

# MELISSA SCHOOLS



## **THE ACADEMY**

2018-2019

PARENT/GUARDIAN HANDBOOK

3233 W. Fannin Road

Melissa, TX 75454

469-678-0022

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## **The Academy After School Program**

Director of Student Support Services: Leanne Bush: [lbush@melissaisd.org](mailto:lbush@melissaisd.org)

Administration Assistant: Megan Wright: [mwright@melissaisd.org](mailto:mwright@melissaisd.org)

Site Manager: [theacademy@melissaisd.org](mailto:theacademy@melissaisd.org)

## **The Academy Contact Information**

Phone: 469-678-0022

Email: [theacademy@melissaisd.org](mailto:theacademy@melissaisd.org)

\*Phone line is only answered Monday–Friday 2:30 pm-6:00 pm. Messages may be left at any time. \*

## **Mission Statement of The Academy After School Programs**

The Academy is an after school program designed to be a safe, consistent environment for students with structured, developmentally appropriate activities that are fun and engaging. Students are divided into groups with a group leader. During large and small group settings, the students are involved in a wide range of activities including, but not limited to; study time, reading STEM activities, team building, physical play, and snack.

Activities have an education objective. The staff strives to create a comfortable environment where children can apply concepts learned in school and practice skills. Many of the activities integrate a focus around social skills and learning to work with others. Staff members encourage children to participate and are trained to implement each activity in a positive, engaging manner.

### **Section I –Enrollment, Cancellation and Payments**

#### **Enrollment**

Elementary student enrolling at HME or NCE can make application to The Academy. Students must be fully “potty trained” in order to participate (no diapers or pull-ups)

The Academy does not discriminate against applicants on the basis of race, color, national origin, sex, age, religion, or disability status. Due to staffing, budgetary, and programmatic limits, and because The Academy is not a part of MISD academic program, certain restrictions apply for enrollment and each child’s application will be reviewed individually for acceptance.

Online Enrollment forms are available on the Melissa Schools district website: [Melissaisd.org](http://Melissaisd.org)

It is the responsibility of the enrolling parent to update The Academy should any changes occur in the provided information. Corrections or additions to the form must be made in writing by a legal guardian.

The parent/guardian who enrolls the child in the Academy and the signs the enrollment form, has the right to list who can and cannot pick up the child from the program. Any changes to this must be in writing. In the case of shared custody or visitation rights, we must have a copy of court documentation.

#### **Cancellation/Withdrawal**

The Academy After School Program requires notification of withdrawal be completed one week in advance if your child is withdrawing from our program. Notice should be given through an email sent to [theacademy@melissaisd.org](mailto:theacademy@melissaisd.org). If notice is given after a child has dropped, payment will be charged accordingly.

**Payments and Fees**

Options

1. Payment automatically withdrawn through Tuition Express
2. Payment to the Site Manager via credit card, check, or money order before the automatic withdrawal.

Late Pick up

All student, should be picked up by the designated closing time. Should you anticipate that you cannot meet this deadline, please call us at 469-678-0022.

Late fees will be assessed at \$1.00 per minute/per child beginning at closing time. Consecutive and or excessive late pickups (3 or more) could result in dismissal.

Late Fees are charged to the account and expected to be paid during the following billing cycle if not sooner.

Overview

After School Program

- Offered each day Melissa Schools are in session
- Students must be accepted into the program
- Registration fee: \$40.00 Returning Student Fee (\$30.00 through May25th.)
- Monthly student rate:\$270.00
- Additional Sibling \$255.00
- Billing based on a daily rate prorated through 9 monthly installments

10 Day Pass

- Registration fee: \$40.00
- Student rate: \$250.00
- 48 hour notice required. One pass per child. Valid for one year.
- Days can be used at purchaser’s discretion with confirmed registration.

Payment Schedule

Tuition Date	Action	Action/Fee
1st School Day of month	Tuition Due	Monthly Tuition Rate
3rd School Day of month	Reminder that payment is due.	
5th School Day of month	Last day to pay tuition without having to pay a late fee	\$ 10.00 Late fee applies

There is a one time \$40 non-refundable registration fee per child/family. Upon confirmation of enrollment, you are responsible for payment for the days your child is enrolled in the program whether they attend or not. If you decide to not attend, and email or letter of withdrawal must be received by The Academy one week prior.

Payment is due the first school day of the month for a period of nine months. The first withdrawal will be on the first school day in September with withdrawals continuing through May. Parents may pay ahead of this scheduled withdrawal at the front desk or Tuition Express online. Make checks payable to Melissa ISD. Please include student name on the memo line.

An Annual print out of accounts (for tax purposes) will be available by the end of January.

Upon receiving two returned checks for tuition payment, The Academy will send a letter notifying the account holder that checks will no longer be accepted as a form of payment for any fees. From that point, credit card or money orders will be the only form of payment allowed.

