Denton Parks and Rec

2016-2017
AFTER SCHOOL
ACTION SITE
PARENT
MANUAL
City of Denton---After School Action Site
2016-17 Payment Due Dates

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount Due</th>
<th>Final Due Date for Month</th>
<th>$20 Late fee Assessed</th>
<th>Student Withdrawn from program if monthly payment and late fee not received by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>August/September</td>
<td>$160 + $40 registration fee</td>
<td>At registration</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>October</td>
<td>$160</td>
<td>9/30/2016</td>
<td>10/1/2016</td>
<td>10/5/2016</td>
</tr>
<tr>
<td>January</td>
<td>$160</td>
<td>12/31/2016</td>
<td>1/1/2017</td>
<td>1/5/2017</td>
</tr>
<tr>
<td>February</td>
<td>$160</td>
<td>1/31/2017</td>
<td>2/1/2017</td>
<td>2/3/2017</td>
</tr>
<tr>
<td>April</td>
<td>$160</td>
<td>3/31/2017</td>
<td>4/1/2017</td>
<td>4/5/2017</td>
</tr>
<tr>
<td>May/June</td>
<td>$160</td>
<td>4/30/2017</td>
<td>5/1/2017</td>
<td>5/3/2017</td>
</tr>
</tbody>
</table>

The participant will be withdrawn from the ASAS program if the monthly payment and late fees are not paid by the 3rd day of the month that ASAS is in session. The parent may re-enroll the child by paying the full monthly payment, late fee, and registration fee to continue in the program.

2016-17 Tuition Formula
The fee for the school year is $1,440 (school closings are not included; therefore, you are not paying for ASAS during the weeks schools are closed). The month payment has been divided equally for nine (9) months at $160 per month (August 2016 - June 2017) and August/September 2016 and May/June 2017 are combined to represent 1 month each. Our staff will be picking up and taking care of the participants on Early Release days. There will be no refunds or credits given for bad weather days or other unscheduled school closings. Instead of being charged for early release school days, these days will be used to cover inclement weather days or other unscheduled district school closing days.
Important:
Non-Call-In Fee: Three (3) incidents during one calendar month of not calling your child in absent before 2 p.m. on the day of their absence will result in a $5.00 administrative fee. Each incident after the 3rd will result in an additional $5.00 administrative fee per non-call in. This fee resets every month.

Denton Parks and Recreation
2016-2017
ASAS Parent Manual

Mission Statement:
To ensure our participants have the opportunity to grow physically, emotionally, and mentally in a non-competitive, safe, and supervised environment.

ASAS Operation:
The city operates their camps by the Standards of Care which have been adopted by the City Council of the City of Denton, Texas in order to comply with Senate Bill 212 as approved by the Texas Legislature during the 74th legislative session. The Standards of Care are intended to be minimum standards by which the City of Denton Parks and Recreation Department will operate the City’s Youth Programs. The programs operated by the City are recreational in nature and are not licensed day care programs. The City of Denton’s recreational/camp programs are exempt from licensing under Texas Administrative Code 745.115(3). The Denton Parks and Recreation Summer Camps operate as a recreation program and not a daycare facility. The Standards of Care are available for view at www.dentonparks.com.

ASAS Goals
♦ To provide enrichment and recreational activities that develops each child’s physical, emotional, and social development.
♦ To provide an after school program that meets the safety needs of our participants.
♦ To build confidence and help our participants work together and develop bonds and friendships with other participants.

The City of Denton reserves the right to update the ASAS Parent Manual as necessary. The information and guidelines supplied in this Parent
manual are based on conditions at the time of printing and are subject to change in order to better operate our program.

All registrants will be notified in writing of any changes made and date any change will go into effect.

This manual will answer many of your questions regarding our ASAS program, so please keep this manual in a place that you may access and refer to it throughout the 2016-17 school year.

**ASAS PROGRAM INFORMATION**

The City of Denton Parks and Recreation After School Action Site (ASAS) are operated under the umbrella of the Youth/Teen services Division. The ASAS program has been in operation for over 30 years with our primary goals to offer high quality and safe recreational care for your child during the after school time hours. Our program is funded through the program fees to provide one of the very best after school programs in the North Texas area. Our program is recreational in nature, but we strive to offer activities that are diverse and enrich each child who participates in the ASAS program.

**Youth/Teen Services Administrative Office:**
Location: Denton Civic Center  
321 E. McKinney St.  
Denton, TX  76201  
Front Desk phone:  (940) 349-7275  
Fax:  (940) 349-8384  
*Civic Center hours:  8 a.m.-5 p.m.  
**YTS Office:  11 a.m.-7 p.m., Monday thru Thursday  
11a.m. -6:30 p.m. Friday  
Website:  www.dentonparks.com
*Civic Center will be closed for major holidays, please go to www.cityofdenton.com for a list of holiday closings.  
**Note YTS Office staff is unable to take payments, only front desk staff at Civic Center during their scheduled business hours can take payments.
Note: Please do not call the recreation centers if you need assistance with the ASAS program, we only use their center for the program, please call the YTS office staff for questions/concerns.

