



**Kids' Involvement Network  
Student/Parent  
Handbook  
2019-2020**

**North East Independent School District  
Community Education  
8750 Tesoro Dr.  
San Antonio, Texas 78217  
Telephone – 210-407-0140  
FAX -210- 657-8612**

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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 staff/student ratio of 1:18.***

***This Student/Parent Handbook offers guidelines for the KIN program. Guidelines have been developed with the safety and well-being of children as a 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

**210-407-0140**

Interim Executive Director of Adult and Community Education  
Patricia Boren

|                                     |                        |
|-------------------------------------|------------------------|
| KIN Coordinator                     | Nicole Mendez          |
| KIN Coordinator                     | Linda Sanchez          |
| KIN Coordinator                     | James Tillman          |
| KIN Coordinator                     | Pat Burns              |
| KIN Accounting Specialist           | Iris Trevino           |
| KIN Specialist                      | Homer Pena             |
| KIN Specialist                      | <i>Vacant</i>          |
| KIN Specialist                      | Jennifer Ramones       |
| KIN Specialist                      | Dolores Lozano         |
| KIN Program Improvement Coordinator | Joanne Doll            |
| KIN Curriculum Coordinator          | Beverly Mitchell       |
| KIN Special Projects Coordinator    | Yasleitza Rivera-Natal |
| KIN Training Coordinator            | Brittany King          |
| KIN Training Facilitator            | Kellie McLean          |
| KIN Staffing Facilitator            | Chris Filer            |
| KIN Staffing/Payroll Specialist     | Liz Johnson            |
| Receptionist                        | Barbara Bandy          |
| Financial Analyst                   | Daniel Rios, Jr.       |
| Operations Manager                  | Patti Boren            |

## **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 Supervisor about concerns related to their child or the program.
3. They will be told about misbehavior on the part of their child and will have the opportunity to visit with the Site Supervisor 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 (addresses, phone numbers, medical information, legal documents, etc.)
3. Pick up children on time.
4. Contact the KIN program if their child will not be attending on a scheduled day.
5. Maintain appropriate boundaries at all times concerning staff, all students enrolled and their parents.

**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 planned group activities. 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 and the registration fee has been paid.**

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

**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 Supervisor and make the necessary changes online or fill out the ***Change of Information Form*** (available at the KIN site) regarding any changes such as: emergency persons, additional persons authorized to pick up, and phone number or address changes.

**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 Supervisor who is qualified and highly trained per NEISD employment policy. In addition, all Supervisors and Assistant Supervisors as well as approximately 50% of Assistants 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 1:18. KIN Staff are held to the same Code of Ethics for Educators and Employee Conduct standards as all NEISD employees.

**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](http://www.neisd.net)) For KIN volunteer opportunities call Joanne Doll at 210-407-0151. KIN provides picture ID badges for all volunteers. This badge 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, 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 Supervisor.

**Days that NEISD classes are in session:** KIN begins immediately after school is dismissed and continues until 6:30 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 6:30 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 NEISD students on select student holidays at centralized sites for an **additional fee.** Information will be provided at KIN sites and the KIN office. Fun Day registrations are on a first come basis.

**Academic Enrichment Curriculum:** KIN strives to support the curriculum objectives of NEISD through its homework and enrichment time. The KIN Enrichment 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 the 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, or extremely hot 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

**Positive Behavior Support:** The KIN program supports and follows the district-wide positive behavior management program. Research shows setting and then consistently teaching expectations results in students meeting or exceeding the expectation. Positive Behavior Support 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 Site Supervisor 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 or is a perceived threat to other children or staff, 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 restriction and/or dismissal.***

**KIN Discipline Process:** The KIN staff receives Positive Behavior Support 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.

We reserve the right to restrict/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. However, should a parent/guardian wish to give consent to share information concerning their student(s) to another person, the parent/guardian must complete a "Consent to Share Student Information" form at the student's school.

#### **Discipline Resolution**

##### **A) Parent/Guardian**

- 1) Parent/Guardian may contact the KIN Site Supervisor 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 (407-0140) and/or the Executive Director of Community Education.

##### **B) Staff**

- 1) The Site Supervisor 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 complete and up to date on the KIN Online registration form. If your child has a known medical condition, special health problem, or food allergy (asthma, diabetes, seizure disorder, peanut allergy, etc.) please be sure the Site Supervisor 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 Supervisor 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 on-line 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 may contact NEISD or SAPD to give the parent and child a ride home.

**Medical Emergencies:** 911 will be called if the KIN Site Supervisor 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 media 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 210-407-0140***. The KIN office will notify the KIN site. Parents should also notify the KIN Site Supervisor 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 Supervisor will attempt to contact the parents. If the parents cannot be contacted, the Site Supervisor will contact the persons listed on the authorized pick up list. Procedures will vary at middle school KIN programs.