## **Section II – The Academy After School Program Policies**

### Attendance

If your child will not be attending The Academy because of a scheduled appointment, vacation, illness or any other reason, please notify us at 469-678-0022 or by emailing [theacademy@melissaisd.org](mailto:theacademy@melissaisd.org) **Absences without prior notification may be mistaken for a missing child and cause unnecessary concern and time searching for the child.** If a child does not arrive at the program as intended, staff member will utilize the following procedures: 1) check with the grade level teacher, 2) contact the parent using the numbers listed on the enrollment form, 3) contact emergency numbers listed on the enrollment form 4) contact the local police department if the child is deemed “missing.”

Being that The Academy is open later in the evening than regular school, we do not allow students to walk home from our program. Should a parent request that a child be checked out of The Academy by a minor/sibling, parents will be asked to complete a special permission slip. Although it is not recommended by our staff for a child to be picked up by a sibling who is a minor, we recognize this may be the only option for parents.

Students may be picked up from the front entrance of The Academy between 3:45 pm-6:00 pm

### Allergies

The Academy After School Program requests any child with a diagnosed food allergy or a special diet to have a health Plan signed by a physician. A copy can be found on Melissa Schools website under Health Services. For our students’ safety, we do not allow any student who does not have a plan to attend The Academy. Please make arrangements ahead of time to get this completed prior to registration.

### Arrival

Students attending Harry McKillop & North Creek Elementary will report to The Academy bus line at the end of their school day for check-in. Parents may be contacted if a student’s whereabouts are unclear. You will be required to agree to and sign Melissa Schools bus safety rules.

### Communication

The Academy welcomes your comments. All questions and concerns regarding our program should be addressed to [theacademy@melissaisd.org](mailto:theacademy@melissaisd.org) or by calling 469-678-0022. Please do not contact campus staff or the principal, as the program is managed separately from the school.

The Academy is not a licensed day-care and has received exemption for the governance of Child-Care licensing. It is associated with Melissa Schools; therefore, The Academy is governed by the regulations of the Texas Education Agency.

### Cell Phones

We understand that parents wish their child to carry cell phones for safety. Your child may bring a cell phone to The Academy, but it must be turned off and put away. If there is a need for you and your child to communicate during our program, The Academy phone line is available. Students will be given one warning by a teacher if a phone is out or used. If a student’s phone continues to be a distraction, it will be given to the front desk for retrieval by a parent.

Discipline and Guidance Practices

Staff members are trained in a positive strategies for preventing and managing behavior. In most instances, parents or guardians will be informed of a student’s behavior verbally. If circumstances of inappropriate behavior dictate, and Incident Report may be filled out. All communication will be documented by staff members. If inappropriate behavior continues, or if a child’s behavior becomes unsafe for him/her may be suspended temporarily or permanently. **Fighting or hitting of any type will result in suspension.**

In the event a parent is contacted to come and pick up his/her child due to behavioral concerns, the parent must make arrangements to come to the program as soon as possible, as we do not have “in-school suspension”. Temporary suspension may be from 1 to 5 days of the regular program. A child who is suspended from The Academy may not come to the program on the days he/she is suspended. Parents must make other arrangements for care. Refunds are not given for days missed due to suspension.

The Academy will utilize local police if necessary to insure the safety of the students and the facility. Policies and procedures are consistent for all children enrolled.

Staff members will not discuss children, other than your own, with you. This applies to behavior as well as any other aspect of the program.

Any situation that occurs regarding behavior during The Academy is separate from the school.

Dress Code

<ul style="list-style-type: none"><li>● Nothing offensive or vulgar</li><li>● Must be able to be tucked in</li><li>● No exposed cleavage</li><li>● Shirt must cover front and back midriff at all times whether standing, sitting, stretching, or bending</li><li>● No see-through (thin or mesh)</li><li>● All undershirts must meet the minimum standards</li><li>● No sleeveless, tanks, halters, or spaghetti straps unless worn with appropriate undershirt. Shoulders must be covered</li><li>● No backless</li><li>● No holes or tears (no exception)</li></ul>
<ul style="list-style-type: none"><li>● Shorts and skirts must be no shorter than 3 inches above the knee on any side.</li><li>● No sagging</li><li>● Leggings must be worn with attire that meets the minimum standard for shorts or skirts</li><li>● No holes or tears above the knee</li></ul>
Only earrings allowed, no gauges Earrings, studs, and traditional jewelry are acceptable All facial jewelry or body piercing will be prohibited. Clear spacers will be acceptable unless deemed distracting by administrator / designee.
No trench coats or dusters No exposed undergarments No house shoes, slippers or heelies No bare feet No chains on clothing or wallets or as necklaces No hats, caps, sunglasses, bandanas, hairnets, skull caps and hoods No jewelry that includes swastikas, pentagrams, spoons, drug-related items No heavy or spike jewelry
Hair shall be kept neat, clean, and well groomed and not disrupt the learning environment Unnatural hair dyes/colors are not permitted No writing on body No tattoos with provocative, profane, or offensive pictures / writing

### Drills

Emergency drills will be conducted which include Fire, Tornado, and Lock Down following best practices.

