

COMMUNITY EDUCATION PARENT HANDBOOK

Welcome to the NISD Community Education Youth Program!

Northside Community Education has a long history of providing quality programming for children. The Northside Community Education Department is a part of the district and consequently we follow district policies, goals and objectives. Our youth programs provide enrichment activities, enhanced self-motivation, social skills, and safety.

By registering for NISD Community Education Youth Programs, I hereby acknowledge that I agree to the following Community Education guidelines for parents and guardians.

Program Expectations

The program expects that parents will:

- Keep the child's application form up-to-date.
- Follow set attendance and pick-up policies.
- Pay close attention to any communications from the Instructor or Community Education Coordinator regarding their child's behavior and cooperate in efforts to improve the situation.

The program expects that the children will:

- Be responsible for their actions.
- Be able to participate in large group activities.
- Remain with the group and the Instructor at all times.
- Take care of materials and equipment properly and return them to their place when done, or before taking out new ones.
- Arrive at the program promptly, according to the enrollment information.

Discipline

- Behavior standards for children will be the same as in the regular school day. The children will know what behavior is expected, as well as the rewards and consequences of their behavior choices. The Instructor will work in cooperation with parents to solve discipline problems. Constant inability to meet appropriate behavior standards will result in the withdrawal of the student from the program.
 - **A disciplinary problem is defined as one** in which a child is hampering the smooth flow of the program. Inflicting physical or emotional harm on other children, physically and/or verbally abusing staff, or being unwilling to conform to the rules and guidelines of the program, may result in immediate withdrawal.

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 application form and the Community Education and Instructor knows what care you suggest if a problem should occur during program hours. In addition, parents will be asked to fill out a Medical/Emergency Information Form which the Community Education office will keep on file.

- Daily medication will not be administered by Community Education staff or Instructors. We will administer emergency medication (inhalers, epi-pens) if necessary and if medication is made available to us. All labeled medication (inhalers, epi-pens) will be locked up and used only in case of emergencies.
- **If your child has asthma and needs to self-administer asthma medications, you must provide Community Education with a copy of an official ACTION PLAN as outlined by your child's medical provider.**
- *If a child has any one of the following conditions, the parents of the child will be notified to pick up the child immediately: contagious disease, fever over 100 degrees, vomiting or diarrhea, accident requiring medical attention.*
- Emergency contacts will be made according to the information provided on the application form. In serious cases, the child may be taken to the local hospital by emergency vehicle. This is a decision that will be made by the responding paramedics. The parents will be called as soon as possible.

Drop Off - Late Pick Ups/Fees

- Program hours are exact class times.
- Students may be dropped off no more than 10 minutes before the start of class. If you arrive prior to this, you must wait with your child until the drop-off time when classrooms open.
- Pick up time is promptly at the end of class. You may pick up your child earlier, if you would like, but you will not receive or be issued a prorated refund.
- Late fees begin accruing as soon as the class ends. The late pick-up fee is \$1 per minute past the end of class.
- Please help ensure the safety of your child by dropping off and picking up your child within program hours.

Valuables/Personal Property

- Students are responsible for the care and custody of personal items. The district cannot assume responsibility for lost or stolen items and recommends that valuable items such as cameras, jewelry, money, expensive clothing, etc., be left at home. These items are not necessary during the program time and may be picked up from the child and released to the parent only.
- Children's personal property, coats, clothing, school bags, etc. must be cleared from the program area after each session. Any personal property which remains will be taken to the office lost-and-found box.
- The District permits elementary, middle and high school students to possess cellular phones or paging devices while on district property. However, students having cellular phones or paging devices must keep the devices on silent and not visible during the program.

Release of Children

- Children are expected to arrive on time and to leave the program on the time of dismissal. Each child enrolled in Community Education youth programs will remain at the program site until picked up by an authorized individual. The parent/guardian enrolling

the child must stipulate in writing, individuals that may pick up their child or whether the child has their permission to walk home.

- All persons who are authorized to pick up a child in Community Education youth programs 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 Instructor or Community Education Coordinator.
- **ALL PERSONS picking 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 for the safety of your child.** 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 up-to date. All Community Education student participants 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 Instructor and Community Education Coordinator with this information in writing. Again, that individual will need a picture ID in order to pick up your child.**

Photo/Image Release

- By registering for Community Education Youth Programs, I give my permission without restriction to Northside Independent School District and its assignees to photograph or videotape my child during participation in camps and classes. I specifically waive any rights to compensation with respect to my child's name, likeness, picture and/or voice. The purpose of this release is to facilitate publicity for NISD programs online and/or in print.

Failure to abide by the NISD Community Education Youth Program guidelines can result in removal of the class or camp.