Oscar Johnson, Jr. Community Center

City of Conroe
B-4 School Recreation Program

City of Conroe
After School Recreation Program

2019-2020 Parent Handbook

Conroe Parks and Recreation
P.O. Box 3066
Conroe, Texas 77305
Program Office
Phone: (936) 522-3960
Fax: (936) 522-3977
Email:
oscarjohnsonjrcommunitycenter@cityofconroe.org
www.cityofconroe.org
**Introduction**

Welcome to the City of Conroe Before and After School Recreation Programs! This parent handbook is a vital part of the enrollment agreement between the Programs and the parents or guardians of the children who are enrolled. Its intent is to provide information for your benefit, and to outline the policies and procedures established to ensure a fun and safe environment for your child.

Our Programs are designed to provide supervision for children K-6<sup>th</sup> Grade. They are recreation oriented programs, giving students a variety of opportunities including homework assistance, games, sports and special activities. These are not licensed child care programs and operate under the Standards of Care approved by City Council (ordinance no. 2003-10). A copy of the standards is available at each site and can be provided at your request.

The Programs are intended to focus on character traits such as honesty, respect, integrity, caring, responsibility, and citizenship. While providing a positive and interactive environment, we will work toward the development of self-esteem and teamwork. Groups are devised by age, and activities are age and time of day appropriate.

The **Before School Program** is based at the Oscar Johnson, Jr. Community Center with transportation provided to the following schools: Anderson, Armstrong, BB Rice, Bozman, Cryar, Giesinger, Patterson, Reaves, Runyan, Sam Houston, Travis and Wilkinson.

The **After School Program** is based at the Oscar Johnson, Jr. Community Center, Anderson, Armstrong, Austin, Bozman, Cryar, Patterson, Reaves, Runyan, Sam Houston and Wilkinson. The Oscar Johnson site will provide transportation from the following schools: BB Rice, Giesinger and Travis. All other sites will serve students attending that school.
**Oscar Johnson, Jr. Community Center Program Goal**
The goal of the Oscar Johnson, Jr. Community Center is to offer a safe and fun environment for children throughout the school year by providing a unique experience with varied opportunities under the guidance of qualified staff.
The Oscar Johnson, Jr. Community Center does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background, and therefore encourages children of all backgrounds to attend.

**FEES AND PAYMENT POLICY**

<table>
<thead>
<tr>
<th></th>
<th>Before School</th>
<th>After School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$72/$90/ month</td>
<td>$95/$118.00/month</td>
</tr>
</tbody>
</table>

*First months fees are due to reserve a spot in the program at time of registration.*
*Payments due by the 3rd Friday of each month for the upcoming month.*
*$20.00 fee applied to payments made after the due date without arrangement.*
*Fees based on number of day’s program operate through the school year.*
*ASRP participants receive approximately 25% discount on all Holiday Camps.*
*Late fees apply to late pick-up.*

Financial Assistance is available for qualifying families. Application may be picked up at the Oscar Johnson, Jr. Community Center or online at cityofconroe.org. Please note that all supporting documentation is required before financial assistance will be considered. See the application for complete instructions and criteria. The approval process can take several days, so advance application is necessary (prior to program enrollment).

**REGISTRATION AND ENROLLMENT**

**Registration:** A child may be registered for programs as long as qualifications are met and space is available. Parent/guardian must complete a registration form and submit it in original form with the first month’s
payment (non-refundable) to the Oscar Johnson, Jr. Community Center. Financial Assistance is available for qualifying families. Children must be in Kindergarten through 6th grade to participate.

**Openings for the Before School Program:** Due to transportation, program is limited to 48 participants.

**Openings for OJJCC:** A maximum of 90 students will be enrolled with a limited number of students accepted from each of the participating schools.

**Openings for School Sites:** Space limitations vary at each site. Anyone that registers after a program has been filled will be placed on a waiting list until space become available.

**Enrollment:**

1. Parents must acquire an enrollment form(s) and information packet from the Oscar Johnson, Jr. Community Center or online at www.cityofconroe.org.

2. Completed *original* forms along with first month’s payment is required to secure a spot and must be submitted to the Oscar Johnson, Jr. Community Center. A complete set of original forms is required for each child enrolled in the program.

3. Fees are due the third Friday of the month for the upcoming month (see payment schedule on page 12). Program fees are based on the number of days the program is in operation for the school year. No credit is given for missed days in a month.

