

# *LIPAN ISD AFTERSCHOOL PROGRAM*

Welcome to the Lipan ISD Afterschool Program.

## **PROGRAM COMPONENTS**

### **HOURS AND OPERATION**

- The Afterschool program hours are 3:30-5:30, with a school provided snack starting at 3:30.
- KINDERGARTEN-5TH GRADES
- Elementary students will be dismissed from their teachers at the end of the school day to afterschool staff.
- All tutoring will take place in the JH building unless otherwise notified.
- Due to safety and check-in procedures, unauthorized people will not be allowed into the building during Afterschool time.
- 15 student maximum, first come first served.

### **PAYMENTS**

- \$50/WEEK per student
  - Each additional child \$25/week
- Drop In cost \$12 per day (if availability allows).
- Late pick up will result in a \$2 fee per minute late
- Payments are due on the last day of each week.
- Cash/Check are acceptable forms of payment.
- Outstanding balances will result in removal from the program.
- Any time there is a school holiday/school cancellation the cost per week will be reduced to \$10/day for that specific week.

### **Release of Students to Authorized Individuals**

All students will be released from the cafeteria with a sign out procedure.

Students will only be released to persons on their official enrollment from the district. Staff will request to see a picture ID if they do not recognize the individual. Transportation home will not be provided.

\*All students will be expected to clean up after themselves. If a student is in the middle of a project, they will be required to put away all of their belongings before leaving for the day.

### **PROGRAM SCHEDULE**

Student behavior is essential and will be tracked. If a student has bad behavior repeatedly, they will be excused from the program allowing another student the privilege to participate.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3:30	SNACK/RECESS				
3:45					
4:00	HOMEWORK/READING TIME				
4:15					
4:30					
4:45					
5:00	ENRICHMENT ACTIVITIES				
5:15					
5:30					

We emphasize positive, age-appropriate discipline techniques that guide and encourage children, and at the same time establish clear behavior guidelines and expectations.

Lipan ISD discipline policies will be followed as stated in the district handbook.

**Program Rules:**

1. Respect- Students and staff must respect others and understand that any bullying, racism, teasing, or otherwise mean behavior will not be tolerated.
2. Follow all staff instructions.
3. Students must remain with staff members until a parent or authorized pick-up person arrives. Any other arrangements for student transportation must be made in advance with the afterschool Director.

The Director may, at any time, remove a student from the program for any of the following reasons:

1. Refusal to follow directions.
2. Verbal abuse, physical abuse, or sexual harassment of students or staff members by students or their parents.
3. Unauthorized departure from Program Site.

**Consequences: General Behavior**

The Discipline Management Policy is designated to assist the staff in creating an atmosphere that is safe and fun for all participants. Occasional misbehavior by students enrolled is to be expected. These situations will be handled in accordance with the Student Code of Conduct as

stated in the Lipan ISD Policy. However, excessive misbehavior may result in one or all of the following consequences:

1. Parent conference with staff and/or Program Director.
2. Loss of privileges (activity or special event)
3. Dismissal from the program.

### **Closings**

Occasionally, the weather becomes a factor beyond our control and may cause changes in the daily schedule. If Lipan ISD cancels classes or dismisses early, Afterschool will follow the district's schedule.

### **Personal Items**

All electronic game devices and toys should be left at home or in your child's backpack during Afterschool. Lipan ISD is not responsible or liable for the theft, loss or breakage of any item of this type. Please note that while students will be allowed to have a cell phone with them, cell phone use by children without staff permission during program hours is NOT permitted.

### **Contact Information:**

Program Director, Kristal Bullock [bullock.kristal@lipanindians.net](mailto:bullock.kristal@lipanindians.net)  
254-646-2266

PLEASE JOIN OUR TEXT GROUP FOR UPDATES AND/OR CHANGES

SEND @lipanaf to 81010