Sanchez
KIN Coordinator	Pat Burns
KIN Specialist	Margo Trevino
KIN Specialist	Maggie Gregoire
KIN Specialist	TBA
KIN Specialist	Amanda Hernandez
KIN Instructional Specialist	Joanne Doll
KIN Curriculum Coordinator	Beverly Mitchell
KIN Special Projects Coordinator	Marcel Russell
KIN Training Coordinator	Karen Shofner
KIN HR/Payroll Specialist	Sarita Jordan
Receptionist	Emma Ramirez
Senior Accountant	Lisa Olivares
Operations Manager	Jan Heintz

PARENT/PROGRAM EXPECTATIONS

Enrollment in the Kids' Involvement Network after-school program constitutes an understanding that you will abide by the policies and procedures contained in this handbook.

Parents may expect that:

1. Their children are cared for in a safe, supportive environment.
2. They may visit with the Site Director about concerns related to their child or the program.
3. They will be told about misbehavior on the part of their child, and have the opportunity to visit with the Site Director in order to bring about improvement in the situation.
4. They will be informed promptly if their child does not arrive at the KIN program according to his/her enrollment information, on the days he/she attends school.
5. They will be treated professionally and with respect.

The KIN program expects that parents will:

1. Pay applicable fees on time.
2. Keep the child's enrollment records up-to-date.
3. Pick up children on time.
4. Contact the KIN program if their child will not be attending on a scheduled day.
5. Be respectful and cooperative in responding to KIN staff and program participants.

Students may expect:

1. To have a safe, supportive and consistent environment.
2. To use all the program equipment, materials and facilities on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair and non-punitive.
5. To receive nurturing care from staff members who are actively involved with them.

The KIN program expects that students will:

1. Be responsible for their actions.
2. Respect the school rules that guide them during the school day and while at KIN.
3. Remain with their group and the KIN staff at all times.
4. Take care of materials and equipment properly and return them to their place when done, before taking out new ones.
5. Arrive at KIN promptly, according to the enrollment information.
6. Be able to follow at least one step commands in order to participate with group activities.

KIN Guidelines

The Kids' Involvement Network program encourages students of all backgrounds to attend. KIN does not discriminate on the basis of race, color, religion, gender, national origin or disability. **Students in the KIN program are expected to participate independently and function cooperatively in multi-aged, multi-sized groups.** The program's activities require a certain level of social interaction skills, cognitive skills, and physical skills. Students must be able to follow at least one-step commands in order to participate with the group activities planned. Students are expected to actively and cooperatively participate in group activities. Staff is not available for one-on-one assistance.

Eligibility: Students may be enrolled in the KIN program at any time, on a space-available basis. Students enroll in the KIN program on the campus where they attend school. Registrations will not be accepted for students showing an outstanding account balance. **Students are not permitted to participate in KIN until the KIN office has confirmed all registration information.**

If a student has been sent home from school by the school nurse or does not attend school on any given day, he/she may not attend KIN.

Enrollment: A student's enrollment is complete upon the submission of the following information:

- 1) Completed On-Line Registration
- 2) Payment of non-refundable registration fees plus any applicable tuition

KIN maintains its own medical records. For the safety of your child, all medication taken by the student, on a regular basis, must be listed, even if the medication is not taken during KIN. ***Failure by parent or guardian to disclose pertinent medical information may result in dismissal of the student from the program.***

It is the responsibility of the parent/guardian to keep registration information current. The parent must notify the KIN Site Director and make the necessary changes online or fill out the ***Updated Authorization Form*** (available at the KIN site) regarding any changes such as: emergency persons, additional persons authorized to pick up, phone numbers, and arrival/departure information.

Failure to make appropriate changes may result in dismissal from the program.

Students may not bring guests to KIN.

KIN Staff: Each campus KIN program is staffed by a degreed/experienced Site Director and one or more Assistants who are high school graduates per NEISD employment policy. In addition, all staff members are CPR/First Aid certified and participate in an extensive orientation as well as mandatory professional development training throughout the year. The average adult-student ratio in the program is 1:15.

KIN Parent/Guardian Involvement: The North East Independent School District always welcomes and encourages parents to participate as partners in the ongoing process of learning. All parents wishing to participate in KIN activities must complete NEISD Volunteer Forms and receive clearance verified through the NEISD Volunteer Program prior to participation. (NEISD Volunteer forms are available on-line at www.neisd.net) For KIN volunteer opportunities call Joanne Doll at 657-8866, ext. 230. KIN provides picture ID badges for all volunteers. This indicates to the school and parents that the person is authorized to be at school and in the KIN program.