**YTS Administrative Staff:**

Sara Farris  YTS Supervisor-Recreational Care  (940) 349-8730  
Sara Travis  YTS Supervisor-Special Projects  (940) 349-8723  
Glenn Richardson  Athletics/YTS Coordinator   (940) 349-8732  
Kathy Schaeffer  Athletics/YTS Program Area Manager  (940) 349-8731

**ASAS Program Hours and Days of Operation:**

**Monday thru Friday:** Pick up from school until 6:30 p.m.  
**School holidays, winter break, and spring break:** ASAS is closed, but you may register for KDO’s or camps we offer at the Denton Civic Center.  
**Early release days:** We will pick up children from their campuses early and we usually take the kids on fields trips during that week and return back to the recreation center by 5:30 p.m.

**Early Release Days for the 2016-2017 school year are:**  
October 3-7, 2016 and June 1, 2017

**Pick up Procedures and Schedule**

Each child will be picked up in a City labeled vehicle, it may be a car, or van. Each vehicle is clearly marked as a city vehicle. All pick-ups take place in the parent pick up line or the day-care pick up area. This is usually in the front, back or side of the school. Please contact your respective school for the pick-up location for the day care vehicles. We send a list to the schools to let them know the names of the children we are picking up and the teachers get the children to the appropriate area. It is very important for you to let your teacher know this also in case the school office does not forward the information. The staff will stay for a maximum of five minutes but the children need to be promptly outside waiting for the van. The staff will not come back for children who miss the van. The children need to be at the pick-up site and stay until the transportation arrives.

**CHILDREN LATE TO VAN AT SCHOOL WILL NOT BE PICKED UP AFTER VAN LEAVES!**

Children, who come to the pick-up location late, will not be picked up after the van leaves. The vans wait for five minutes at the pick-up location, if children are staying late
to help teachers or wandering around the school or any other reason we do not come back to pick up the children after the van leaves.

The following is the pick-up schedule for each site—the times are based on the school schedule of the release of students (most schools release at 2:50 p.m. this year). This schedule is subject to change without notice based on the number of students enrolled at each site:

<table>
<thead>
<tr>
<th>Denia:</th>
<th>MLK:</th>
<th>Northlakes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borman</td>
<td>Lee</td>
<td>Wilson</td>
</tr>
<tr>
<td>McNair 2:50</td>
<td>Rivera 3:00</td>
<td>Ginnings 3:00</td>
</tr>
<tr>
<td>Ryan 3:05</td>
<td>Hodge 2:50</td>
<td>Evers 2:50</td>
</tr>
<tr>
<td>Houston 3:05</td>
<td>Cross Oaks 3:10</td>
<td>Rayzor 2:50</td>
</tr>
<tr>
<td>Hawk 2:50</td>
<td>Stephens 2:50</td>
<td></td>
</tr>
<tr>
<td>LA Nelson 3:00</td>
<td>Pecan Creek 3:05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Providence 2:50</td>
<td></td>
</tr>
</tbody>
</table>

**Transportation**

The participant to staff ratio, 13:1, will be adhered to at all times when transporting participants.

Participants may be transported only by City vehicle or any vehicle designated by the City. Participants may not be transported to and from activities or home by staff’s personal vehicles.

All children will wear seat belts and be in booster seats if less than 8 years of age while being transported with the exception of commercial vehicles that do not offer seat belts. Any child who takes their seat belt off or causes great disruption in the vehicle will receive an automatic discipline report or immediate suspension from the program.

**Schedule of Activities**

The following is an example schedule for each day at the after school programs but is not exact due to various pick up routes:

**ASAS (an estimated schedule, each site will vary depending on their pick up route)**

3:15 Meet in designated area in Recreation Center
3:20 Roll Call
3:25 Snack Time
3:45 Homework Time
4:15 Arts and Crafts, Cooperative Games, Sports, Field Trips, etc.
5:15 Free Play
6:30 Program ends
In addition to daily activities, we include a field trip (bowling, skating), or sport league (basketball, flag football, kickball) or special activity (i.e. bounce house, Brainy Bowl) each month. We try to keep each participant busy and active at each after school program site.

**Enrichment Activities**
We also provide additional enrichment activities with presentations provided by a variety of community organizations. In addition, the University of North Texas and Texas Woman’s University conduct various teacher education programs and possible research activities at our ASAS sites. All UNT and TWU students receive a criminal background clearance before engaging in activities with our participants.

**Snacks**
Every day after school the program starts with roll call followed by snack time. Please pack a nutritional snack every day for your child for after school consumption. We do not have access to microwaves at any of the sites, so any food that requires heating will not be able to be eaten. Children will have access to the vending machines. Children will also be asked to clean up their area after snack time is over.

**Food Allergies:**
Please make sure that all food allergies are listed on your blue card and that they are brought to the attention of your ASAS staff.

Please do not have your child share your snack due to food allergies. Please be sure to provide a substantial snack for your child as Denton ISD lunches begin as early as 10:30 a.m.

