Denton Parks and Rec
2019 – 2020 After School Action Site
Parent Manual
TABLE OF CONTENTS
DENTON PARKS AND REC ASAS CONTACT INFORMATION .......................................................... 4
ASAS MISSION STATEMENT ........................................................................................................ 5
ASAS GOALS ............................................................................................................................... 5
ASAS STANDARDS ...................................................................................................................... 5
ASAS SUPERVISION .................................................................................................................... 5
LOGISTICS .................................................................................................................................. 5
ASAS OPERATIONS .................................................................................................................... 5
PICK UP FROM SCHOOLS ........................................................................................................... 5
ATTENDANCE ............................................................................................................................. 6
ABSENCEs ..................................................................................................................................... 6
TRANSPORTATION ................................................................................................................... 7
ASAS ACTIVITIES ....................................................................................................................... 7
ASAS DAILY SCHEDULE ............................................................................................................ 7
ENRICHMENT ............................................................................................................................. 7
SNACKS ....................................................................................................................................... 8
HOMEWORK TIME .................................................................................................................... 8
MOVIES ........................................................................................................................................ 8
EARLY RELEASE DAYS ............................................................................................................... 8
KIDS’ DAY OFF, HOLIDAY CAMP, & SPRING BREAK CAMP .................................................... 8
PARENT RELEASE/SIGN OUT ...................................................................................................... 9
CHANGE OF CLOTHES ............................................................................................................... 10
FIELD TRIPS ............................................................................................................................... 10
FIELD TRIP/SPECIAL ACTIVITIES .............................................................................................. 10
KDO/OTHER CAMP FIELD TRIPS ............................................................................................. 10
WEATHER POLICY FOR THE ASAS SITE .............................................................................. 10
WEATHER POLICY FOR FIELD TRIPS ................................................................................... 10
ATHLETIC LEAGUES ................................................................................................................ 10
BRAINy BOWL ............................................................................................................................ 11
ASAS REGISTRATION, ENROLLMENT, & WITHDRAWAL .......................................................... 11
REGISTRATION PROCEDURES ............................................................................................... 11
CHANGE OF SCHOOLS ............................................................................................................... 11
NONROUTE CHANGE OF SCHOOLS .......................................................................................... 11
PATRICIPANT INFORMATION FILES ....................................................................................... 11
ADDING NAMES TO THE PICK UP LIST .................................................................................. 11
WITHDRAW PROCEDURES ....................................................................................................... 12
PAYMENT INFORMATION .......................................................................................................... 12
PAYMENT ON ACCOUNT ........................................................................................................... 12
CONVIENT WAYS TO PAY ....................................................................................................... 13
  Recreation Centers .................................................................................................................. 13
  Civic Center ............................................................................................................................ 13
  Online Payment ..................................................................................................................... 13
PAYMENT RECEIPTS .................................................................................................................. 13
LATE PAYMENT FEE .................................................................................................................. 13
PAST DUE ACCOUNTS ............................................................................................................... 13
REFUND POLICY ....................................................................................................................... 14
DENTON PARKS AND REC ASAS CONTACT INFORMATION

RECREATIONAL CARE DEPARTMENT
Denton Civic Center, 321 E. McKinney St.

Front Desk, (940) 349-7275
Please call (940) 349-8723 for ASAS absences before 2:15 p.m.

Sara Farris, Recreation Supervisor (940) 349-8730
Jodi McClaren, Recreation Coordinator (940) 349-8731

ASAS SITE LOCATIONS

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

MLK Recreation Center—1300 Wilson St.
School Served: Hodge, Stephens, Pecan Creek, Alexander (formerly Lee), and Rivera

North Lakes Recreation Center—2001 W. Windsor Dr.
School served: Newton Rayzor, Evers Park, Ginnings, Wilson

Kids’ Day Off Site

Denton Civic Center – 321 E. McKinney St. (940) 349-PARK
**ASAS MISSION STATEMENT**
Our mission is to ensure our participants have the opportunity to grow physically, emotionally, and mentally in a non-competitive, safe, and supervised environment.