Program Schedule: KIN offers a variety of age-appropriate, academically enriching activities. Activities include varying amounts of supervised, sustained quiet homework time as determined by grade level. Recreation, games, community service projects, service learning projects, and enrichment activities are planned for the students.

Snacks: The NEISD Food Service provides daily snacks for the KIN program. School Nutrition Services at North East Independent School District recognizes the strong relationship between nutrition and learning. To support this relationship, the School Nutrition Services seeks to provide nutritious snacks that are made from quality food products and are acceptable to the students. The provided snack must be eaten on the premises and is not allowed to be taken “to go”. Students that leave the program before snack time will not receive a snack. Students may also bring a snack from home to eat at this time only. Staff is not responsible for the participant’s snack brought from home. Please make sure that **any food allergies** are prominently listed on the KIN online registration form. Should your child have special dietary needs, please discuss this with the Site Director.

Days that NEISD classes are in session: KIN begins immediately after school is dismissed and continues until 6 p.m. Students should be in KIN promptly after school dismissal. KIN student dress code is the same as the campus dress code.

Early Dismissal Days: KIN begins immediately after school is dismissed and continues until 6 p.m.

Staff Development Days: NEISD Staff Development days are holidays for NEISD students. **The regular KIN program will not be in session.** All day **Fun Days** will be scheduled for KIN students on select student holidays at centralized sites for an **additional fee.** Information will be provided at KIN sites. Fun Day registrations are on a first come basis.

Curriculum: KIN strives to support the curriculum objectives of NEISD through its homework and enrichment time. The KIN curriculum is designed to guide the students to:

- ◆ Expand thinking and problem solving skills
- ◆ Develop the ability to work cooperatively within a group
- ◆ Develop a better understanding of himself/herself
- ◆ Improve interpersonal skills
- ◆ Develop an interest in recreational reading
- ◆ Appreciate the joy of learning

Games/Books: KIN provides age-appropriate games and books for use by the students during program hours. Per NEISD policy, personal items may be brought to school for educational purposes **only when approved or requested by a teacher.** Students are not to bring and/or use on school premises items such as, but not limited to, electronic games, video/computer games, dice and cards/trading cards. Prohibited items will be confiscated.

Homework: Homework time is designed to be a quiet time when the staff assists students with homework as needed.

Goals of homework time are to help students:

- ◆ Develop proper study habits
- ◆ Experience homework mastery satisfaction

Students should come prepared to work on homework. This includes assignments and materials needed to complete them. **Students may not return to classroom for materials.** KIN staff will assist students as needed to see that they stay on task. Homework time is **not** one-on-one tutoring. Time restraints plus group sizes prevent the KIN staff from “checking” homework for accuracy.

Homework time is to be used only for academic pursuit. Students may read during this time. Books are provided at each site and students are strongly encouraged to bring their own appropriate reading material. Additional educational activities will be provided. Appropriate pre-reading and early-reader activities are provided for younger students who may not have homework.

As part of the NEISD instructional team, KIN staff members may contact the teacher and/or parent of any student who repeatedly claims he/she does not have homework.

Parents wishing to supervise homework at home should make their wishes known, in writing, to the KIN staff. During homework time, the student may work on appropriate supplementary material or may read.

Community Service/Service Learning: The KIN program provides opportunities for students to participate in a variety of community service and service learning activities. Good citizenship and character development are key goals regardless of age. Some activities may permit family involvement while others will be entirely student-centered.

Recreation: The KIN program recognizes the importance of physical activity and supervised play. Students are provided the opportunity for outdoor recreation each day, weather permitting. On inclement weather days, organized games and activities will be provided in the gym. Please make note of breathing difficulties such as asthma on the online registration form. On air quality alert days, staff will follow campus policy with either indoor recreation or limited outdoor time. For hot weather, staff will implement the following:

- Water to drink every 30 minutes
- “Cool down” periods frequently
- Sit in cool places (for example shade)
- Restricted activities (low to moderate intensity)
- Check playground equipment for excessive heat

CHAMPS: The KIN program supports and follows the district-wide positive behavior management program CHAMPS. Research shows setting and then consistently teaching expectations results in students meeting or exceeding the expectation. CHAMPS is a framework in which discipline can be addressed and is a move from a more reactive approach to discipline.