**Homework Time:**
ASAS schedules about 30 minutes for students to work on their daily homework assignments. ASAS staff will be present to assist or answer any questions that the children have about their homework assignments. If the child tells the ASAS staff that they do not have homework for that day, we will take their word for it. **IT IS THE CHILD’S RESPONSIBILITY TO DO THEIR HOMEWORK DURING THE SCHEDULED TIME.** If the child does not have homework then he/she will need to supply a book for reading or ASAS staff will provide a book or other low key activities.
Movies:
We will periodically show movies at ASAS sites and we will show “G” or “PG” movies.

Staff/Training:
Everyone knows that good staff is the key to a great day after school program. Therefore, we look for the very best when we hire. Characteristics that we look for in a staff member are:

♦ Good role model
♦ High moral values
♦ An outgoing personality
♦ Leadership abilities
♦ Experience working with children
♦ Desire to work with children

We also make sure that staff completed CPR/First Aid Training and a Driver education course.

The YTS staff makes every effort to make sure that our ASAS staff is willing to make a commitment for the entire school year, but from time to time due to personal and school schedules a staff member will resign. Please be assured that we will make every effort to make this transition a positive and smooth one.

ASAS Site Locations

Denia Recreation Center---1001 Parvin St.
School Served: Borman, LA Nelson, Hawk, Ryan, McNair, Houston

MLK Recreation Center---1300 Wilson St.
School Served: Providence, Cross Oaks, Hodge, Stephens, Pecan Creek, Lee, and Rivera

Northlake’s Recreation Center—2001 W. Windsor
School served: N. Rayzor, Evers, Ginnings, Wilson
*Note: we may change a school to a different location if transportation needs demands a change. You will receive written notification if your child’s recreation center changes.

Inclement Weather—we may also change the pick-up location to the Civic Center due to inclement weather and the Civic Center is located at 321 E. McKinney St. We will make every effort to call and or/email you in order to notify you of this change.

Denton ISD Calendar
The ASAS program follows the Denton ISD school calendar, this calendar can be accessed at www.dentonisd.org.

ASAS REGISTRATION, ENROLLMENT & WITHDRAWAL

Registration Procedures
Registration for City of Denton Youth Programs is on a first-come, first-served basis with limited enrollment. Registration must be completed by the child(ren)’s parent or legal guardian.

Change of Schools
If your child has a change of schools during the school year, if we have space on the pick-up route, we will try to accommodate your request. If we cannot accommodate the request, no refunds or credits for fees already paid will be provided.

Non-Route Change of Schools
If your child has a change of school to a location that we do not pick up from, you must drop off your child to the ASAS site and sign your child into the program. In addition, you must wait until we have met our staff to student ratio before you can sign your child into the ASAS program. We cannot provide transportation from schools that are not listed.

**Participant’s Information Files**
Parents/legal guardians must complete a set of registration forms for each child. The registration forms must include the child’s personal information, emergency information, authorized persons to release the child(ren) to, a medical release, and a liability waiver. A copy of these forms will be kept on file at the Civic Center and a copy will be kept at the ASAS site. **Parents are responsible for providing ASAS Staff or the Civic Center office with updated information in writing. It is imperative that we receive updated information on change of home, work and cell phone numbers.**

All written correspondence regarding the child’s absenteeism, change of phone number, tardiness, change of authorized pick-up, etc. will be kept on file for two years at the Civic Center.

**CUSTODY SITUATIONS:**
From time to time, our staff is placed in a situation regarding a custody dispute. Without a court order, the City of Denton Parks & Recreation staff cannot deny a parent access to his or her child. If a full custody document stamped by the court is presented and after being reviewed and recommended by our legal department, staff will notify the guardian parent of any contact made by the unauthorized parent. Staff is instructed not to put themselves or the children in jeopardy in order to mediate a family dispute or attempt to enforce a court order.

**NON DISCRIMINATORY POLICIES:**
The City of Denton Parks and Recreation Department welcomes and encourages all individuals and families from the community to participate in programs and facilities regardless of race, color, religion, sex, national origin, or disability. If you or someone you know has a disability and would like more information or support for accessibility of programs and facilities, please call (940) 349-7275.
Parent Release/Sign-Out
The registration form includes a section for the parent or guardian to provide the names of those persons allowed to pick up their child(ren) from the youth program. The following procedures will be followed at all times:

(1) When a parent/guardian or authorized person comes to pick up the child(ren), they are to sign the child(ren) out. Honking or waiving for the child(ren) to come to the car is not acceptable.

(2) Children are not allowed to sign themselves out of the program nor are they allowed to leave the site without being accompanied by an adult, parent, or guardian.

(3) Until familiarity is established, picture identification will be requested.

When an unauthorized person comes to pick up a child, the following procedures will be followed:

(1) Staff will ask for identification on anyone they are not familiar with.

(2) The sign-out policy and the reason for it will be explained to the person desiring to take the child(ren).

(3) The parent/guardian will be called at work or at home to inform them of the person on site asking to pick up their child(ren). The parent or guardian will be asked for their driver’s license number also, to verify that staff is talking to the parent or guardian.

(4) The parent or guardian will be asked to grant permission for their child(ren) to be released to the person on site. The parent or guardian will be asked to fax a signed permission letter to (940) 349-8384 or email sara.farris@cityofdenton.com.
(5) Once permission is granted, the child will be released to the person on site.

(6) If the parent or guardian cannot be reached or does not grant permission, the child will not be released to the unauthorized person.

