

The Zone



...where learning and fun continue.

Dear Parents,

We bring you a warm welcome from Millsap Independent School District's afterschool program! We are so glad to have your family as participants in our program. We hope our afterschool program is a place where children want to spend time after their regular school day, and a place parents feel good about as well. We strive to provide fun activities, some academic challenges, and a loving environment.

The Zone is funded by our district with the purpose of providing free and expanded academic services to students. Expanded services include tutoring, homework help, and enrichment activities. It is our role to encourage and facilitate the learning of children, parents, and one another. We are pleased to embrace this responsibility.

If we can ever be of assistance, please call our office, send us an email, or stop by!

Sincerely,

Cathy Bradshaw
District Coordinator, The Zone
Phone: 940- 274- 2609
Email: cbradshaw@millsapisd.net

Victoria Anderson
On-site Manager, The Zone
Phone 940-274-3165
Email: vanderson@millsapisd.net

Millsap ISD Afterschool Program
101 Wilson Bend Rd. Millsap, TX 76066
Parent Handbook

Hours of Operation Monday – Thursday, 3:45 p.m. – 5:30p.m. Dismissal will begin at **5 pm**.
The Zone will not operate on early release days or student holidays.

Zone Procedures 23-24

3:30 - 3:45 Students will stay in their grade level classroom with a grade-level teacher/para for snack time.

3:45 - 4:15 Reading Enrichment / Tutoring
PK-2nd grade will have story time consisting of a read aloud and activity regarding the book.

3rd and up will go to the library for independent reading.

Classroom teachers/interventionists will be able to pull students during this time for small group/individual tutoring.

4:15 - 5:00 Activity Time
Students will make choices each six weeks from the activities offered. Classes are still being formed, but different classes will be offered each day.

5:00 - 5:30 Dismissal Time
All students will be in the cafeteria during this time. Parents may pick up their student **BEGINNING at 5:00 pm**. Dismissal will be through the regular car line out the back cafeteria doors. This will be a time for Homework Help. If students do not have homework, they will be given individualized enrichment/practice activities according to their need.

Accidents/Incidents

If an accident occurs while a child is attending the program, The Zone staff will assess the injury and take appropriate action. First aid boxes are kept at the site to deal with minor scrapes, cuts and bruises. If a more serious injury occurs which requires medical attention, 911 will be called and the parent will be notified.

An accident/incident report will be prepared and filed on all accidents/incidents. Please be aware that we do **NOT** have a nurse on duty during program hours. Parents will be notified if a significant incident or illness occurs.

Attendance

Because each of our enrichment programs is hands-on and group related, it is vital that the children are present for the entire enrichment time from **4:15 pm to 5:00 pm and attend regularly on the days they are signed up to attend**. While unforeseen illness or emergency will inevitably occur, not attending regularly may subject a student to disenrollment or being placed on a waiting list due to staffing. The Zone program is available to all students currently enrolled in and attending Millsap ISD with a completed enrollment form.

Confidentiality

The Zone staff will, at all times, protect the confidentiality of the families participating in our program. Any information received by our staff will be used only as necessary and only by approved Millsap Independent School District personnel and according to District policy. No personal information will be released to outside entities without the expressed written consent of a parent and/or guardian.

Contacting The Zone Office

You may reach The Zone district coordinator, Cathy Bradshaw, at 940- 274- 2609 or the on-site manager, Victoria Anderson at 940-274-3165. NOTE: Please do not use personal cell numbers of any Zone staff to communicate about your student in relation to the program as they often do not receive messages during the program. Please use our office phone or email. Voicemail messages are checked continuously.

Discipline

Children attending The Zone Program will adhere to the conduct and discipline policy for the Millsap Independent School District for the regular school day (See MISD Student Handbook).

Should a student display behavior that endangers others, they will be supervised away from other children until a parent arrives. Please be aware that a student who receives an office referral during the school day **IS NOT ELIGIBLE** to attend The Zone, at Administrator discretion, and must be picked up from the front office by 3:30pm. Campus Administrator will give ample time for parents/guardians to make arrangements for their student to be picked up. Students with an In School Suspension (ISS) placement, **IS NOT ELIGIBLE** to attend The Zone for the duration of their placement.