General Discipline Rules: All students enrolled in the KIN program are entitled to a pleasant and harmonious environment. KIN guidelines and rules follow the rules for behavior established for the regular school day as stated in the NEISD Student Handbook. Students are expected to adhere to those rules. Disrespect to KIN staff as well as disregard of KIN rules will result in disciplinary action and possible removal from the KIN program. The parent will be contacted about student misbehavior. **In the event of severe disruptive behavior, the parent must make arrangements to pick up the child immediately.** Non-cooperation by parent or student regarding discipline problems will result in the student's dismissal from KIN. Students subject to any on-campus disciplinary action may have limited participation in KIN.

The KIN staff and administration handle all student discipline issues arising in the KIN program. The KIN Director may notify School administration as deemed necessary.

The KIN program cannot serve students who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules that guide behavior during the school day and KIN program time. If a child cannot adjust to the KIN setting and behave appropriately, then the child may be dismissed.

Any behavior dangerous to the well being of another student or staff member may result in immediate suspension and/or dismissal.

KIN Discipline Process: The KIN staff receives CHAMPS training, the NEISD behavior management model. The children will know what behavior is expected, as well as the rewards and consequences of their behavior choices. Every attempt will be made by the staff to work in cooperation with the parents to solve behavior problems. Parents/Guardians will be notified of infractions through the **Parent Communication Form**. This form will detail the student's behavior as well as action taken by the KIN staff. The parent/guardian will be asked to sign this form. Parent/Guardian signature serves to document that parent/guardian was informed of the incident.

We reserve the right to suspend/dismiss a child IMMEDIATELY if we experience extreme discipline problems. **Such problems include, but are not limited to fighting, physical violence towards students or staff, bringing weapons to KIN, physically or verbally threatening others, and putting themselves, other students or staff members in an unsafe situation.**

In accordance with FERPA (Family Educational Rights and Privacy Act) regulations, any information relating to other students involved, including disciplinary measures taken will not be disclosed.

Discipline Resolution

A) Parent/Guardian

- 1) Parent/Guardian may contact the KIN Site Director to schedule an appointment for a conference.
- 2) If the concern has not been resolved, an appointment may be scheduled with the appropriate KIN Coordinator (657-8866) and/or the Director of Community Education.

B) Staff

- 1) The Site Director may request a meeting with Parent/Guardian when necessary.
- 2) Failure to meet with the KIN staff as requested may result in student's dismissal from the program.

Zero Tolerance: NEISD and KIN maintain a zero tolerance policy for all staff, students, and parents/guardians. No alcohol, drugs, tobacco or weapons are permitted on campus. In addition, KIN will follow the NEISD policy regarding threats.

Health & Safety

The school clinic is closed at the end of the regular school day. For the safety of your child, it is vital that all pertinent health information is on the KIN Online registration form and is complete and kept up to date. If your child has a known medical condition, special health problem, or food allergy (asthma, diabetes, seizure disorder, etc.) please be sure the Site Director has instructions to follow if a problem should occur during KIN program hours. All KIN staff members are required to maintain current certification in CPR and First Aid.

Medication: THE KIN STAFF DOES NOT HAVE ACCESS TO MEDICATIONS STORED IN THE NURSE'S OFFICE. The school nurse is not available during KIN hours. Should the student require medication during KIN, the medication must be given to the KIN Site Director by the parent/guardian. All medication must be in the original labeled prescription bottle accompanied by written instructions from the prescribing physician. If medication is to be kept at the KIN program site for treatment of a chronic condition, no more than one month's supply will be accepted at any time. No medication will be administered without written permission from the parent/guardian. Information regarding medication must be entered on the KIN online registration form. All medication will be kept under lock and key.

Parents/guardians of any child who has been prescribed an inhaler must supply a current prescription labeled inhaler to be kept at the KIN site. This information must be entered on the KIN online registration form.

Students may not carry medication of any type. The **only** exception is students meeting state and district requirements. They will be permitted to possess their prescription asthma/anaphylaxis medication and prescription medication, supplies, or equipment required for independent monitoring and treatment of diabetes. All required paperwork must be submitted to the school nurse prior to a student being allowed to possess the medication and supplies. **This information must be entered on the online registration form.**

Insurance: Low cost Accident Insurance is available for any NEISD student and coverage includes KIN hours. Student insurance forms are sent home at the beginning of the year or may be obtained at the school office.

Illnesses/Communicable Diseases: If a student becomes ill or is injured during the KIN program, a parent will be notified. If the child has one of the following conditions, the parent will be notified to pick up the child: **Contagious Disease, Fever over 100° F, Vomiting or Diarrhea.** Arrangements must be made to pick-up the student *immediately*. Parents should establish an alternate plan for their child if they are unable to pick up a sick child or if they cannot be reached by telephone during the workday.