4. **Any balances that are not paid by the due date will result in a $20.00 late payment fee.** Payments not made by the **fourth Friday** of the month for the upcoming month will result in an **immediate suspension of services until the balance is paid in full including late fee.** Reinstatement may occur on a space-available basis when all fees have been paid. *Office staff makes every effort to communicate delinquency; however it is the parent/guardian’s responsibility to remain aware of the payment schedule (page 12).*

5. Non-sufficient fund checks are held until cash or money order is received by the program to cover the amount of the check. Parents will pay a $25 charge for NSF checks and drafts. Parents will be notified immediately
upon receipt of the NSF notice by the Community Center Secretary and will have two business days in which to pay the charge and the fees in full by cash or money order. If not paid by the end of the second business day after notice, services will be suspended immediately. Reinstatement may occur on a space-available basis when all fees have been paid.

6. If a child withdraws or is discharged from Oscar Johnson Jr. Community Center Programs, no refund will be given.

7. A child is not considered enrolled and will not be allowed to attend programs until required enrollment forms are completed and returned to the Oscar Johnson, Jr. Community Center along with first month’s payment.

**ENROLLMENT FORMS**

Parents will be asked to complete the following:

1. Registration Form
2. Client Statistical Information Form
3. Parent Handbook Acknowledgement Form

The Oscar Johnson, Jr. Community Center expects forms to be kept current. Parent must provide new information to the office regarding: emergency contact persons, names, employers, and phone numbers and arrival/departure changes. *Permanent changes cannot be made via phone or fax.*

**WITHDRAWAL FROM THE PROGRAM**

Parents wishing to withdraw their child from Oscar Johnson, Jr. Community Center Programs will not be issued a refund.

**HOURS OF OPERATION**

The **Before School Program** opens at 6:30am. Elementary students may not be dropped off after 7:20am and Intermediate students after 7:40am. The **After School Recreation Program** ends at 6:30pm. Children remaining past 6:30pm will be charged overtime fees as follows:

<table>
<thead>
<tr>
<th>15 minutes overtime</th>
<th>$5.00 per child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each additional 1-15 minutes</td>
<td>$5.00 per child</td>
</tr>
</tbody>
</table>

Late fees will be applied to following month’s payment.

*Services may be terminated if three overtime charges occur.*
STAFF
Our staff are carefully selected as positive role models with priority given to the development of physical, social and emotional needs of children. Staff are 18 years or older and have experience working with children. All staff attends approximately 30 hours of training to include CPR and First Aid, Discipline, Diversity, Child Abuse Prevention, Communication and Cooperative Skills Development. The Before and After School Recreation Programs have a student to counselor ratio of 10:1. It is the combined efforts of our staff, and you as the parent, that your child will receive a rewarding experience.

POLICES & PROCEDURES
ENROLLMENT IN OSCAR JOHNSON, JR. COMMUNITY CENTER PROGRAMS CONSTITUTES AN UNDERSTANDING THAT YOU WILL ABIDE BY THE POLICIES LISTED AS FOLLOWS:

PARENT’S EXPECTATIONS OF THE PROGRAM
Parents may expect that:
1. Their children are cared for in a safe, supportive environment.
2. Their child will be given an opportunity to work on Homework provided by the school, however may not complete assignments while at the After School Recreation Program.
3. They may visit with the Site Supervisor and/or Recreation Coordinator about concerns related to their child or the program.
4. They will be informed about any misbehavior on the part of their child, and will visit with the Program Supervisor in order to bring about improvement in the situation.
5. Program Staff will regularly inform them about program activities.

PROGRAM’S EXPECTATIONS OF THE PARENTS
The program expects that parents will:
1. Assure that your child meets the qualifications
   a. Five years old and enrolled in Kindergarten
   b. Self-sufficient to use bathroom facilities without assistance
   c. Works well with a 10:1 student to staff ratio.
2. Sign children in/out of the program on time each day.
3. Pay fees on time.
4. Keep the child’s records up-to-date.
5. Follow health policy. (attached)
6. Respond to any communications from the Staff regarding your child’s behavior, and cooperate in efforts to bring about improvement in the situation.

CHILDREN’S EXPECTATIONS OF THE PROGRAM

Children may expect:
1. To receive homework help (After School Recreation Program).
2. To have a safe, supportive and consistent environment.
3. To use all the program equipment, materials and facilities on an equal basis.
4. To receive respectful treatment.
5. To have discipline that is fair and non-punitive.
6. To receive nurturing care from staff members who are actively involved with them.

