

DRIPPING SPRINGS
INDEPENDENT SCHOOL DISTRICT

Dripping Springs

INDEPENDENT SCHOOL DISTRICT

Community Services
Procedures Manual

Fiscal Year
2017 - 2018

Community Services Procedures Manual

Dripping Springs Independent School District

The Dripping Springs Independent School District Community Services Department offers lifelong learning opportunities and services to families and the community. These opportunities reach beyond the traditional school day for the purpose of providing academic, recreation, health, social services and work preparation programs for people of all ages. This department encompasses three sections, which are listed below.

Community Services – Life-long learning starts at a very young age, which would encapsulate our preschool classes, for those as young as three. There are enrichment classes for school-age students through the after-school Kids College, and a variety of summer camps. Classes, clinics, and camps are available year round for Middle and High School students. Collaboration between individuals, groups, businesses and the district provides opportunities for people of all ages to enjoy learning. Adult education classes are held in the fall and spring through evening and weekend course offerings.

Child Development Center – The CDC provides week-day child care for children ages 6 weeks – 3 years old, for DSISD employees, with limited availability for community members.

After School Care – Kids Club - Kids Club is an after school program at Dripping Springs ISD for DSISD students in Pre-K through 5th grade. It is a safe, familiar group environment for the students. They enjoy supervised playtime (indoor/outdoor), snack time, homework time, classroom activities, and an occasional movie. Dripping Springs ISD staff supervises the students at all times. Students will participate in large group activities. Kids Club follows DSISD campus and district policies.

Before School Care – Club C.R.A.S.H. - Club C.R.A.S.H. is a before school program for students in grades 6 - 8. Club C.R.A.S.H. is provided in a safe, familiar environment for students where they are encouraged to read, study or work on school projects.

COMMUNITY SERVICES OFFICE STAFF

Lucy Hansen	Director Community Services	lucy.hansen@dsisdtx.us 512.858.3020
Kim Hatcher	Community Services Program Coordinator	kim.hatcher@dsisdtx.us 512.858.3022
Rene Hooper	Child Development Center Director	rene.hooper@dsisdtx.us 512.858.3019
Misty Hurlbut	Community Services Coordinator	misty.hurlbut@dsisdtx.us 512.858.3027
Kaela Spence	Community Services Admin Assistant	kaela.spence@dsisdtx.us 512.858.3021

TABLE OF CONTENTS

Contents

SCHOOL CLOSURE/CLASS CANCELLATION/SCHOOL DELAYED START...	5
KIDS COLLEGE.....	6-7
MIDDLE SCHOOL/HIGH SCHOOL CLASSES	8
ADULT CLASSES	9
CHILD DEVELOPMENT CENTER.....	10
BEFORE SCHOOL CARE	11-12
AFTER SCHOOL CARE	13-14
DISCIPLINE.....	15
CAMP VENTURE	16
STUDENT ELIGIBILITY AND ENROLLMENT	17

COMMUNITY SERVICES

Community Services, the educational philosophy that underlies community schools, advocates the creation of opportunities for community members – individuals, schools, businesses, and both public and private organizations – to become partners in addressing community needs. Community Services is most easily recognized as a facility that is open beyond the traditional school day for the purpose of providing academic, recreation, health, social service, and work-preparation programs for learners of all ages. Community Services is a program that is as unique as the community it serves. As a community changes, so does the aspect of the local program. On April 13, 2000, the Dripping Springs Independent School District administration proposed the development of a community education program, as a self-supporting enterprise, in order to provide programs and services to the community that are not otherwise appropriate for the public education curriculum, or cannot be financially supported through revenue generated through state and local tax funding.

By recognizing the advantages of lifelong learning, DSISD Community Services links the community and its schools, and enriches the quality of life. Classes are conducted for the benefit and enjoyment of our community. We offer an assortment of enrichment classes, after-school programs, camps, and a variety of adult classes just for fun! We also offer a huge selection of online classes for the individual who would like to take a class or classes from the comfort of their own home.

Plus, participants need not be residents of Dripping Springs to participate in our classes!

Strength is built through collaboration and we encourage you to share your ideas and resources with us to help us deliver more to our community. If you have an idea or a talent that you would like to share with the community by offering a class through our department, please contact Community Services at 512.858.3027.