**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.

**ASAS STANDARDS**
Denton’s City Council adopts the Standards of Care in order to comply with Senate Bill 212 as approved by the Texas Legislature during the 74th legislative session. Denton Parks and Rec uses the Standards of Care for child care operations. Our child care programs are recreational in nature and not licensed day cares. Most of our child care programs are exempt from State licensing under Texas Administrative Code 745.115(3). The Standards of Care are available at [www.dentonparks.com](http://www.dentonparks.com).

**ASAS SUPERVISION**
We feel confident we have the best staff around! They are as diverse as your students. Many members of our team are enrolled in teaching credential programs, recreation management programs and are college students. We strive to hire highly qualified, well-trained staff that are at least 18 years old. We screen all staff for drug and background checks and require First Aid, CPR, AED, Van Driver Training, and Defensive Driving Course completion.

Our staff to student ratio is 1:17. Staff to student ratios will not allow us to provide 1:1 attention to individuals who need assistance with activities of daily living (toileting, feeding, etc.) or who are an elopement risk or who exhibit severe behaviors (hitting, biting, explicit behaviors).

**LOGISTICS**

**ASAS OPERATIONS**
Afterschool Action Site operates from 3:00 p.m. to 6:30 p.m. every weekday. Sites have monthly themes with field trips, games, learning activities, crafts, etc. Monthly schedules are provided the week before the month begins. Schedules are subject to change.

**PICK UP FROM SCHOOLS**
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 daycare 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 that you are part of the City after school programs 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. 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 3:00 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>Site</th>
<th>MLK</th>
<th>North Lakes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denia</td>
<td>3:05</td>
<td>Wilson</td>
</tr>
<tr>
<td>Borman</td>
<td>Alexander 3:00</td>
<td>3:00</td>
</tr>
<tr>
<td>McNair</td>
<td>3:00</td>
<td>Ginnings</td>
</tr>
<tr>
<td>Ryan</td>
<td>3:15</td>
<td>Evers</td>
</tr>
<tr>
<td>Houston</td>
<td>3:00</td>
<td>Rayzor</td>
</tr>
<tr>
<td>Hawk</td>
<td>3:00</td>
<td></td>
</tr>
<tr>
<td>LA Nelson</td>
<td>3:10</td>
<td></td>
</tr>
<tr>
<td>Denton Classical</td>
<td>3:30</td>
<td></td>
</tr>
</tbody>
</table>

**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 City 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) 349-8723.

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
4. Date of absence(s)

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 assesses 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.

**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.

**ASAS ACTIVITIES**

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

3:15   Meet in designated area in the 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), sport league (basketball, 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**
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 may not have access to microwaves at all of the sites. Some site participate in the STH Project Free Meal program. Children will have access to the vending machines. Children will also be asked to clean up their area after snack time is over.

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 designated 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.

EARLY RELEASE DAYS
We provide ASAS care for the dates listed as early release that is listed in the DISD 2019/2020 school calendar for the elementary schools. These days are December 18 & 19

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

KIDS’ DAY OFF, HOLIDAY CAMP, & SPRING BREAK CAMP
We often offer full day care at the Civic Center on the days that school is not in session. 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, 321 E. McKinney St., from 7:00 a.m. – 6:00 p.m. at a cost of $30 per day ($35 for non-residents). You can sign up at the Civic Center, online at www.dentonparks.com, or over the phone by calling (940)349-7275. There is limited space. The following is the KDO schedule for the 2019/2020 school year:

KDO
Friday, October 11    Friday, April 10
Monday, October 14   Friday, May 22
Monday, February 17

Note: We will not offer care on the Labor Day, Martin Luther King Jr. Day, and Memorial Day.