PROGRAM’S EXPECTATIONS OF THE CHILDREN

The Program expects that the children will:
1. Use homework time wisely (After School Recreation Program).
2. Be responsible for their actions.
3. Respect the program rules that guide them during the day and while at the program.
4. Remain with the group and staff at all times.
5. Take care of materials and equipment properly and return them to their place when done, or before taking out new ones.

IRS STATEMENTS

The program does provide a statement for tax purposes upon request. We suggest that you keep your monthly receipts as an accurate account of your program expenses.

ABSENCES

If your child will not be attending an Oscar Johnson, Jr. Community Center Program because of illness, scheduled appointment, vacations, or other planned absences, please notify the Program Office (not the school) in
advance especially those being transported. No credit is given for missed
days. Excessive absences without notification will result in termination from
the program to make space available for those on the waiting list.

*No refunds will be given for weather related closures.*

TRANSPORTATION
Students in the Before School Recreation Program and those attending the
Oscar Johnson site will be transported by van each day. Seatbelts are
required for all passengers. Parents should notify the center if their child will
not be attending on a particular day to avoid delays as vans are used for more
than one route. Failure to notify the center could make drivers late to other
stops. Children needing to arrive early to school or needing to remain after
school for school related activities (clubs, band, choir, etc.) will not be
transported by the program, however parents should communicate with the
Center to confirm their absence.

RELEASE OF CHILDREN
Children will not be allowed to leave with persons other than the parent
unless permission has been given to staff on the enrollment form. Authorized
persons should be prepared to show a valid ID at the time of pick-up. If a
child needs to be picked up early for any reason, prior communication is
necessary to ensure your child is ready to go. Failure to communicate may
result in delays while your child is located and brought to you. A password
provided by parents at the time of registration may be used in emergency
situations pending circumstances.

PICK-UP PROCEDURES
• Signed out by legal guardian or authorized person.
• Children may be released to anyone on the enrollment form, including
  emergency contacts. Staff may call primary guardian to confirm person
  picking up.
• Identification is required to pick up children.
• Password may be used in emergencies.

SCHEDULED NO PROGRAM DAYS
The Before and After School Recreation Programs will not be offered on
City Holidays or early release days (October 11 & March 6).
FULL DAY PROGRAMS
Full day programs will be provided on October 14, Thanksgiving Break (Nov. 25-27), Christmas Break (Dec. 20, 23, 26, 27, Dec. 30, 31-Jan. 2, 3, Jan. 6-7), Feb. 17, Spring Break (Mar. 9-13). These programs will only operate at the Oscar Johnson, Jr. Community Center. More information will be available at each site as these dates approach.

*ASRP participants receive a discount of approximately 25% for all Holiday Camps.

HEALTH AND SAFETY POLICY
If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) or special needs (mental, emotional, or social) please indicate on the enrollment form and be sure to direct staff with any special or additional information should a problem occur during program hours.

*Please schedule medications around program times. Due to the inability to keep medications secure, Oscar Johnson, Jr. Community Center Programs are unable to keep medication on site and therefore cannot dispense medications. In remaining with school policies, children may not keep their own medication. Special circumstances should notify program staff for options. Children must be self-sufficient to using restroom facilities without assistance.

If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: Anything contagious/transferable (i.e. ringworm, head lice), fever over 100F (must be fever free for 24 hours), vomiting, diarrhea or accident requiring medical attention. Please note that relating to head lice, we must follow the school district guidelines for children remaining on site at a school. Those participating in Before School or After School at OJJCC will not be allowed to attend the program until all signs of head lice are no longer visible (including nits/eggs). This also applies to Holiday Camps and any program operated at the center.

In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to a local hospital by emergency vehicle for treatment and the parents will be called as soon as possible.
SNACK
Participants in the Before School Recreation Program will provide their own breakfast snack. The Oscar Johnson, Jr. Community Center will provide a snack each day upon arrival to the After School Recreation Program. Snacks at school sites are provided through CISD. Children may bring their own snack if desired. Please note that After School Recreation Program partners with the NRPA and the Alliance for a Healthier Generation to teach students the importance of good nutrition and physical activities. Although we obviously do not wish to dictate to you the foods you send, we encourage healthy food choices when possible.

DISCIPLINE AND DISMISSAL
The Oscar Johnson, Jr. Community Center has limited tolerance towards behavioral problems. Staff and personnel will be consistent in the disciplinary procedures for all children. All forms of disciplinary action taken will be documented with the date, time, nature of offense, and disciplinary action taken. The documentation will be accessible only to staff, appropriate parks and recreation personnel and parents upon request.