All activities conducted on or in any district facility shall be coordinated through the District's Community Education Department:

- Camps
- Clinics
- Classes
- Private Instruction

School Closure/Class Cancellation/School Delayed Start

For unscheduled school closures due to inclement weather, check the DSISD website Home Page or listen to local radio and TV stations for announcements. Any time the Dripping Springs Independent School District is closed for inclement weather, all Community Services classes and activities, including before and after school child care, evening adult classes, etc. will be cancelled. Class sessions will be rescheduled when these closings occur. When DSISD declares a delayed start to the regular school day, all morning Community Services classes, including the before school program, Club C.R.A.S.H. will follow the delayed start schedule.

Kids College

DSISD Community Services offers after-school enrichment classes called, Kids College, for grades K – 5. A variety of classes are offered each day at each elementary campus. All classes begin at 3:15 p.m. and are held on regular school days, Monday through Friday, unless otherwise noted. Classes are held for one hour (3:30 p.m. – 4:30 p.m.) or unless otherwise noted.

Guidelines:

- Parents are to send a note to the classroom teacher weekly to serve as a reminder to send their child to a Kids College class.
- Enrolled students are to report to the cafeteria to meet the instructor immediately after school is dismissed (for classes held on their campus).
- Instructors will bring students out for pick-up. Kids Club participants will be checked back into Kids Club.
- If the participant is a RSE or SSE student who will be walking home, WRITTEN parent approval MUST be given.
- Students with disruptive behavior may be removed from class and no refund for the class will be issued.
- Students are to be picked up immediately after class. There will be a late fee of \$1.00 per minute due for late pick-ups.
- Parents are encouraged to send a snack for students to eat once they arrive in the cafeteria and before class starts.
- Kids College operates by the school calendar.
- Classes are limited and filled on a first-come, first-served basis.
- If a class is full, students can be added to the wait list.
- If classes do not reach their designated enrollment number, one week prior to class beginning, classes will be cancelled and you will receive a full refund. We will always notify you with an email and phone call when cancellations and changes occur.
- Students are welcome to attend classes at different elementary campuses.
- Please note that transportation is not provided in this situation.

Weather Cancellation and Make-Ups

We do our best not to cancel any class once it has started, but we do have unforeseen circumstances arise such as weather and instructor emergencies. If this does happen we will always do our best to notify parents through email and phone call as soon as we are notified by the instructor. Please, remember any class that is cancelled will be made up at the end of the session.

Middle School/High School Classes

DSISD Community Services offers a variety of classes, camps and clinics for students in grades 6 – 12. Students can register for Driver Education, ACT Testing, CPR, Karate, and a variety of special interest classes and summer camps. View our current offerings online at www.dsisdtx.us/cs under the Middle/High School or Community Programs tab. Participants do not have to attend DSISD in order to participate, unless otherwise noted. For more information, please call 512.858.3021.

Adult Classes

The Community Services Department offers many wonderful opportunities appealing to learners of all ages with a wide variety of interests. The Community Services outstanding staff is committed to delivering high-quality programs in a professional manner.

In the fall and spring semesters Adult Education classes are offered, as advertised in the Community Services catalog. This catalog is mailed out to all residences in the following zip codes: Dripping Springs 78620, Driftwood 78619, Austin 78737, and Wimberley 78676. The catalog is also available online. Participants come from all over the Dripping Springs area – Bee Cave, Oak Hill, Blanco, Buda, Johnson City, Wimberley, and more!

A large variety of classes offered in General Interest (ESL & GED), Health/Fitness (Karate & Yoga), Preschool (Dance) and School Age (Theatre, SAT/ACT Prep, Driver Education) keep the community involved as lifelong learners. If you have a passion or talent that you would like to share with the community, please contact Community Services at 512.858.3027 for possible future class offerings.

Instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Participants can complete any course entirely from their home or office any time of the day or night. Choose from over 250 individual courses in over 25 separate categories and 11 different career certificate programs. New course sessions begin every third Wednesday of the month. Visit the Online Instruction Center: www.ed2go.com/dsisd . With tuition starting at just \$99, there is no excuse not to get started now!