(7) If the unauthorized person takes the child(ren) without permission, the police will be notified and the situation will be handled as a criminal incident.

**Adding Names to Sign Out Sheets**

If you need to add any person or persons to your child’s sign out sheets, you can do one of the following:

1. Ask your ASAS Staff member to pull your blue card and add the person name to the authorization portion of the card.

2. Fax a note to the Youth/Teen Services office, (940) 349-8384, stating who is being added to the sign out sheets along with your child’s name, the site they attend and your signature.

We must have the written permission to allow your child to leave with anyone that is not written on the blue card.

**Withdraw Procedures**

Any parent requesting to withdraw their child(ren) from ASAS must call one of the YTS Administrative numbers listed to notify us of the date that your child will no longer be attending ASAS. Telling the staff at the site does not waive the fees owed, you must call in to the office. Parents are responsible for the payment of fees, regardless of any absence of the child. For example, if you decide to withdraw from ASAS on October 15 you will still owe the $160 fee. No credits will be given for children who drop from the program after paying the month in advance. For example, if you pay on November 3 but drop on November 20, no credit will be given for the remainder of the month. Any child(ren) withdrawn from the program may
be readmitted only as space allows. The $40 non-refundable registration fee will be reassessed at that time.

**Past Due ASAS Accounts:**
The family account will be blocked from registering for any new DPARD programs until past due payments are paid in full and any past due monies owed may go to a collection agency for payment.

**PAYMENT INFORMATION**

Monthly Fees: $160.00 per month
$40.00 registration fee, non-refundable

The ASAS program operates for 38 weeks. The fee for the school year is $1,440. You are not paying for ASAS during the weeks that the schools are closed. We have divided the $1,440 year’s tuition into nine (9) payments. This eliminates a fluctuation in tuition rates each month.

Please remember that all monthly payments must be paid by the last day of the month.

**Payment on Account**
Fees must be paid in full; regardless of the number of days a child attends each month. **Fees cannot be pro-rated.** Payment for 2016/17 ASAS will come due on your account on the following dates:

<table>
<thead>
<tr>
<th>ASAS</th>
<th>Due at Registration</th>
<th>Amount</th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>August/Sept.</td>
<td>$160*</td>
<td></td>
<td>August</td>
</tr>
<tr>
<td>September</td>
<td>$160</td>
<td></td>
<td>September</td>
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<td>October</td>
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<td>April</td>
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<tr>
<td>May/June</td>
<td>$160</td>
<td></td>
<td>May/June</td>
</tr>
</tbody>
</table>

*additional $40 registration fee is also due at registration
Please remember that all monthly payments must be paid by midnight on the last day of the month.

All field trips, supplies, parties and league fees are paid through the monthly registration fees.

**Convenient Ways to Pay:**

**ASAS Sites:**
Only checks, money orders or cashier’s checks will be accepted at the ASAS sites. We do not accept payments at the front counters of the recreation centers, you must pay the ASAS site staff directly and by 6:30 p.m. **CASH PAYMENT CANNOT BE ACCEPTED AT THE ASAS SITES!**

**Civic Center:**
You can make cash and credit card payments at the Civic Center, 321 E. McKinney St., Monday –Friday from 8 a.m.-5 p.m. and the same due dates apply. If you wish to pay over the phone with your credit card you may call (940) 349-7275 Monday through Friday from 8 a.m.-5 p.m. The office closes at 5 p.m. so leaving a message does not constitute payment. If you want to pay over the phone on the last day that payments are due you must pay by 5 p.m. period, please keep in mind that the City closes for certain holidays so be aware of the City closure days which are available at [www.cityofdenton.com](http://www.cityofdenton.com). Late payment fees are not waived.

Keep in mind that the Civic Center office is very busy, so if you wait until the last day to pay and you are not able to reach a PARD customer service staff member, you will be responsible for the late payment fee even if you leave a message.

**On-Line Payment:**
You may pay on-line at [www.dentonparks.com](http://www.dentonparks.com), please see next page for on-line payment instructions. Any payments posted after 12:00 a.m. on the 1st day of the month will be assessed the late payment fee.

**No payments will be accepted through the mail or at the recreation centers.**
Late Payment Fee
There will be a $20 late fee per child that will be added for all payments made after the last stated due date for each month.

Denton Parks and Recreation
After School Action Site (ASAS)
Online Payment Information
1. Go to:
   https://online.activenetwork.com/DentonParks/Start/start.asp
2. Click “Login”:

   ![Image of online registration site]

3. Login using your account information:
   - Login ID
   - PIN
4. Once logged in, click “My Account”:

![Image of City of Denton Parks and Recreation Online Registration]

5. Click, “Make a Payment” and enter payment info

![Image of Current Balance: $160.00]

**Delinquent Accounts**
Any account that goes more than three (3) days unpaid will be terminated from the program immediately and will be blocked from registering for any parks and recreation programs until the past due account has been paid in full. The person will be notified of their delinquent status by a delinquent card given to them at the site the day after payments are due. The child(ren) will be dropped from the site if no payment is received within three days of the original last monthly due date. Any past due account more than 30 days unpaid will be referred for further collection processes.