It is our intention to serve all students who wish to participate. However, students who are continually disruptive in the afterschool program for disciplinary or behavioral reasons may be placed on probation, temporary suspension, or permanently removed from the program.

The Zone, Millsap ISD's Afterschool Program, reserves the right to remove a child without use of the three steps listed below if deemed appropriate. Serious or consistent behavioral incidents will be documented and the following actions will be taken:

- 1) 1st Offense - child counseled, note or phone call to parent;
- 2) 2nd Offense - child removed from class, counseled, and parent/teacher conference held before child returns to program;
- 3) 3rd Offense - child removed from program. Options that are agreeable to parents and The Zone staff will be considered to prepare the child for re- entry into the program.

End of Day Dismissal

Dismissal will begin at **5 pm** each day with final dismissal at **5:30 pm**.

Please have your car tag or photo ID ready. Pull into the regular after school pick-up line (south end of school outside cafeteria doors) and your child will be delivered to you. You will be asked to sign out your child

PLEASE NOTE: Due to staffing, CHILDREN MUST BE PICKED UP ON TIME! *Three late pick-ups will result in removal from the program.*

Health

Our program operates for well children and staff only. Children who are mildly ill (e.g., minor cold symptoms) may remain at the campus with an Administrator's approval. Children should be fully able to participate in all activities. Parents should provide appropriate changes of clothing if needed.

Children with symptoms of communicable disease will remain with a staff member until the parent or designated representative arrives for the child. We make every effort to reach the parents when a child is ill, but after 30 minutes we will call the emergency contacts indicated on the student enrollment form.

We abide by the same illness policy in effect during the school day; therefore, a student who is sent home ill from The Zone will be unable to attend the next school day until he or she has met the school day re-admittance criteria. We will not serve children with:

- A fever of 101° F or above
- A fever of 100° F if combined with another sign of illness
- A skin rash that has not been identified by a phone call or in writing from a physician who has seen the rash
- Diarrhea and/or vomiting two or more times in a day
- Evidence of head lice or other parasites
- Severe coughing
- Rapid or difficulty breathing
- Yellowish skin or eyes

- Pink eye
- Sore throat or difficulty swallowing
- Evidence of infection

Students must be fever and symptom free for 24 hours. Children may be readmitted with a physician's statement that the child is free from communicable disease and that returning poses no risk to the child or others.

Medications

Medication will not be given during The Zone. Staff is limited to medical care beyond typical first aid such as washing or bandaging wounds and supplying ice packs. Exceptions are epi-pens or asthma inhalers. These devices will remain in the nurse's office to be used as needed.

Safety

Students and staff are not permitted to open doors at any time other than scheduled dismissals. Parents or approved persons on the enrollment paper will sign out their child each day. Children will not be permitted to leave with any person for whom the staff has not received written permission from the parent.

All employees are required by Texas Law to report any suspicion of child abuse or child neglect.

Bus transportation between secondary campuses to the elementary site for students attending The Zone is provided Monday - Thursday. There is no bus transportation after The Zone's end of day dismissal. Students attending the program will not be allowed to walk home and must be picked up by a parent or authorized adult.

Snacks

Students will be provided a short time for snacks to transition from school to The Zone. Please send a snack for your child each day as they are not provided by the school. Also, due to health and safety issues, snacks cannot be shared with other students. Providing a water bottle for your child is also extremely beneficial for them.

Acknowledgement of The Zone Parent Handbook

I, _____, parent of

_____, acknowledge that I have read, understand, and agree to the terms outlined in the The Zone Parent Handbook.

___ I assume responsibility for reading a digital copy of the handbook online at www.millsapisd.net (Click “schools”, “elementary” then “The Zone.”)

Parent Signature: _____

Date: _____

*Please return this form to The Zone office through your child’s teacher or scan and email to cbradshaw@millsapisd.net.