**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***. The individual who picks up the child will initial and note the pick-up time on the appropriate line of the attendance sheets. After a student has been checked out of KIN, they may not return that day.

***Individuals should be prepared to present their Drivers' License or valid picture 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 savings time ends in the fall and it becomes dark before 6:30 p.m. Students must leave campus immediately after signing themselves out unless proceeding directly to a school sponsored event. Students who have left school or signed out of KIN may not return to KIN on that day.

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 on-line 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 biological or custodial parent unless custody papers stating so are on file in the KIN office. (8750 Tesoro Dr). Without a copy of Legal Documents both parents will be given the same rights and privileges.**

**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 Parent Permission form and return it to the Site Supervisor, **prior to the date the change is effective.**

**Late Pick-Up:** The KIN program closes at 6:30 p.m. Students may be picked up any time prior to 6:30 p.m. A late pick-up fee will be assessed to the accountholder's KIN account for all students picked-up after 6:30 p.m. When a parent encounters an emergency situation that prevents them from picking-up their student on time, it is the parent's responsibility to secure alternate arrangements for pick-up. In such instances, the parent must also notify the KIN site or KIN office as to who will be picking-up their student—students will NOT be released to unauthorized individuals.

If not notified in advance of a late pick-up, KIN staff will attempt to reach all individuals authorized for pick-up for students still at the program after 6:30 p.m. Please ensure all contact information within your Parent Portal account is current to prevent further action from being taken. **If no contact has been made with the parent or authorized pick-up person(s), KIN staff is instructed to inform SAPD Police of all students not picked-up by 7:00 p.m. SAPD Police may in turn contact Child Protective Services and abandonment charges may be filed.**

**Late Pick-up Fee:** The school clock is the official timepiece utilized in determining late pick-up times. Late pick-up fees will be charged to the accountholder's KIN account for all students picked up after 6:30 p.m. The late pick-up fee is \$15 for any time between 6:31 p.m. and 6:40 p.m. and \$1 for every minute thereafter regardless of the reason for late arrival. Please refer to the Late Pick-Up Fee schedule on page 19 to determine the amount of fee incurred.

**Repeated late pick-ups and/or unpaid late fees may result in dismissal from the KIN program—all fees must be paid within 30 days or the last day of school, whichever is sooner. Unpaid late fees may result in the cancelation of a student's KIN registration for the subsequent year's KIN program.**

Payment for fees may be made online with a credit or debit card (<https://portal.neisd.net/neisdportal/Account/Login>), sent via mail, or in person at the KIN office.

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

Your Site Supervisor will provide you with your student's KIN site direct telephone number—please note, this number is different from the campus main number and will only be staffed during program hours. If for any reason you are unable to connect with a staff member at the KIN site directly, please call the KIN office at 210-407-0140 between the

hours of 8:00 a.m. – 4:45 p.m., and a KIN Specialist will make every effort to contact the Site Supervisor on your behalf.

**Tuition Payment:** : KIN tuition is calculated based on the number of school days in the registered school year amortized over 9 equal monthly billing cycles (excluding Castle Hills E.S.). Monthly tuition fees are NOT pro-rated regardless of the actual number of days attended in any given month. **KIN tuition is due on the 1st of each month.** Tuition payments may be made online

(<https://portal.neisd.net/neisdportal/Account/Login>) with a Visa, MasterCard, or Discover credit/debit card. Accountholders may also opt within their Parent Portal for automatic credit/debit card charges. Automatic Payments are processed on the first business day of each month in which tuition is due. Only one attempt will be made to charge the designated card on file. If the transaction is not completed (due to NSF, expired card, etc.), it is the responsibility of the accountholder to remit payment prior to the 5<sup>th</sup> of the month to avoid being assessed a finance charge. Payments may also be made over the phone with a KIN Specialist (210-407-0140), sent via mail or in person at the KIN office (8750 Tesoro Dr., San Antonio, TX 78217). Payments for tuition or fees will not be accepted at the KIN Sites.

*Note: The KIN After School Challenge Program (ASCP) is a partnership between the City of San Antonio (COSA) Department of Human Services (DHS) and North East Independent School District. A portion of the funding for your child's after school program at a designated Challenge Site is provided by the City of San Antonio Department of Human Services. The City of San Antonio requires a nominal sliding scale participation fee that is determined using the Federal Poverty Guidelines based on family income, family size, and number of children enrolled.*

**Past due Accounts:** A finance charge of 15% will be assessed to all accounts with an outstanding balance after the **5th** of the month. **Students may be dismissed from the KIN program if their account remains delinquent after the 10th of the month in which tuition is due.** Parents may review and pay their KIN account online at any time.