**Bad Checks**
Checks that do not clear the bank for any reason will be subject to a $27 NSF fee assessed by the City and a $20 late payment fee assessed by the Youth/Teen Services Division. **TWO bad checks** written in any one school year will result in no checks being accepted on the account. All payments will need to be made by money order only at the site. Cash, Visa, MasterCard and Discover will be accepted at the Civic Center from 8am-5pm and all due dates will apply.
Payment Receipts
A receipt must be given to each parent/guardian for the monthly payments. It is the responsibility of the parent/guardian to keep all receipts for at least 1 year after the date of the receipt. It is the parent/guardian responsibility to provide proof of payment if requested by administrative staff. If a monthly payment is in question and no copy of the receipt is given, it will be the responsibility of the parent or guardian to pay that delinquent monthly payment along with the late fees assessed. Please do not make a payment with a check or money order without receiving a receipt from a staff member.

Refund Policy
Withdrawal from the Program: You will not be responsible for a full month’s payment if proper notice is given by the last day of the month. No refund is provided after the 1st day of the month.

Suspension or Expulsion: In the event your child is suspended or expelled from their home campus or from the ASAS program, no refunds or pro-rated tuition will be given.

Damages:
Parents/legal guardians will be responsible for the repair or replacement costs of damages incurred by an ASAS participant or parent/authorized pick up. The cost/replacement items will be determined by City of Denton staff members.

Non-Call-In Absence Fee:
Three (3) incidents during one calendar month of not calling your child in absent before 2 p.m. on the day of their absence will result in a $5.00 administrative fee. Each incident after the 3rd will result in an additional $5.00 administrative fee per non-call in. This fee resets every month. If this fee is not paid within three days of being billed, your child will be dropped from the ASAS program.
Late Pick Up Fees
The ASAS hours are from the time school lets out until 6:30 p.m. every day that school is in session. The following late pick up fee policy is in effect each month:

1st Late Pick up in the month:
If a child is not picked up by 6:30 p.m. a late charge of $10.00 per child will be charged until 6:45 p.m. After 6:45 p.m. parents are charged an additional $1.00 per minute.

2nd Late Pick up in the month:
If a child is not picked up by 6:30 p.m. a late charge of $20.00 per child will be charged until 6:45pm. After 6:45 p.m. parents are charged an additional $2.00 per minute.

3rd Late Pick up in the month:
If a child is not picked up by 6:30 p.m. a late charge of $40.00 per child will be charged until 6:45pm. After 6:45 p.m. parents are charged an additional $4.00 per minute.

Each time a child is picked up late within the month the late fees doubles for the second incident then the third and so on. At 6:40 p.m., if the parents have not picked up the child, emergency contacts will be called.

Payments for late pick up fees are due within three days of the late pick up. Late pick up fees not paid within three days will result in the child being terminated from the ASAS program. If a child is dropped from the program, the re-enrollment fee, late pick up fees, and the monthly fee will be recharged at due at the time the child is re-enrolled.

If your child is not picked up by 7:30 p.m. and we are unable to reach the parent/guardian or emergency contacts are unable to pick up your child, the child will be considered abandoned. Staff will contact the police to pick up the child.
Arrangements for other individuals to pick up participants by 6:30 p.m. may be made by adding these individual names to the registration card at the checkout table.

WITHDRAWAL PROCEDURES
Any parent or legal guardian requesting to withdraw their child(ren) from the ASAS program must notify the YTS administrative staff by the last day of the month. Notifying the staff at the ASAS sites is not acceptable for withdrawal.

ASAS POLICIES & PROCEDURES

Attendance:
Children who are enrolled in the ASAS program will check-in with the Staff upon arrival to the van or if dropped off at the recreation center, check in with ASAS staff at arrival. The City is not responsible for a child(ren) until the child(ren) have been checked-in by the ASAS staff member at the van location for each school or at the recreation center.

Please notify your child’s teacher that they are in the after school program. This will ensure that the child will get to the designated ASAS van.

Absences:
It is imperative that the parent call to notify the staff that a child will not be at the ASAS program. Since we are picking up your children at several sites, we do not want to hold up picking up the rest of the children. When a child is absent, the parent should call and leave a message at (940) 349-8730, (940) 349-8723 or (940) 349-8731 to inform staff of the absenteeism.

When you call please speak clearly and slowly and state the following information:

1. Child’s Name
2. School child attends
3. Recreation center they attend
Please note: Repeated failure to call in absences will result in an administrative fee or possible dismissal of the child from the program. After the 3rd non-call in during one calendar month, you will be assessed a $5.00 administrative fee. Each non-call in after that will result in an additional $5.00 administrative fee. The fee is on a month to month basis.

Parents/legal guardians should keep track of scheduled activities of programs. Parents/legal guardians need to take their child(ren) to the program’s locations when the child(ren) arrive late to the program.

Behavior Reward System and Fun Fridays
One of the goals of the ASAS program is to reward the children for good behavior. We have incorporated a behavior reward chart that the child is able to record and chart their behaviors each day. Fun Fridays is a celebration with a special activity in order to reward the positive behaviors.

