

Welcome to the Burleson ISD After School Program

MISSION

The purpose of the Burleson ISD After School Program (ASP) is to provide students who can successfully function in a 22:1 student/teacher ratio with academic enrichment activities while having fun in a safe and structured environment.

ACTIVITIES

The ASP Director on each campus plans fun, enriching activities for the students. The activities vary from day to day and are posted on each Campus ASP Website. You can access these pages from the District ASP Website by clicking on the Meet Your Campus Directors link.

<http://www.burlesonisd.net/departments/administrative-student-services/school-programs/>

CHARACTER FIRST EDUCATION

Character First! is the curriculum Burleson ISD After School Programs use district-wide to model and reinforce good character traits in our students. Each week your student will be learning a new character trait, the definition of that trait and 5 "I Will" statements to incorporate the trait in their behavior and choices. There are coordinating stories from history and nature to elaborate on each character trait as well as short explanations of the "I Will" statements to be read daily. You can find the character trait and its definition listed on the monthly calendars for each campus ASP. The link below will take you to the Character First! website

<http://www.characterfirsteducation.com/c/curriculum.php> for more information.

HOURS

The Burleson ISD After School Program is offered Monday through Friday from the time the school bell rings until 6:00 p.m. and on early release days from 11:45 until 6:00 p.m. The After School Program is not available on school holidays. The BISSD calendar will be followed.

STAFF

ASP staff is employed by the Burleson ISD. Every employee is subject to finger printing and will be CPR certified. ASP staff is trained in basic emergency procedures and follows the Burleson ISD reference tool for handling a crisis. Frequent fire and tornado drills are conducted to ensure the safety of our students. The ASP does not maintain a school nurse or other health professional on staff.

CONTACT PERSON

Each campus employs an ASP Director and they are your primary contact. You may email the Director or call your school office for the ASP cell phone number. Contact information is also available on the campus ASP website.

STUDENTS

Students are required to show respect toward the instructors, other students and school property at all times. If a student refuses to cooperate, the ASP reserves the right to dismiss the student from the program. PBIS and Love and Logic are endorsed by BISSD and will be used to modify students' behavior.

ATTENDANCE

Safety is our top priority. Parents are required to notify us by 2:00 pm. when their child will not be attending the ASP. Failure to notify the ASP of their child's absence from the program will result in a phone call to locate the child and a No Call Fee of \$10. Parents are responsible for informing the ASP staff of any clubs or activities their student(s) will participate in after school outside of the ASP. Students must check-in to the ASP before attending any clubs or activities including working with teachers. It is our top priority to know where your student is at all times while in the ASP.

EARLY RELEASE DAYS

- All ASP policies and procedures are applicable.
- Lunch will not be provided. Students will need a lunch and water bottle or sign up for the cafeteria to provide a lunch.

MEDICATION

The ASP staff does not have access to the medications in the nurse's office. We prefer that the nurse administer medications before 2:45 pm. (if possible) or the parents do so after the student is picked up. The ASP does not maintain a school nurse or other health professional on staff. If the student requires a prescription medication such as an inhaler during ASP hours, the parent must provide the ASP with that medication even if the nurse already has it. A medication form with a physician's signature must be completed and turned in to the ASP office. ASP staff cannot administer prescription medication to the students.

SNACKS

The ASP will provide a healthy snack daily. Students may bring an additional healthy snack.

PERSONAL ITEMS

Students may bring their own personal items to the ASP. However, the ASP is not responsible for any lost or stolen items. Please make sure that each item is labeled with their full name. The trading of toys, cards, etc., will not be permitted. Students may not carry personal cell phones or use personal electronic devices during their time in the ASP. For safety reasons, all students are asked to wear shoes appropriate for sport activities.

WITHDRAWING YOUR STUDENT

Notify your campus ASP Director when withdrawing your student from the program in advance, if possible.

TUITION/FEES

Tuition/Fees must be paid online via Family Access (checks, money orders, and cash are no longer payment options)

Enrollment Fee	\$30 per child	Enrollment fee is non-refundable
Monthly Tuition	\$150 first child	
Monthly Additional Tuition	\$130	
Free/Reduced Tuition	\$130	Must qualify through BISD Child Nutrition
Burleson ISD Staff Tuition	\$130	
Tuition Late Fee	\$10 daily charge per family and not to exceed \$50	
Pick up Late Fee	\$10 charged at 6:01 p.m. plus \$2 per minute until child is checked out of ASP	
No Call Fee	\$10 charged for failure to notify ASP of child's absence from program	

TUITION/FEE GUIDELINES

- All fees are non-refundable.
- No tuition refunds or discounts will be given for a student's absence.
- All tuition payments are due by the 1st day of the month.
- All ASP fee and tuition payments will be made online through Skyward Family Access. You will need to set up a Skyward/RevTrak account for online payment. To set up your account, you will need your Skyward Family Access login and password from your student's school. You will also need the Other ID for each student.
- Monthly tuition payments must be made online through Family Access. Beginning on the 10th of the preceding month you may make full or partial online tuition payments, however, the entire amount must be paid no later than the 1st day of each month by 6:00 p.m. A late fee of \$10.00 per day, per family will be charged to your account beginning at 6:00 pm on the 1st day of the month until payment is made in full (fee not to exceed \$50).
- Tuition payments that are a week late may be just cause for student dismissal from the program.
- If transferring within the BISD, the parent/guardian will be responsible for payment of all ASP tuition/fees owed before enrollment will be accepted to another BISD After School Program campus.

INCLEMENT WEATHER

If BISD closes due to inclement weather the ASP will also be closed.

Thank you for allowing us to be a part of your child's day!