Child Development Center

The Child Development Center, which is located behind the DSISD Administration Building, serves children ages 6 weeks – 3 years of age for District employees. Hours of operation are 7:00 a.m. – 6:30 p.m. on scheduled DSISD school days and extend through the summer months. When space allows, the DSISD Child Development Center accepts a limited number of registrations from the community. Availability varies based on enrollment, age, and class ratio limits.

At the DSISD Child Development Center, we believe that children’s earliest experiences have a tremendous impact on their development. We respect parents as the primary and most important provider of care and nurturing, and we believe parents and teachers are partners in children’s care and education. Our program is designed to meet the developmental needs of young children. It provides experiences that enrich and enhance each child’s cognitive, language, social, emotional, physical and creative development. The members of the CDC staff serve as positive role models and provide care that is supportive, nurturing, warm and responsive to each child’s individual needs. We believe children develop a positive self-concept through a balance of self-directed and teacher-directed activities. We believe that during their very earliest years children develop their confidence, self-esteem and the foundation they will need to succeed in life.

The goal of the DSISD Child Development Center is to supplement and reinforce the home by providing a loving, child-centered environment where a child will develop a positive self-image. Teachers design a wide variety of positive learning experiences which will further all aspects of the development of each child. Our program provides integrated, planned activities, taking into consideration each child’s individual rate and style of assimilating information and acquiring skills. In addition the Child Development Center offers a warm, affectionate atmosphere where the child and parents feel safe and secure.

An annual deposit/supply fee of \$100 is due at registration. This will reserve a space for your child on the waitlist for the age appropriate classroom.

Before School Care

Club C.R.A.S.H. is a before school program for students in grades 6 - 8. Club C.R.A.S.H. is provided in a safe, familiar environment for students where they are encouraged to read, study, or work on school projects.

- Students will also receive a full breakfast tray prior to reporting to their first period.
- Students are supervised at all times by Dripping Springs ISD staff.
- Club C.R.A.S.H. is operated each day that school is in session. Hours of operation are 6:45 a.m.–8:15 a.m. and all campus doors are locked during drop off times in the mornings. A doorbell is located on the doorframe of the designated door. Upon arrival, students will ring the doorbell and a staff member will open the door for Club C.R.A.S.H. students only.
- Club C.R.A.S.H. does not operate on school holidays.

The Drop-In Program is a pre-payment service for Club C.R.A.S.H. The cost per drop-in is \$10 per day, per student. Payment may be made online or in advance through the Community Services office. There is a minimum 3 day purchase for the Drop-In Program, which may be used at any time throughout the school year.

The Full Time Program option is \$85 per month for Club C.R.A.S.H. For convenience purposes, the calculated annual fee has been divided into 9 equal payments so that each payment is the same amount. The monthly payments are the same each month regardless of the number of school days in the month. Please, remember there is a one-time registration fee of \$50; this has to be completed each school year.

- Monthly payments are due on the first school day of each month, if not a late fee will be added after the fifth school day of the month.
- Students may not be able to attend if their account is delinquent on the tenth school day of the month.
- There will be a \$20 late fee applied to each account if payment is not received in full by the fifth school day of each month.
- A written notice is required for all drop/changes to the program and must be received at least 5 days prior to the requested date.
- There will be a \$10 processing fee for all program changes.

Discounts Students, who qualify for a lunch program, must be approved each year by DSISD Child Nutrition Department.

- Reduced Lunch Program 20% discount
- Free Lunch program 40% discount
- Does not apply to the drop-in program.
- No sibling discount available.

After School Care

Kids Club is an after school program at Dripping Springs ISD for children that are enrolled within Dripping Springs ISD in grades Pre-K – 5. With each elementary school housing its own Kids Club, this program provides a safe, familiar group environment for the students. Dripping Springs ISD staff, supervises the students at all times. Students are able to enjoy snack time, homework time, playtime (indoor/outdoor), classroom activities and an occasional movie. Kids Club hours are 3:00 p.m. – 6:30 p.m., an early pick-up time of 5:00 p.m. is also offered. All campus doors are locked during Kids Club hours. A doorbell is located on the doorframe for parents/approved persons. Upon arrival, ring the doorbell and a Kids Club staff member will open the door for Kids Club pick up only.