Code of Conduct-Program Rules
Due to the nature of our program, parents; please be aware the ASAS program is not a behavior modification program. Children who continually disrupt or do not follow the Code of Conduct will be suspended or expelled depending on the behavioral infraction.

We ask that all parents review the Code of Conduct rules listed below with your children:

- All ASAS participants must be able to interact in a group setting, follow directions, and rotate with the group from one activity to the next.
- One-on-one supervision is not available (1:17 ratio=staff/student)
- Listen to the staff members.
- Ask staff to go to the bathroom, or leave an activity.
- No leaving the site or ASAS group, unless with parent/legal guardian or authorized individual.
- Be polite and courteous to all.
- Be respectful to other students and staff.
- No foul or rude language.
- No fighting, biting, horseplay, or excessive physical behavior.
- Participate in activities.
- No arguing-only discussions about problems.
- No negative comments or attitudes directed toward anyone at program or in center.
- Use of cell phones/electronic games, toys, etc. is not encouraged and may be banned if problems arise from these types of devices.
- There will be no destruction of City of Denton property or any other property location that ASAS is attending.
- No inappropriate touching of other ASAS participants or staff.

**Behavioral Discipline Reports**

Behavioral reports are issued to children who continue to act inappropriately, are disruptive, or create a safety concern after warnings and/or time-outs. Parents are to sign each report and the parent can receive a copy of the report upon request. A child will be suspended for (3) three days after a third discipline report is received. The child will be withdrawn from the program after the fourth report is received in a given semester or summer. Depending on the severity of the incident, suspension or termination may be enforced on the first occurrence. An example of immediate suspension or termination may be for fighting or leaving the area without supervision. All suspensions and terminations will have Parks and Recreation Department administration approval before being implemented. **There will be no credit given or no refund given for a child that has been suspended or expelled from the program.**

**Discipline Pick-up:**

If you are called to come and pick up your child due to a behavioral problem, we require that you come within 30 minutes. If you are unable to come within 30 minutes, you need to make arrangements with another person to come and pick up your child within the requested time frame. We are calling you due to your child requiring 1 on 1 staff to student care due to their behavioral problems. Please make sure you add several people to your pick up list if you work more than 30 minutes away from your ASAS site. Not picking up your child within the 30 minute time frame may result in your child being dropped from the ASAS program. **There will be no credit**
given or no refund given for a child that has been dropped from the program.

**Discipline**
Our policy is a “Positive Discipline” philosophy. A few techniques are listed below.

- Prevention of problems is a key to a happy school year for both staff and participant
- Use of positive reinforcement
- Always use discipline, never punishment

If a participant breaks the ASAS rules, the following consequences will be administered:

3 Incidents Reports and if behavioral issues continue will receive 3 Discipline Reports. On the 3rd Discipline Report, the child will be suspended for 3 days from the ASAS program. Upon return, if the child continues to have behavioral issues, the child will be expelled from all DPARD activities For 6 months.

Each participant at the beginning of the school year are told all the rules and consequences. If a serious incident takes place (i.e. injury to another participant or staff, elopement, etc.) the child may be sent home immediately without going through the steps listed above. Children may be suspended at any point in time at our discretion depending on the seriousness of the incident.

Incident reports and discipline reports will stay in effect until December school break. At the beginning of the New Year in January all students will receive a clean slate and begin the year anew.

Children want and need limits and they draw security from knowing what is expected from them at all times and knowing what will happen to them if they choose to break the rules.
We want all children to enjoy the program and to stay in the program. Please contact one of the administrative staff if your child is experiencing any difficulties in or with the program.

**PARENTAL/GUARDIAN CONDUCT**
Parents/Guardians need to address issues and concerns in an appropriate manner to the staff and at no time are the parents/guardian allowed to address a discipline issue with another ASAS participant at the ASAS site. All discipline issues are handled by ASAS staff. If you do not feel like your issue has not been resolved by an ASAS staff member, please call the Youth/Teen Administrative office at (940) 349-8730 or (940) 349-8731. It is unacceptable for a parent/guardian to express hostility in any manner toward an ASAS staff or ASAS participant. This will result in the immediate suspension of your child from the program and possible police intervention.

**Illness of Participants**
Parents are responsible for informing the City of Denton of any special needs, concerns, or information regarding their child’s health.

All participants must be able to participate in the full range of activities offered. Any child meeting any of the following criteria will not be admitted to the Program:

1. The illness prevents the child from participating comfortably in the program activities.
2. The illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children or staff.
3. The child has an oral temperature of 100.4 degrees or greater.
4. The participant’s symptoms and signs of possible severe illness to include, but not limited to lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness, rash with fever, mouth sores with drooling, wheezing, or behavior change, will not be
admitted until medical evaluation indicates that the child can be included in the Program’s activities.

(5) The child has been diagnosed with a communicable disease until medical evaluation determines the child is no longer communicable.

(6) The child vomited in the morning prior to coming to the program.

(7) The child has discolored nasal discharge.

Participants with extensive sunburns (open sores, blisters) will be allowed into the program but will not be allowed to participate in any swimming activities until the area(s) is completely healed.

