

COOL

AFTER SCHOOL

Brenham Independent School District

**Cool After School
Parent/Student Handbook**

Cool After School Guidelines

1. To be eligible for Cool After School, students must be residents of Brenham I.S.D. and currently enrolled in school.
2. Cool After School follows all B.I.S.D. policies. Any violations may result in dismissal from the program at the Coordinator's discretion.
3. Students may not attend Cool after School on the same day they have been absent from school.
4. Students and their parents will treat all adults and students with respect.
5. Students may not be released to anyone that is not on the registration form.
6. All personal belongings must be clearly marked. The program is not responsible for lost, damaged, or stolen personal belongings.
7. No outside food is allowed. Snacks are offered everyday.

Cool After School Discipline Plan

Cool After School provides a safe, healthy, friendly and fun environment for children. In order to maintain this environment, all campus Cool After School staff members will follow the discipline management plans outlined below.

REGULAR DISCIPLINE MANAGEMENT PLAN:

1. Verbal warning/s to student.
2. Verbal notification to parent/guardian.
3. Written notification with parent's signature.
4. Further infractions will result in a written notification for parent signature, and review by the District Program Coordinator. Any further written notification may result in your child being removed from the Cool After School program for the remainder of the school year.
5. All decisions made by the District Program Coordinator are final.
6. Dismissal from the Cool After School program may result in a loss of fees paid.

ALTERNATE DISCIPLINE MANAGEMENT PLAN:

Extreme circumstances or behaviors may supersede the regular discipline management plan above, resulting in immediate removal from the Cool After School program. These behaviors include, but are not limited to:

- Children who repeatedly hurt themselves, others or property
- Continuous defiance, disrespect, or refusal to follow the rules and guidelines
- Refusal to obey
- Verbal abuse, physical abuse, or harassment / sexual harassment of students or staff members by students or their parents

Other circumstances may also result in suspension or removal from the Cool After School program:

- Failure to pay fees in a timely manner
- Continual late pick-up
- Other actions deemed inappropriate by the District Program Coordinator

Cool After School Daily Schedule

3:30-3:45	Snacks
3:45-4:05	Small Groups (homework, reading)
4:05-4:10	Core Essentials Character Development
4:10-4:15	Clean up / Line up
4:30-6:00	Daily Activities

Snack: Students will have 15 minutes to complete their snack and clean up.

Small Groups: Student will have 20 minutes to work on homework and reading.

Core Essentials: Students will have 5 minutes of Core Essentials daily.
Core Essentials is a character development program for Brenham ISD students.

Clean up and Line up: Students will put away materials and throw away trash.

Daily Activities: Students will participate in a variety of activities ranging from enrichment, wellness & fitness, creative arts, and more. *Activities may vary by program site.*

Tuition Information

Yearly supply fee	\$125.00/year
August payment	\$75.00 (prorated)
Monthly tuition	\$115.00/month
Second child	\$90.00/month

All payments are due on the 1st of each month.

- Please be advised that payments are considered late if not received by the 5th of the month and will incur a late charge of \$25.00.
- If payment is not made by the 7th of the month, your child will be sent to the office and you will be called to pick him/her up.

Cool After School offers several convenient ways for you to pay tuition. You may pay online at www.brenhamcommunityed.com, drop off a payment in the drop box at each campus, or pay in person at the Brenham Community Education office at 1301 S. Market Street.

Thank you for your participation in the Brenham I.S.D. Cool After School program. Please feel free to contact me should you have any questions.

Susan Pritchard
Cool After School Coordinator
979-277-3895, susanp@brenhamk-12.net

ACKNOWLEDGEMENT OF RECEIPT OF PARENT/STUDENT HANDBOOK

I _____ (Parent / Guardian Name) have received the Cool After School Parent Handbook.

The registration of a student is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all guidelines and procedures regarding our program. Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Parent/Student Handbook. Parents/guardians and students must sign the form below.

Please note: Cool After School guidelines and procedures are subject to change to reflect the needs of the program, children and families we serve. Cool After School will inform parents of changes taking place whenever possible in a timely fashion.

I understand that it is my responsibility to contact the program coordinator should I have questions or need clarification regarding any guidelines or procedures contained in the Parent/Student Handbook .

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____