The following is our adopted disciplinary procedure:

1st Warning ≡ A clear message. Tell the child or youth what they did wrong, why it was wrong, and what will happen if it happens again. Parent may be notified at pick-up.

2nd Warning ≡ “Time Out”. Child is taken out of game/activity. Time out should not be for more than 10 minutes. Incident report written and parents notified at pick up.

3rd Warning ≡ For repeated offenses, child may be sent home and/or suspended for 1-3 days. Before returning, a meeting with the parent, child, referring staff member, Recreation Coordinator will take place.

4th Warning ≡ Dismissed from program for the balance of the school year.

The offenses need not be related to one another.

The Program Supervisor, Recreation Coordinator, and/or Center Supervisor reserve the right to skip any of the above steps of disciplinary actions depending on the severity of the behavior.
• A child may be dismissed if they are picked up late three times.
• A child may be dismissed for non-payment of fees.

In the event of suspension or dismissal, program staff will communicate with the school that the child is no longer enrolled. It is the parent/Guardian’s responsibility to make arrangements for their child to be picked up from school in these cases.

**Anti-Bullying Policy**

Bulling is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also occur during or after the program and can be especially hurtful when persons are targeted with meanness and exclusion.

**At the After School Recreation Program and the Before School Program, bullying is inexcusable, and we have a firm policy against all types of bullying.** Our programs philosophy is based on our mission statement which ensures that every participant has the opportunity to acquire skills, knowledge and friendships. We work together as a team to ensure that participants gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their participants so both staff and participants will be comfortable alerting us to any problems during their experience in our program. Every person has the right to expect to have the best possible experience in the program, and by working together as a team to identify and manage bullying, we can help ensure that all participants and staff have a great school year at ASRP/B4SP.
# Before School/After School Recreation Program
### 19-20 Payment Schedule

<table>
<thead>
<tr>
<th>Session</th>
<th>*Due Date</th>
<th>Before School Fee</th>
<th>After School Fee</th>
<th>Before &amp; After School Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – Aug</td>
<td>Aug 9</td>
<td>$47/$59</td>
<td>$63/$79</td>
<td>$110/$138</td>
</tr>
<tr>
<td>2 – Sep</td>
<td>Aug 16</td>
<td>$72/$90</td>
<td>$95/$118</td>
<td>$167/$208</td>
</tr>
<tr>
<td>3 – Oct</td>
<td>Sep 20</td>
<td>$72/$90</td>
<td>$95/$118</td>
<td>$167/$208</td>
</tr>
<tr>
<td>4 – Nov</td>
<td>Oct 18</td>
<td>$72/$90</td>
<td>$95/$118</td>
<td>$167/$208</td>
</tr>
<tr>
<td>5 – Dec</td>
<td>Nov 15</td>
<td>$72/$90</td>
<td>$95/$118</td>
<td>$167/$208</td>
</tr>
<tr>
<td>6 – Jan</td>
<td>Dec 20</td>
<td>$72/$90</td>
<td>$95/$118</td>
<td>$167/$208</td>
</tr>
<tr>
<td>7 – Feb</td>
<td>Jan 17</td>
<td>$72/$90</td>
<td>$95/$118</td>
<td>$167/$208</td>
</tr>
<tr>
<td>8 – Mar</td>
<td>Feb 14</td>
<td>$72/$90</td>
<td>$95/$118</td>
<td>$167/$208</td>
</tr>
<tr>
<td>9 – Apr</td>
<td>Mar 20</td>
<td>$72/$90</td>
<td>$95/$118</td>
<td>$167/$208</td>
</tr>
<tr>
<td>10 – May</td>
<td>Apr 17</td>
<td>$72/$90</td>
<td>$95/$118</td>
<td>$167/$208</td>
</tr>
</tbody>
</table>

*Session balance must be paid in full by the due date shown or a late payment fee of $20 per child will be charged.

**No refund given for weather related closure.

Don’t forget to plan on our Holiday Camps when school is out! ASRP participants receive a discount of approximately 25%.

Need a temporary extension?
We are happy to work with those who communicate in advance *(prior to the due date)*.

Any balances that are not paid by the due date will result in a $20.00 late payment fee per child. Payments not made by the fourth Friday prior to month attending will result in an immediate suspension of services until the balance is paid in full including late fee. Reinstatement may occur on a space-available basis when all fees have been paid. Office staff makes every effort to communicate delinquency; however it is the parent/guardian’s responsibility to remain aware of the payment schedule.