### Emergencies

In the event of an emergency that requires assistance from the local fire or police department, an Academy staff member will immediately contact 911 to report the emergency.

### Head Injury Report

Injuries to the head are taken very seriously. In the event of a child receives an injury to the head during The Academy, the child will be examined closely for signs of complications. Any signs of dizziness, headaches, nausea, staggering, difficulty breathing or extreme drowsiness will be addressed immediately. Our Site manager will contact parents to make them aware of the situation and 911 will be called if circumstances dictate.

### Hours, Days, Months of Operation

The Academy operates on all days Melissa Schools students attend school. (Please refer to the Melissa Schools annual calendar.) The Academy has extended hours for Early Release days.

### Illness Exclusion Criteria/Medication

The Academy does not have a nurse on site. Parents are asked to include allergies, special diets, and /or emergency health information in a health plan.

Parents may be called in the event a child becomes sick and is not able to participate in our regularly scheduled activities. A child who becomes ill will be separated and the parent will be contacted immediately to come for him/her. For the protection of all children in our program, your child may not return to The Academy within 24 hours from the time a child is sent home with the following symptoms:

- Intestinal disturbance accompanied by diarrhea or vomiting
- Temperature of 100.5 or greater
- Any undiagnosed rash
- Discharge from the eyes/ears or profuse nasal discharge
- Symptoms of possible communicable disease (sniffles, red eyes, sore throat, headache, abdominal pain with fever)

With safety as our priority, we recognize that at times children will get minor scrapes, bruises, etc. during our program. To address this issue, teachers are equipped with first aid supplies. Staff members can utilize Incident Reports and communicate information regarding minor injuries to parents, how it was handled and the care your child received. All staff members are trained in handling minor emergencies, and may be certified in first-aid care.

Regular/ongoing medication cannot be administered. Temporary medication for specific health conditions (i.e. asthma) will only be administered on an emergency basis and with a completed medical form for The Academy. We cannot access medication administered at school.

### Inclement Weather

In the case of inclement weather and Melissa Schools close, The Academy will also be closed. If the weather begins to worsen throughout the day and road conditions are poor, we ask that you try to pick up your child as soon as possible. This will allow our staff to get home safely, before the conditions are not suitable for driving.

### Parent Notifications

Parents will be notified after one or more of the following circumstances regarding their child:

- Injury that requires medical attention by a health-care professional
- Has a sign or symptom requiring exclusion (see illness Exclusion Criteria)
- Has been involved in any situation that placed the child at risk
- Has been involved in any situation that renders the operation unsafe, such as fire, flood or damage to the operation as a result of severe weather.
- The Academy will notify the parents of less serious injuries when the parent picks the child up from the operation. Less serious injuries include, but are not limited to, minor cuts, scratches, and contusions requiring first-aid treatment by employees.
- The Academy will notify all parents of students in the program if becoming aware that a child in our care or an employee has contracted a communicable disease deemed notifiable by the Department of State Health Services as specified in 25 TAC Chapter 97, Subchapter A
- The Academy will email parents of all students in a group when there is an outbreak of lice or other infestation in the group.

### Personal Belongings

Children's personal belongings (i.e. backpacks, books, coats, etc.) must be cleared from the program area after each day. Any personal property which remains will be available for pick up at Lost and Found. Although staff members attempt to help children stay organized, the program cannot be responsible for lost personal property. Children are discouraged from bringing personal toys, money, personal electronic devices, or other items not necessary for school activities. In the event a child brings a personal item to the program, it may be taken by a staff member and stored until parent arrives. Students should not bring personal electronics as they will not have the opportunity to use them and staff members cannot be responsible for lost or stolen items.

### Release of Students

Students may be picked up from the front entrance of The Academy 3:45 to 6:00 daily. All person allowed to pick up the child must be listed on the enrollment form, also with identification numbers (i.e. Drivers' license) – this includes parents. All authorized pick-ups must provide a photo ID and should have fingerprints on file. Staff members will not allow a child to leave with a person who has not been given parental permission. In the event a person not listed arrives to pick up a child, we will call the parent listed.

Students will not be released to a parent or an authorized pick-up smelling of alcohol/intoxication. Staff members are instructed to contact the local police department.

### Visitors

If a parent would like to visit the program, meet with a staff member, or observe the program, they must sign-in with the Site Manager. He/she will escort and accompany the parent visitor. The parent must sign-in and sign-out to document the visit. Parents have the right to visit the program, as long as they are not interacting with other students and participation in the program as a volunteer. In addition, visitors must not engage in any activity that would make them appear to be a district representative. Prior appointments/arrangement are greatly appreciated.