

Paredes Middle School

Principal: Valerie Torres-Solis

A.C.E. AUSTIN



PARENT HANDBOOK

The staff of Paredes Middle School would like to take this opportunity to welcome your family to the A.C.E. Austin at Afterschool Program. We all share a common goal—to create a relaxed, trusting, intimate atmosphere where our students are encouraged to pursue their own interests, develop friendships and grow in confidence, independence, and respect for themselves and others.

The parent handbook outlines what you may expect from the A.C.E. Austin Afterschool Program and what we expect from you in return. Please be aware that the A.C.E. Austin Afterschool Program reserves the right to amend policies at any time and it is recommended that you check with the A.C.E. Site Coordinator for policies regarding the care of your child.

We hope your family's experience with the A.C.E. Austin Afterschool Program will be an enriching and delightful one. We welcome you!

A.C.E Austin Afterschool Program

Paredes Middle School

10100 S. Mary Moore Searight Dr.

Austin, TX 78748

Maddie Jennings

Site Coordinator

512-841-6808

madeline.jennings@austinisd.org

THE A.C.E. AUSTIN PAREDES AFTERSCHOOL PROGRAM IS NOT A DAY-CARE AND IS NOT GOVERNED BY LICENSURE AS A CHILDCARE FACILITY.

Paredes Middle School

Parent Handbook Confirmation Acknowledgement

Please fill out, sign, and return this form.

Confirmation of Parent Manual Receipt

I, _____, parent/guardian of _____
(student name), have read the Parent Handbook of ACE Austin and understand the rules and policies of the program. I also understand that I may talk to Maddie Jennings, ACE Site Coordinator, if I have any question regarding the program at Paredes Middle School.

Signature: _____

Date: _____

HISTORY

The A.C.E. Austin at Paredes Middle School starts in the fall of 2015 to provide your students positive influences and a safe place to go after school. Classes in academic assistance, enrichment, family & parental support, and college and workforce readiness are offered, including homework help, cooking, arts and crafts, soccer, gardening, music, karate, adult classes, and much more. These classes will be provided by qualified instructors and community organizations.

STUDENTS SERVED

Any Paredes Middle School student may attend the A.C.E. Austin at Paredes Middle School Afterschool Program. Registration is at the beginning of each session. Ask your Site Coordinator when registration will take place. In order to stay in the program, your child should maintain constant attendance and obey the rules of the school. When the program is full, students will be placed on a wait list. The A.C.E. Austin at Paredes Middle School does not discriminate on the basis of race, creed, or national origin in its enrollment process.

STUDENT RECORDS

We MUST have a Registration Form on file for every student enrolled in A.C.E. Austin at Paredes Middle School. It is very important that all information (home number, work number, address, releases, etc) be updated and on file. PLEASE inform the afterschool staff immediately of any changes.

THE ADVISORY COUNCIL

The A.C.E. Austin at Paredes Middle School Advisory Council meets to discuss the needs of the school and the community and to decide how best to meet those needs through the program. It is made up of the Site Coordinator, students, parents, teachers, community members and whoever else volunteers to be a part of it. Please contact your Site Coordinator to volunteer to be a part of the Advisory Council.



Process for Behavior Intervention

The ACE Afterschool Program at Paredes Middle School implements a

“3 STRIKES, You’re Out”

system to deal with disciplinary issues. This is to inform the parent/guardian when discipline issues arise with their child. Each child will be given three verbal warnings from their classroom instructor. After the third verbal warning, the child will be given a STRIKE.

Any time a child receives a STRIKE, parents will receive a note home and the Site Coordinator will speak to the parent. . After the child’s 3rd STRIKE, parents will receive a note home and a mandatory formal meeting will be scheduled with the Site Coordinator. A behavior contract MUST be signed by the student, the parents/guardian and the Site Coordinator.

If a student receives a 4th STRIKE, they will be suspended from the Paredes Middle School afterschool program

THE A.C.E. AUSTIN AT Paredes Middle School HAS A **NO TOLERANCE** POLICY REGARDING BULLYING OR ABUSE (VERBAL, PHYSICAL, SEXUAL) OF ITS STAFF OR STUDENTS. FIGHTING AND/OR INAPPROPRIATE SEXUAL BEHAVIOR WILL RESULT IN **IMMEDIATE AND MANDATORY** REMOVAL FROM THE PROGRAM.

PARENT INVOLVEMENT

We believe in a strong partnership between parents and staff. We encourage parental input in decision-making and planning and to facilitate communication among parents, staff, and the advisory council. We encourage parent involvement and would appreciate any time they could volunteer at the school. Parents may request a conference with the Site Coordinator any time to discuss their own child or the program in general. You can leave a note, talk to the staff, or call the Coordinator at any time. Newsletters and announcements are distributed to parents, and we send out evaluation surveys from time to time to get feedback on how we’re doing.

PARENT CLASSES

The A.C.E. Austin at Paredes Middle School also has classes for adults. Please ask your Site Coordinator what these classes are and when they are offered.

HOMEWORK

Students will be given ample time to do their homework daily. Assistance will be given when the student requests help.

EMERGENCY SCHOOL CLOSING POLICY

The A.C.E. Austin at Paredes Middle School WILL NOT be open when school is closed.

TRANSPORTATION

Please indicate on the Registration Form how your child gets home.

MEALS AND SNACKS

All students in the A.C.E. Austin at Paredes Middle School receive a healthy free snack, including fruit, crackers, juice, or milk, etc. PLEASE be sure to tell your Site Coordinator if your child has any food allergies.

child may be excused from the program.

ACCIDENTS

If a child has an ACCIDENT (a hard bump to the head, a twisted limb, etc...) the staff person attending to the child will send home an Accident Report.

If a **SERIOUS ACCIDENT** occurs which might need medical attention, the staff will contact you immediately so you can take your child to the doctor.

In an **EMERGENCY**, the staff will call 911, and then immediately contact you. After 911 have been called, it is up to the paramedics to decide what to do. If they decide to take your child to the hospital, you will be responsible for the medical charges. You must sign a MEDICAL EMERGENCIES permission form when you register your child at the A.C.E. Austin at Paredes Middle School.

STAFF IS LEGALLY REQUIRED TO REPORT ANY INSTANCE OF OBSERVED OR SUSPECTED CHILD ABUSE, INCLUDING A PARENT WHO IS INTOXICATED WHEN PICKING UP A CHILD.

STAFF AND VOLUNTEERS

The A.C.E. Austin at Paredes Middle School employs college students, parents, certified teachers, and other community members. If you are interested in working or volunteering in the A.C.E. Austin at Paredes Middle School, please contact your Site Coordinator. Both staff and volunteers undergo a thorough background check and fingerprinting.

ATTENDANCE POLICY

Students must attend every day of the program. If a child has three or more unexcused absences in any two-week period, he or she may be dismissed from the program and a child from the wait list will be admitted.

OUTDOOR PLAY

All students will have an outdoor activity every day, weather permitting.

STUDY TRIPS

The Site Coordinator will inform you in advance of any study trip, describing the date, time, mode of transportation, destination, and the activities for each study trip.

PICK-UP POLICIES

You must sign your child out when you pick him/her up. (Elementary Only) The Site Coordinator will show you where your child's sign-out sheet is located.

LATE PICK-UP POLICY

Your child MUST BE PICKED UP by 5:45pm. If he/she is not, the afterschool staff may call AISD Police. After three late pick-ups, your