

# Helms ¡Junto! After School Program

Parent Handbook  
Policies & Procedures



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The Helms PTA is proud to offer the Helms ¡Junto! After School Program for the 2023-2024 school year. Nadia Heffernan is serving as the Director of the program.

### Days of Operation

Before and After School Care will be provided by the Helms ¡Junto! After School team on all days designated as regular instruction days according to the HISD 2023-2024 Academic Calendar, beginning on August 28, 2023.

**No care will be provided on days** recognized as Holidays, Teacher Preparation Days (no students), or Teacher Service Days (no students) according to the HISD 2023-2024 Academic Calendar. On days when HISD cancels school for inclement weather or other emergencies, **no care will be provided.**

### Tuition and Drop-In Options \*

<b>Before School Care</b> 6:45 - 7:20 am	\$22 per month \$13 per month (Siblings)
<b>After School Care</b>	
3:00 - 4:00 pm Regular Tuition:	\$105 per month \$80 per month (Siblings)
3:00 - 5:00 pm Regular Tuition:	\$185 per month \$105 per month (Siblings)
3:00 - 6:00 pm Regular Tuition:	\$210 per month \$130 per month (Siblings)
Daily Drop In	\$17

Tuition assistance based on family income is available. Please email [AfterSchool@HelmsPTA.org](mailto:AfterSchool@HelmsPTA.org) or speak to the Director for more information.

\* Helms ¡Junto! After School reserves the right to adjust tuition at any time during the school year with 60 days notice to families.

### Before School Care

Students will be admitted to the school grounds by a Staff member anytime between 6:45 and 7:15 am. Students will be able to do indoor activities (read, color, puzzles) until breakfast service begins in the cafeteria or until 7:20. Students will have the opportunity to get breakfast in the cafeteria. At 7:20, students will be released to their classroom teachers.

### After School Care

After School care will begin immediately at dismissal. After School Staff will coordinate with the classroom teachers to check students into the After School program.

In general, PK and Kinder students will be grouped together and 1st-5th will form small groups to comply with student-caregiver ratios. All students will have the opportunity to eat the free HISD meal service offered at 3:00pm in the cafeteria or a snack brought from home.

Enrichment options will be communicated to parents periodically via email.

<b>Daily Schedule</b>			
<b>PK / K</b>		<b>1st - 5th</b>	
3:00	Check-in & Playground	3:00	Option 1: Cafeteria for HISD Dinner or Snack from home
3:10	Wash hands & Head to Cafeteria	3:00	Option 2: Homework Lab
3:15	Cafeteria for HISD Dinner	3:00	Option 3: Playground / Outdoor Time
3:40	Wash hands, Restrooms	3:30	Enrichment Options
3:45	Enrichment Options	4:30	Playground or Enrichment 2
4:30	Outdoor Play		
5:00	PK/K Playground	5:00	Playground
5:45	Computer Lab	5:45	Computer Lab

### Tuition Payments

Tuition may be paid in advance for the semester or according to the following schedule:

<b>After School Dates</b>	<b>Monthly Payment Due by:</b>
August 28 - September 30	September 10, 2022
October 1 - October 31	October 10, 2022

November 1 - November 30	November 10, 2022
December 1 - December 22	December 10, 2022
January 9 - January 31	January 12, 2023
February 1 - February 28	February 10, 2023
March 1 - March 31	March 10, 2023
April 1 - April 30	April 10, 2023
May 1 - June 5	May 10, 2023

A late fee of \$10 will become due 7 days following the due date. Students will not be allowed to stay if payment is not made by the end of the week.

### **Enrollment Procedures**

Enrollment may be completed through the ProCare App or by submitting the Registration Form to the After School Director or emailing [afterschool@helmspta.org](mailto:afterschool@helmspta.org).

The Registration Form requires parents to sign that they have read and agree to the Student Handbook as well as authorization to obtain emergency medical care, including allergy information and access the Food Allergy Emergency Plan submitted to Helms Elementary and signed by the parent and a healthcare professional.

Any changes to the Policy Handbook will be notified to parents via email.

### **Pick-Up Procedures**

Students will be released from the front reception of Helms Elementary. Students will ONLY be released to an adult listed on the Authorized PickUp form on the ProCare App. You must sign your child(ren) out from the Helms ¡Junto! After School Program every day. SHOWING PHOTO ID IS MANDATORY UPON REQUEST. The Helms ¡Junto! After School Program may take a photo of your ID or record your driver’s license number or car license plates.

In the event that someone other than the people listed on the Student’s Pick-Up Authorization Form will be picking up your child(ren), you must notify the After School Director through email ([afterschool@helmspta.org](mailto:afterschool@helmspta.org)) or the ProCare App.

### **Late Pickup Policy**

After school care ends promptly at 6:00 pm, and it is expected that parents make every effort to arrive on time. If you know that you will be late picking up your child, please call ahead and let us know so plans can be made. Consistent tardiness (more than 3) can be a cause for late pick-up fees, suspension, or termination from the Helms After School Program.