**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:** Refund requests must be initiated through the KIN office. The KIN office will forward all refund requests to the NEISD accounting department for review. Please allow 7-10 business days for the review and processing of refunds.

**Withdrawal:** It is the sole responsibility of the account holder/parent/legal guardian to notify the KIN office of a student's withdrawal. Tuition will be assessed up to the date the KIN office receives official notification of withdrawal. Withdrawal of a student from KIN does not void any unpaid tuition and/or fees—any outstanding balance is due promptly.

## **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.

**Cell phone use by students:** The KIN program follows and enforces NEISD guidelines for cell phone use by students during KIN hours.

**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.

**Facility Usage:** Independent Contractors offering services to students in the KIN program must contact the district Facility Reservation Specialist at 407-0398 before services will be approved.

**Registration for 2020-2021 KIN:** Students currently enrolled in KIN and those on the waitlist are given advance opportunity to re-enroll for the next school year's program. Accountholders will be notified in April as to how and when to register for the 2020-2021 program. All registrations must be completed online, and applicable registration fees must be paid to guarantee placement. Computers are available for KIN registration purposes at the KIN office between the hours of 8:00 a.m. – 4:30 p.m.

**Please note, current enrollment does not ensure automatic re-enrollment. 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.***

**LATE PICK-UP FEE  
PER CHILD**

|                               |                |
|-------------------------------|----------------|
| <b>6:31 TO 6:40 = \$15.00</b> |                |
| 6:41 = \$16.00                | 7:21 = \$56.00 |
| 6:42 = \$17.00                | 7:22 = \$57.00 |
| 6:43 = \$18.00                | 7:23 = \$58.00 |
| 6:44 = \$19.00                | 7:24 = \$59.00 |
| 6:45 = \$20.00                | 7:25 = \$60.00 |
| 6:46 = \$21.00                | 7:26 = \$61.00 |
| 6:47 = \$22.00                | 7:27 = \$62.00 |
| 6:48 = \$23.00                | 7:28 = \$63.00 |
| 6:49 = \$24.00                | 7:29 = \$64.00 |
| 6:50 = \$25.00                | 7:30 = \$65.00 |
| 6:51 = \$26.00                | 7:31 = \$66.00 |
| 6:52 = \$27.00                | 7:32 = \$67.00 |
| 6:53 = \$28.00                | 7:33 = \$68.00 |
| 6:54 = \$29.00                | 7:34 = \$69.00 |
| 6:55 = \$30.00                | 7:35 = \$70.00 |
| 6:56 = \$31.00                | 7:36 = \$71.00 |
| 6:57 = \$32.00                | 7:37 = \$72.00 |
| 6:58 = \$33.00                | 7:38 = \$73.00 |
| 6:59 = \$34.00                | 7:39 = \$74.00 |
| 7:00 = \$35.00                | 7:40 = \$75.00 |
| 7:01 = \$36.00                | 7:41 = \$76.00 |
| 7:02 = \$37.00                | 7:42 = \$77.00 |
| 7:03 = \$38.00                | 7:43 = \$78.00 |
| 7:04 = \$39.00                | 7:44 = \$79.00 |
| 7:05 = \$40.00                | 7:45 = \$80.00 |
| 7:06 = \$41.00                | 7:46 = \$81.00 |
| 7:07 = \$42.00                | 7:47 = \$82.00 |
| 7:08 = \$43.00                | 7:48 = \$83.00 |
| 7:09 = \$44.00                | 7:49 = \$84.00 |
| 7:10 = \$45.00                | 7:50 = \$85.00 |
| 7:11 = \$46.00                | 7:51 = \$86.00 |
| 7:12 = \$47.00                | 7:52 = \$87.00 |
| 7:13 = \$48.00                | 7:53 = \$88.00 |
| 7:14 = \$49.00                | 7:54 = \$89.00 |
| 7:15 = \$50.00                | 7:55 = \$90.00 |
| 7:16 = \$51.00                | 7:56 = \$91.00 |
| 7:17 = \$52.00                | 7:57 = \$92.00 |
| 7:18 = \$53.00                | 7:58 = \$93.00 |
| 7:19 = \$54.00                | 7:59 = \$94.00 |
| 7:20 = \$55.00                | 8:00 = \$95.00 |

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

The KIN After School Challenge Program is sponsored in part by the City of San Antonio.



**NEISD and/or KIN RESERVES THE RIGHT TO CHANGE PROCEDURES AND GUIDELINES AT ANY TIME.**

Revised July 2019