If a student has been sent home from school by the school nurse or does not attend school on any given day, he/she may not attend KIN on that day.

Bathroom Usage: KIN students are provided with ample bathroom opportunities. ***All students are expected to perform bathroom activities independently.***

Safety: KIN staff will make every effort to keep a student from getting into a car with an individual suspected of being under the influence of drugs or alcohol. They will contact NEISD Police or SAPD to give the parent and child a ride home.

Under Texas state law, KIN staff members are required to report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs or alcohol.

Medical Emergencies: 911 will be called if the KIN Site Director feels the injury or illness requires it. Parents will be contacted *immediately* after the 911 call is made.

Emergency Procedures: Should an emergency situation arise during the KIN program hours, KIN staff will notify parents of the existing situation as soon as possible. In such circumstances, parents are required to pick up their child *immediately*. In case of a major local emergency, parents should tune in to local AM stations for information.

Absences: The following procedure helps ensure your child's safety. On the day a student is going to be absent from KIN, the parent/guardian ***should call the KIN office prior to 10:00 am at 657-8866.*** The KIN office will notify the KIN site. Parents should also notify the KIN Site Director, in advance, of planned absences. School personnel are not responsible for forwarding messages to the KIN program.

Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. If a child does not arrive at the KIN program as intended, the Site Director will attempt to contact the parents. If the parents cannot be contacted, the Site Director will contact the persons listed on the authorized pick up list.

Release of Students: Each child enrolled in the KIN program ***will remain at the site until picked up by an authorized person, unless permission is given by the parent on the KIN online registration form for the child to sign himself/herself out.*** Each day the individual who picks the child up will sign on the appropriate line of the attendance sheets to document this. Please note the time.

Individuals should be prepared to present their Drivers' License or valid ID, for identification, at any time.

No student may leave KIN without prior written consent from the parent.

As a matter of safety, if you have given your child permission to sign himself/herself out, keep in mind, daylight saving's time ends in the fall and it becomes dark by 6 p.m. Students must leave campus immediately after signing themselves out unless proceeding directly to a school sponsored event.

Should an emergency arise and a person not listed on the authorized pick up list needs to pick up the student, the parent/guardian may provide authorization via fax or phone to the KIN office/site. The KIN office/site may call you to verify the information. KIN staff may not sign out students.

Authorized Pick up List: Only those persons listed on the student's online registration form are authorized to sign out students. Family members not listed **are not** considered authorized to pick up the student.

If a sibling is listed as an authorized person and does not have a valid ID, please introduce that individual to the KIN staff, so that they can recognize him/her.

**No child may be legally withheld from a natural parent unless custody papers stating so are on file in the KIN office.
(8750 Tesoro).**

Access to School: Prior to 4:00 p.m., access to the school is monitored by the school office. **After the office closes, access to the school is limited to the KIN dismissal area.** An NEISD employee badge does not grant access to other areas of the school.

Extracurricular Activities: If your child attends extracurricular activities, tutoring or has any other kind of arrival/departure time change within the period he/she is enrolled in the KIN program, you must complete the KIN extracurricular form and return it to the Site Director, **prior to the date the change is effective.**

Late Pick-Up: The KIN program closes at 6 p.m. Students may be picked up any time prior to 6 p.m. **The school clock is the official timepiece.** If the parent encounters an emergency situation, alternate arrangements should be made for pick-up. In such incidents, the KIN site should be notified when you realize you are going to be late and another individual may be authorized to pick-up the student. Students will not be released to unauthorized individuals.

If you are late, the Site Director will be calling you or your contact numbers in the event that you cannot be reached.

Late Pick up Fee: Individuals picking up students after 6 p.m. will be charged a late pick-up fee. If an authorized alternate adult is signing the student out after 6 p.m., it is the responsibility of the parent/guardian to make payment of the late fee. The late fee is \$5 for any time between 6:01 and 6:10 p.m. and \$1 for every minute thereafter **regardless of the reason for late arrival**. Late pick-up fees will appear on your on-line KIN account.

Repeated late pick-ups and/or unpaid late fees may result in dismissal from the KIN program.

Staff is instructed to call the police if a student is not picked up by 6:30 p.m. and no contact has been made with the parent or other authorized pick-up person. Police may in turn contact Child Protective Services and abandonment charges may be filed.