Holiday Camp (Thanksgiving)
Monday, November 25
Tuesday, November 26
Wednesday, November 27
**Holiday Camp**
Friday, December 20
Monday, December 23
Tuesday, December 24*
Thursday, December 26*
Friday, December 27
Monday, December 30
Tuesday, December 31
Thursday, January 2
Friday, January 3
Monday, January 6

**Spring Break Camp**
Monday, March 9
Tuesday, March 10
Wednesday, March 11
Thursday, March 12
Friday, March 13
Monday, March 16

*Subject to cancelation due to City Holiday schedule.

**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). The following procedures will be followed at all times:

- 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.
- 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.
- 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:

- Staff will ask for identification on anyone they are not familiar with.
- The sign out policy and the reason for it will be explained to the person desiring to take the child(ren).
- 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.
- 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.
- Once permission is granted, the child will be released to the person on site.
- If the parent or guardian cannot be reached or does not grant permission, the child will not be released to the unauthorized person.
- 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.
CHANGE OF CLOTHES
Students must be potty-trained and able to use the restroom without assistance. Accidents happen, so please pack a change of clothes every day. Parents will be notified to bring a change of clothes if needed.

FIELD TRIPS

FIELD TRIP/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.

KDO/OTHER CAMP FIELD TRIPS
Each KDO we have a field trip from 9:00 a.m. – 5:00 p.m. in the DFW area. Some examples of field trips are LaserTag, Chuck E. Cheese, Movies, Celebration Station, etc. From 7:00 a.m. – 9:00 a.m. and 5:00 p.m. – 6:00 p.m. is supervised free play.

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 9:00 a.m. It is your responsibility to take the children to the scheduled field trip if you arrive after 9:00 a.m.

WEATHER POLICY FOR 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.

WEATHER POLICY FOR FIELD TRIPS
If there is bad weather or dangerous road conditions, we will cancel all field trips and athletic games. We may reschedule the activity at a different time. Parents/Guardians may call (940) 349-8730 after 2:15 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.

ATHLETIC LEAGUES
ASAS offers soccer 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. Staffs will ask children if they want to play and put them on a roster. Games are
held twice a week and played at their home site or 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.

**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.

**NONROUTE CHANGE OF SCHOOLS**
If your child has a change of school to a location that we do not pick up from, we will try to accommodate the child, but may not be able to, since a parent or authorized adult must drop off the child to the ASAS site and sign the child into the program. In addition, the person must wait until we have met our staff to student ratio before we can sign the child into the ASAS program. We cannot provide transportation from schools that are not listed without a minimum enrollment.

**PARTICIPANT INFORMATION FILES**
Parents/legal guardians must complete information for each child. The information must include the child’s personal information, emergency information, authorized persons to release the child(ren) to, a medical release, and a liability waiver. This information 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.

**ADDING NAMES TO THE PICK UP LIST**
If you need to add any person or persons to your child’s pickup list, you can do one of the following:
1. Ask your ASAS Staff member to pull your information sheet and add the person name to the authorization portion of the card.

2. Fax a note to the Recreational Care 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 or email the information to sara.farris@cityofdenton.com.

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

WITHDRAW PROCEDURES
Any parent requesting to withdraw their child(ren) from ASAS must call one of the Rec Care 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 $165 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.

PAYMENT INFORMATION

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. Fees do not include any KDOs or Camps. Payment for 2018/19 ASAS will come due on your account on the following dates:

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Amount</th>
<th>Dates Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due at Registration</td>
<td>$165</td>
<td>August 14-30</td>
</tr>
<tr>
<td>August 30</td>
<td>$165</td>
<td>September 3-30</td>
</tr>
<tr>
<td>September 30</td>
<td>$165</td>
<td>October 1-31</td>
</tr>
<tr>
<td>October 31</td>
<td>$165</td>
<td>November 1-22</td>
</tr>
<tr>
<td>November 27</td>
<td>$165</td>
<td>December 2-20</td>
</tr>
<tr>
<td>December 30</td>
<td>$165</td>
<td>January 7-31</td>
</tr>
<tr>
<td>January 31</td>
<td>$165</td>
<td>February 3-28</td>
</tr>
<tr>
<td>February 28</td>
<td>$165</td>
<td>March 2-31</td>
</tr>
<tr>
<td>March 31</td>
<td>$165</td>
<td>April 1-30</td>
</tr>
<tr>
<td>April 30</td>
<td>$165</td>
<td>May 1-21</td>
</tr>
</tbody>
</table>

Please remember that all monthly payments must be paid by 6:30 p.m. on the last weekday of the month.