Parents will be notified by phone if the participant becomes ill while at the program. If the parent cannot be reached, the emergency contact will be called. Any child experiencing a fever over 100 degrees, vomiting, diarrhea three times within two hours, or contagious skin or eye infections will be removed from common areas and should be picked up within one hour of contact with the parent.

Parents must provide written statement from the doctor stating the child is free from contagious disease before returning after a contagious illness. Medical information may be faxed to (940) 349-8384.

In the event of critical illness or injury, proper medical personnel and parents will be notified. At the discretion of the medical personnel, the child may be transported to an emergency room or clinic by ambulance or by the parent. Parents will be responsible for any expenses incurred.

Note: If a child has a temperature of 103 degrees or more and the parent is unavailable to pick up the child immediately, 911 will be called and the child will be transported to the hospital if the paramedics deem it necessary. Parents will be responsible for any expenses incurred.
Child Abuse
It is our obligation to report any suspected child abuse to the Child Protective Services.

Children must be Potty Trained:
All children enrolled our ASAS program must be potty trained. If a child is found to have several “bathroom accidents” the child may be dismissed from the program and no refund will given for any days remaining in the month. Even if a child has a medical condition that renders him unable to control his bladder or bowel movement, we are unable to accommodate this need. A child who needs consistent assistance with bathroom care requires 1 on 1 care, we are unable to provide this type of care.

Change of Clothes
All children are able to use the restroom facilities at all times and we provide mandatory restroom breaks for the younger children.

Please provide a change of clothes if your child has a tendency to have “bathroom accidents”. If your child does not have a change of clothes, we will require you to bring a change of clothes to the camp within the hour for sanitary reasons and for the comfort of your child.

Medication:
The City of Denton will administer medicine only with written parental permission and will only administer medication as stated on the prescription label or as amended by the physician. An Authorization & Administration Medicine Form must be completed for each prescription the child receives while at the Program. The forms are available at each camp site.

Medications must be in their original container, labeled with the child’s name, the date, including directions on how to administer, and include the physician’s name. Medications requiring refrigeration must be noted on the medical form. Refrigeration of medication is available only at Programs held at the Civic Center.

Inhalers and peak flows must have instructions.
Epi-pens will be administered by staff but an Anaphylaxis Emergency Action Plan form must be completed by the parent and the child’s doctor before epi-pen administration will occur.

Over-the-counter drugs can only be administered by staff if it is accompanied by a letter from the child’s physician. Otherwise, the child must administer the medications on their own.

Parents are responsible for removing medication at the end of the Program or when the child is withdrawn.

Leaders are responsible for administering medication at the time indicated on the medicine form.

Medications and the completed form will be kept in a lock box with each group.

**Dress for Play**
We keep the kids very busy and we highly recommend the children wear tennis shoes each day to ASAS or keep tennis shoes in their backpack. Children may not be able to participate in certain high energy activities if they are wearing sandals or flip-flops in order to maintain their safety.

**Field Trips/Special Activities**
Each month we will have a field trip or a special type of entertainment at the site (i.e. cotton candy, bounce house, party), which is included in the price. The date of the field trip or special activities will be stated on the monthly newsletter. If a child misses this day, there will be no make-ups or credits given. We will give you advance notice of the field trip the week before the trip is to take place. This information is also listed on our monthly activity calendar on the back of your newsletter. If needed, a parent/guardian will be asked to sign a permission form for their child(ren) to attend special field trips. Please do not send large amounts of spending
money with your child(ren) on field trips. The City is not responsible for items lost during field trips.

**Weather Policy for Field Trips**
If there is bad weather or dangerous road conditions, we will cancel all field trips and athletic games and reschedule the activity at a different time. Parents/Guardians may call (940) 349-8730 after 2:00 p.m. to see if we have canceled athletic games or field trips. There will be a 24-hour re-schedule notice for all new trip dates.

**Weather Policy at the ASAS Site**
If severe weather exists in the area such as a tornado, fire, flash flood or hail storm. The recreation center emergency procedures will be in effect. In the case of a snowstorm, or icy road conditions, we may close down the sites early or we may change the pick-up location to another center. We will try to call as many parents as possible but please leave work early or provide other arrangements for pick up when these severe conditions exist.

**Athletic Leagues**
ASAS offers Flag Football in the Fall, Basketball in the Winter and Kickball in the Spring. These leagues are open to boys and girls at each site. Dates of the leagues are posted in the monthly newsletter and their staffs ask children if they want to play and then put on a roster. Practices are held twice a week and games are played at their home site and away games are played at other ASAS sites. Other activities such as these may be added.

**Brainy Bowl**
ASAS offers an academic type competition for all grade levels. This takes place in January and February. The competition features questions for each grade level with teams advancing to a championship bowl.

**Social Media and Picture Release**
Pictures will be taken periodically of all campers and put on the City of Denton Parks and Recreation social media sites such as Shutterfly and Facebook so that parents can enjoy pictures of their children having fun this summer. These pictures may also be used in marketing material and appear
in publications such as the PLAY! Guide produced by the Parks and Recreation Department.

**Electronics**  
We ask that your children only use their electronic devices during free time and that they do not share their electronic devices with other children. If children choose to use their electronics during free time, they must sit alone. It is too difficult for the ASAS staff to monitor the children’s electronic devices and we cannot be responsible for the websites or information they choose to search and look at on their devices.