Telephone: The KIN telephone on site is reserved for administrative use and for emergencies. ***Students may not make or receive telephone calls on the KIN line or on personal cell phones.***

The KIN office telephone (657-8866) is staffed from 8:00 a.m.– 4:45 p.m. Your Site Director will provide you with the KIN site's direct number. Please note that this number is different from the campus main number.

Due to the location of the phone, it may be difficult at times for the staff to hear the ringing phone over a group of students. Please be patient.

There are times because of school functions that the program moves to a different area of the school and phones may not be available. If you are unable to connect with the KIN site, call the KIN office (prior to 4:45 p.m.) and they will try to contact the Site Director.

Tuition Payment: At registration parents are given an opportunity to sign up for automatic credit/debit card charges. ***Tuition is due on the 1st of each month.*** Payments for tuition can be mailed to the KIN office at 8750 Tesoro, San Antonio, TX 78217 or delivered between the hours of 8:00 a.m. – 4:45 p.m. Payments may also be made on-line with a Visa, MasterCard or Discover credit card. **No tuition or late fees can be paid at the KIN sites.**

Note: Tuition is charged on a sliding scale at KIN/Challenge sites. The KIN/Challenge program is a partnership between the City of San Antonio and the North East Independent School District. A \$5 registration fee is required. Tuition is determined based on family size, income, and number of children in the program.

KIN tuition fees are not pro-rated. They are pre-set monthly fees charged regardless of the actual number of days attended.

Past due Accounts: *Students will be dropped from the KIN program if their account is delinquent after the 10th of the month.* A finance charge is assessed automatically after the 5th of the month. Parents may review and pay their KIN account at any time on-line.

Financial Assistance: NEISD and the KIN program believe that no student should be denied the opportunity for a quality after-school experience. To that end, a limited amount of financial assistance is available to help defray tuition costs for eligible students. Financial Assistance Applications are available through the KIN office.

Eligibility guidelines are similar to those of the Federal Free and Reduced Lunch Program. Financial assistance amounts generally range from 25% to 75%.

Returned Checks: The District contracts with a third party vendor for the collection of non-sufficient fund and stop payment checks. The vendor will collect the original check amount and any associated fees and taxes from the check writer. Amounts not received in a timely manner will be turned over to the District Attorney's office for further action.

Refunds: KIN tuition refunds are initiated in the KIN office and forwarded to the NEISD accounting department who in turn will refund any balance.

Withdrawal: Parents are responsible for immediately notifying the **KIN OFFICE**, by phone or online, of a student's withdrawal. *Tuition will be assessed up until the time the KIN office receives official notification of withdrawal.*

MISCELLANEOUS ITEMS

Personal Belongings: Students' personal property, coats, clothing, back packs, etc. must be removed at the end of each day. Lost articles may be placed in the Lost and Found area of the school campus. Although the KIN program attempts to help children stay organized, KIN cannot be responsible for personal property. Personal belongings are the student's sole responsibility. ***KIN does not accept responsibility for items lost, stolen, or broken.***

As per NEISD policy, personal items may be brought to school for educational purposes only when approved or requested by a teacher. Students are not to bring and/or use on school premises items such as, but not limited to, electronic games, cigarette lighters/matches, **any bladed instruments**, toy guns of any kind, pellet guns, bb guns, paintball guns, laser pointers, electronic devices such as MP3 players, Ipods, radios, tape recorders/players, CD players, CDs, cameras of any type, video/computer games, dice, cards/trading cards, skate boards, in-line skates, pornographic materials, **or other items determined by KIN staff to be inappropriate at school.** Students may be subject to disciplinary action for being in possession of any of the above items. Prohibited items will be confiscated.

Animals: In accordance with NEISD policy and for the safety of all, animals of any kind, including family pets, are not allowed on school grounds at any time.

Registration for 2010-2011 KIN: Students currently enrolled in KIN and those on the waiting list are given advance opportunity to re-enroll for the next school year. ***Current enrollment does not insure automatic re-enrollment.***

You will be notified in April when you will be able to access the 2010-2011 registration. All registrations must be completed on-line and applicable registration fees must be paid. Computers are available for registration purposes in the KIN office from 8:00 a.m. – 4:30 p.m. ***Registrations are always on a space available basis, regardless of current enrollment status.***

Tax ID: *NEISD's federal identification number for tax purposes is 74-6015301.*

Student and/or parent/guardian failure to comply with KIN guidelines may result in dismissal from the program.

The North East Independent School District does not discriminate on the basis of race, color, religion, gender, national origin, age or disability.

Revised July 2009