All field trips, supplies, parties, and league fees are paid through the monthly registration fees.
CONVIENT WAYS TO PAY
Recreation Centers
You can make cash, check, or credit card payments at the front desk of any recreation center. Payments must be received by 6:30 p.m. to avoid the Late Payment Fee at recreation centers, however many are open later.

Civic Center
You can make cash, check, money order, and credit card payments at the Civic Center, 321 E. McKinney St., Monday – Friday from 8:00 a.m. – 5:00 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 8:00 a.m. – 5:00 p.m. The office closes at 5:00 p.m. and 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 5:00 p.m., 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. 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.

Online Payment
You may pay on-line at www.dentonparks.com. Any payments posted after 6:30 p.m. on the due date will be assessed the late payment fee. No payments will be accepted through the mail.

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.

LATE PAYMENT FEE
There will be a $20 late fee per child that will be added for all payments made after 6:30 p.m. on the due date for each month.

PAST DUE 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.
REFUND POLICY
The ASAS program operates for 37 weeks. The fee for the school year is $1,600. You are not paying for ASAS during the weeks that the schools are closed. We have divided the $1,650 year’s tuition into ten (10) 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.

If you would like to withdraw from the program, you will not be responsible for a full month’s payment if proper notice is given by the payment due date. No refund is provided after the 1st day of the month.

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.

REFUNDS/CREDIT FOR KDOS OR HOLIDAY CAMPS
You can receive a credit for the KDO or camp 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.

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

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 program 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 Parks and Recreation. A notice will be provided at the ASAS site and payment must be made by the specified date or the child will be dropped from the ASAS program.

Two bad checks written in any one school year will result in no checks being accepted on the account. If an account has 2 bad checks, all payments will need to be made by money order, cash, Visa, MasterCard and Discover. You can still pay recreation centers, Civic Center, or online at www.dentonparks.com and all due dates will apply.
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 2:15 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 PICKUP FEE
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, 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 8:30 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.

MEDICAL INFORMATION
ILLNESS OF PARTICIPANTS
Please do not send your child with illness including, but not limited to, a cold, infection, virus, nausea, vomiting, diarrhea, fever within the previous 24 hours, or suspected communicable disease. Children must be free of symptoms and/or fever without the cold or fever reducing remedies before returning to the ASAS program. Parents/emergency contacts will be notified by phone if a child becomes ill. If necessary, we will request a child be picked up within one hour of notification.

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

MEDICATION
Signed medical release forms are required for children needing prescription medication during ASAS hours. Staff are only allowed to administer the dosage stated on the label. Medications must be in original containers, labeled with the child’s name, physician’s name, date, and directions. Medications requiring refrigeration must be noted on the medical form.

Over-the-counter drugs, such as Benadryl, can only be administered by staff if it is accompanied by a letter from the child’s physician. Parents are responsible for picking up medications on the last day of the program.

EPI-PENS
Epi-pens may be administered by staff but an Anaphylaxis Emergency Action Plan form must be completed by the parent and the child’s doctor before administration.

HEAD LICE
If a child is found to have the presence of live adult or nymph lice, the parent/guardian will be contacted immediately. Children with head lice must be picked up within one hour of the receiving the call. The child may return when nits and lice are no longer present.

FOOD ALLERGIES
Please make sure that all food allergies are listed on your information form 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.