If the electronic devices become a disruptive problem, we may ban the use of the electronic devices at your ASAS location.

**Movies**  
ASAS periodically show movies at the sites, but mostly “G” rated movies will be shown at all ASAS sites. If a staff member has previewed the movie a “PG” movie may be shown.

**Parent/Child Communication**  
When a parent needs to contact their child at the ASAS Program, for emergency reasons only, the parent must call the Youth/Teen Administrative office and they will contact the child’s ASAS staff to give the message. Please do not call the recreation center to contact your child.

**WEAPONS**  
A child found with any object deemed to be dangerous to themselves or others will be suspended immediately from the ASAS program. The parent will be called at work and must pick up the child from the site immediately. The principal from the school the child attends will be notified as well as the police.

**FIRE ALARM/CALLS TO 911**  
A child found calling 911 or pulling the fire alarm for non-emergency reasons will be suspended immediately from the ASAS program. The parent will be called at work and must pick up the child from the site immediately. The principal from the school the child attends will be notified.
as well as the police. Any costs incurred will be the responsibility of the parent/guardian.

MISSING EXTENSIVE TIME AT ASAS
Payment is due each month whether or not your child is attending on a full time daily basis. For example: if your child does not attend the entire month of October, you will still be obligated to pay the October fees in full by the regular due date. All children are signed up on a full time basis for the entire time that their respective school is in session. You may withdraw your child from the program if you will not be attending for a specific time period, but you would have to re-enroll and pay the registration fee again. If there is a waitlist at the particular site that you withdrew from, than you will be put last on the waitlist.

EARLY RELEASE DAYS
We provide ASAS care for the dates listed as early release that is listed in the DISD 2016/17 school calendar.

October 3-7, June 1

We will not provide care for any additional days that are not listed on this calendar.

Kids Day Off (KDO) and Holiday/Spring Break Camp:
We often offer full day care at the Civic Center the days that school is not in session, but a minimum enrollment must be met in order for us to host the KDO so please register early. This care is held at the Civic Center from 7 a.m.-6 p.m. at a cost of $30 per day. You must sign up at the Civic Center, 321 E. McKinney St. for these KDO’s, please register early since we have limited space. The following is the KDO schedule for the 2016/17 school year:

<table>
<thead>
<tr>
<th>Date</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, October 10</td>
<td>$30</td>
</tr>
<tr>
<td>*Friday, April 14</td>
<td>$30</td>
</tr>
<tr>
<td>*Monday, April 17</td>
<td>$30</td>
</tr>
<tr>
<td>Friday, June 1</td>
<td>$30</td>
</tr>
</tbody>
</table>

*Snow Make-up days
Note: We will not offer care on the Martin Luther King Jr. holiday

**Thanksgiving Camp**
$30 per day  
Monday, November 21  
Tuesday, November 22  
Wednesday, November 23

**Holiday Camp:**
$30 per day  
Monday, December 19  
Tuesday, December 20  
Wednesday, December 21  
Thursday, December 22  
Tuesday, December 27  
Wednesday, December 28  
Thursday, December 29  
Friday, December 30

**Spring Break Camp:**
$30 per day  
Monday, March 13  
Tuesday, March 14  
Wednesday, March 15  
Thursday, March 16  
Friday, March 17

**Trips:**
Each KDO we have a field trip from 9 a.m.-4 or 5 p.m. in the DFW area and some examples of field trips are LaserTag, Chuck E. Cheese, Movies, Celebration Station, etc. From 4-5 p.m. we offer arts and crafts and cooperative games for the children and from 7 a.m.-9 a.m. and 5 p.m.-6 p.m. is supervised free play. During camps, each day we have a field trip scheduled (these times are estimates only).
Please do not drop off your child any later than 9:00 a.m. on KDO and Camp days. The children will be leaving by 9 a.m. It is your responsibility to take the children to the scheduled field trip if you arrive after 9 a.m.

**Refunds/Credits for KDO’s:**
You can receive a credit for the KDO that your child will not attend if you give us a full 24 hours business day notice. For example, if your child is to attend on a Friday, you must call by 5 p.m. on Wednesday in order to receive a credit. You must report that your child is going to be absent in order to receive a credit-this does not apply if you are reporting that your child might be absent. We cannot credit for illness or other family situations.

**Refunds/Credits for Holiday/Spring Break Camps:**
You can receive a credit for the camp that your child will not attend if you give us a full 24 hours notice. For example, if your child is to attend on a Tuesday, you must call by 5 p.m. on the previous Friday in order to receive a credit. You must report that your child is going to be absent in order to receive a credit-this does not apply if you are reporting that your child might be absent. We cannot credit for illness or other family situations.

No cash/check refunds are given for KDO’s or Holiday/Spring Break Camps only credits on the account will be applied.

**These guidelines may be subject to change throughout the school year in order to better operate the program. All participants will be notified in writing of any changes made and the date that the changes will be in effect.**

Please call the Youth/Teen Services Administrative offices at (940) 349-8730/349-8723/349-8731 for any questions or concerns you may have regarding the ASAS Program.