## **Illness and Exclusion**

Students are not permitted to attend the Helms ¡Junto! After School Program if they were absent from the regular school day because of illness. Additionally, students will not be allowed to participate in the After School Program if:

- (a) Illness prevents the student from participating comfortably in the activities;
- (b) They require greater need for care than the After School Program staff can provide without compromising health, safety, and supervision of other students;
- (c) Student has a fever above 100 degrees, abnormal breathing, uncontrolled diarrhea, vomiting, or other behavior changes or signs that the child may be severely ill;
- (d) Pink eye, head lice, scabies, or strep throat until 24 hours after treatment has been initiated and the student is cleared to return to Helms Elementary during the school day.

In the event a student becomes ill during the Before or After School Program hours, parents will be contacted to come pick the student up and the student will be cared for apart from other students.

A student may return to the Helms ¡Junto! After School Program after being symptom free for 24-hours or parents have submitted a health-care professional's statement that the child no longer has an excludable disease or condition.

## **Volunteering**

The Helms ¡Junto! After School Program welcomes involvement from our parents. If you have an activity (craft, sport, skill, etc.) that you would like to share with our students, please reach out to the After School Director. It can be a one-time activity or as often as fits your schedule.

All volunteers need to be VIPS certified and follow all HISD volunteer protocols, including signing in and out each day.

## **Medication**

The Helms ¡Junto! After School Program will not dispense medications for any students.

## **Medical Emergencies**

For an illness or injury that requires the immediate attention of a health care professional Helms ¡Junto! After School Program will:

- (a) Contact emergency medical services if needed or take the student to the nearest emergency room after we have ensured the supervision of other students in the group;
- (b) Give the student first-aid treatment or CPR when needed;
- (c) Contact the student's parents.

## **Parental Notifications**

Parents will be notified in the following situations:

- (a) Parents will be notified of less serious injuries when the parent picks up the student.
- (b) For more serious situations, parents will be notified after ensuring the safety of the student, if the student:
  - (i) Is injured and the injury requires medical attention by a healthcare professional;
  - (ii) Has a sign or symptom requiring exclusion as stated in the Illness & Exclusion section;
  - (iii) Has been involved in any situation that placed the student at risk, such as wandering away from the school; or
  - (iv) Has been involved in any situation that renders the school unsafe, such as fire, flood, or damage to the building as a result of severe weather.

## **Discipline and Guidance**

The Helms ¡Junto! After School Program will follow the guidelines listed in the HISD Code of Student Conduct on behavioral expectations to ensure the safety of all students and staff.

The Helms ¡Junto! After School Program uses positive methods of discipline and guidance.

- (a) Discipline will be individualized and consistent for each student, appropriate to the student's level of understanding, and directed toward teaching the student acceptable behavior and self-control.
- (b) Staff will use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction.

## **Suspension and Expulsion**

The Helms ¡Junto! After School Program will follow the guidelines listed in the HISD Code of Student Conduct on behavioral expectations to ensure the safety of all students and staff.

A student will be suspended for a month if disrespectful or unsafe behavior is directed toward a student or staff member, by either a parent of a student or a student in the Helms ¡Junto! After School Program. Upon return to the program, if a student is again suspended for the behavior of the student or parent, the student may be expelled permanently. You are responsible for reading and knowing the expectations of the HISD Code of Student Conduct.

In the event of repeated behavior violations of a less severe nature, each student will be given 3 chances to demonstrate improvements. After the 3rd warning, the student will be suspended from the After School Program.

## **Meals & Snacks**

The Helms ¡Junto! After School Program will offer all students the opportunity to receive the free dinner offered through HISD Food Services immediately after school dismissal.

Students have the option to participate in various culinary classes throughout the year and will occasionally be offered snacks.

Any food allergies must be noted in the enrollment form and a signed Food Allergy Emergency Plan submitted to the After School Program.

### **Sunscreen and Insect Repellent**

The Helms ¡Junto! After School Program will have spray or stick insect repellent and sunscreen available for students and may be applied at the discretion of staff. If parents do not wish their student to use insect repellent or sunscreen, please let the After School Director know.

### **Observing**

If parents would like to visit, observe, or inspect during our hours of operation, please check in with the Helms Elementary Front Desk Staff or After School Director or designee. All adults in the building must have ID badges/stickers or they will be asked to leave the premises.

### **Questions, Comments, Feedback and Concerns**

The Helms ¡Junto! After School Program strives to provide an after school program that our own students enjoy attending. If parents have feedback, concerns, or ideas about the policies, programming or otherwise, please bring them to the attention of the After School Director.

The After School Director is Ms. Nadia Heffernan. She can be reached by phone at 281-310-1838, by email at [afterschool@helmspta.org](mailto:afterschool@helmspta.org) or by appointment.

If your concern is not adequately addressed, please bring your concerns to the attention of the Helms PTA Board of Directors at [helmspta@gmail.com](mailto:helmspta@gmail.com). The Helms ¡Junto! After School Program is separate from the Helms Elementary school administration.