EXPECTATIONS

STUDENT CODE OF CONDUCT
- Take responsibility for your actions
- Respect others and their property
- Listen to the counselors
• Keep hands, feet, and other objects to yourself at all times
• Remain in the camp area at all times
• Participate in activities
• Refrain from using foul language, fighting, and arguing

ZERO TOLERANCE
Denton Parks and Recreation reserves the right to suspended or expel a participant immediately for violation of the Zero Tolerance guidelines without refund.
• Inflicting physical harm on another individual
• Verbal threats that may cause physical harm to another individual or destroy property
• Possession of a weapon, controlled substance, or alcohol
• Use of foul language
• Inappropriate touching of another individual
• Theft
• Viewing of inappropriate material
• Not staying within the boundaries of the camp or field trip
• Refusal to follow staff’s direction in a non-camp area, like a field trip (such as, not returning to the van when instructed)

DISCIPLINE
Denton Parks and Recreation is committed to providing a safe, positive, and respectful environment for all our campers. Participants, families, and friends are expected to follow the Code of Conduct as well as all applicable Denton Parks and Recreation rules and regulations, to ensure a positive experience for all. Staff will address behavior when issues arise.
• Verbal warning
• Re-direction to another activity
• Time away without activities
• Meeting with Camp Supervisor, parent, and camper
• Notice of suspension from care without refund for up to 5 business days
• Conference with Camp Director, parent, and camper
• Removal from camp program or suspension from all Parks and Recreation activities for up to one year without refund

Depending on the severity, participant can be suspended at any time. For suspension or expulsion, the participant must be picked up within one hour. If suspension or expulsion occurs, no refund will be issued.

BULLYING & HARASSMENT
The City of Denton acknowledges that all individuals have the right to participate fully in City programming, activities, and to use City facilities free from bullying and harassment. All allegations of bullying, harassment, or cyber-bullying can be reported to City staff in writing or by email. The City of Denton abides by the Anti-Bullying and Anti-Harassment Policy 510.01.
BEHAVIOR 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. 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.

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.

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.

DISCIPLINE PICKUP
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.

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. Any costs incurred will be the responsibility of the parent/guardian.

BEHAVIOR REWARD SYSTEM & 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.

**ADDITIONAL INFORMATION**

**CUSTODY SITUATIONS**
From time to time, staff are placed in custody dispute situations. Without a court order, City of Denton staff cannot deny a parent access to his or her child. Full custody or divorce decree documents stamped by the court with a section that states a parent cannot have access to a child, must be reviewed by the City’s legal department. Upon review, staff will notify the parent/guardian of any contact made by an unauthorized parent. Staff will not put themselves or children in harm’s way in order to mediate a family dispute or attempt to enforce a court order.

**WEAPONS**
Children found with any object deemed dangerous to themselves or others will be immediately suspended from the ASAS program and the parent/guardian will be called and required to pick up them up immediately. The police will also be notified.

**REPORTING ABUSE & NEGLECT**
It is our responsibility to report child abuse or neglect to Child Protective Services. These calls are made anonymously. To report child abuse, call (800) 252-5400.

**SOCIAL MEDIA AND PHOTO RELEASE**
Pictures are taken periodically of ASAS activities and shared on Facebook and Instagram page so parents can enjoy pictures of the program. These pictures may also be used in marketing material and appear in publications such as the PLAY! Guide produced by in-house.

**NONDISCRIMIANTORY 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/GUARDIAN CONDUCT**
Parents/guardians are asked to address concerns respectfully with City staff and vice versa and to refrain from discussing discipline issues with others on-site. It is also unacceptable for parents/guardians to express hostility towards each other, staff, and children. Doing so will result in immediate suspension or removal from the ASAS program. Any form of verbal or physical threat made by a parent or guardian will be reported to police immediately.
PARENT NOTIFICATION/CHANGES
These guidelines may be subject to change 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. Each parent will be required to sign for any changes made.

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.

PARENT/CHILD COMMUNICATION
When a parent needs to contact their child at the ASAS Program, for emergency reasons only, the parent must call the 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.