Changes If changes need to be made in after school activities, a note must be sent to the homeroom teacher and as well as a follow-up phone call to the Community Services office at 512.858.3021 or 512.858.3022 before 12:00 p.m. If an emergency change is necessary, call the school office and the Kids Club phone line. Frequent changes should be avoided in order for children to feel comfortable with his/her after school plans. Only a parent or legal guardian may make changes to a student’s authorized pick up list. These changes must be made in writing to the Program Coordinator, Kim Hatcher. You may email changes to kim.hatcher@dsisdtx.us.

Kids Club follows the district calendar; however, child care on teacher workdays and some holidays is offered at a special rate. In the event of early dismissal of school due to inclement weather, or emergency closing, the parent/guardian will be expected to pick up their child as soon as possible.

The Drop-In Program is a pre-payment service. The cost per drop-in is \$20 per day, per child. Payment may be made online or in advance through the Community Services office. There is a minimum 3 day purchase for the Drop-In Program, which may be used at any time throughout the school year.

Full Time Program

- The 5:00 p.m. Pick-up Program option is \$120 per month.
- The 6:30 p.m. Pick-up Program option is \$200 per month.

For convenience purposes, the calculated annual fee has been divided into 9 equal payments so that each payment is the same amount. The monthly payments are the same each month regardless of the number of school days in the month.

- Monthly payments are due on the first school day of each month, if not a late fee will be added after the fifth school day of the month.
- Students may not be able to attend if their account is delinquent on the tenth school day of the month.
- There will be a \$20 late fee applied to each account if payment in full is not received by the fifth school day of the month.
- A written notice is required for all drop/changes to the program and must be received at least 5 days prior to the requested date.
- There will be a \$10 processing fee for all program changes. Please, note there is a one-time registration fee of \$50; this has to be completed each school year.

Late Pick-up There will be a \$1 per minute charge for late pick-ups, which will be posted to the account and payable with the next month's payment. The iPad which is used at each Kids Club site for check in and check out will be used as the official time.

Discounts Students, who qualify for a lunch program, must be approved each year by DSISD Child Nutrition Department.

- Reduced Lunch Program 20% discount
- Free Lunch program 40% discount
- Does not apply to the drop-in program.
- No sibling discount available.

After School Activities If a student will be participating in any after-school activity, a written note is required in order for them to leave Kids Club. The Community Services office must receive written permission from the parent/guardian prior to the student being released, either hand-written or by email to kim.hatcher@dsisdtx.us. The procedure for the release of students in this program is: student must first report to Kids Club for attendance and receive their snack prior to release. The teacher will then pick the student up from Kids Club and return the student to Kids Club after the activity.

For more information, please read our Kids Club Parent/Guardian Program Guideline.

Discipline

We want our program to provide a safe, healthy, friendly and fun environment for your student. In doing so we will issue discipline referral forms for unsatisfactory behaviors, including children who repeatedly hurt themselves, others, or property; are continuously defiant or disrespectful or refuse to follow the rules and guidelines. The parents will be informed each day their child receives a discipline form and will be asked to sign it. If a student receives a third discipline referral, he or she may be suspended from Club C.R.A.S.H. or Kids Club for three school days. If a student receives a fourth discipline referral, he or she may be suspended from Club C.R.A.S.H. or Kids Club for five school days. If a student receives a fifth discipline referral, he or she may be suspended from Club C.R.A.S.H. or Kids Club for the remainder of the school year.

The Director may, at any time, remove a student immediately from the program for any of the following reasons:

- Refusal by a student, after being warned, to obey the stated rules.
- Verbal abuse, physical abuse, using a threatening tone or sexual harassment of student or staff member by students or their parents.
- Failure of parents to pay fees in a timely manner.
- Continual late pick-up.

Destruction of School Property The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended-both this year and for years to come-littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences. Community Service programs operate in accordance with disciplinary practices consistent with the DSISD Student Code of Conduct.

Camp Venture

DSISD Community Services offers summer child care on a weekly basis and serves students entering grades K – 6. Camp Venture is held Monday – Friday 7:00 a.m. – 6:00 p.m. Students will choose a morning track to follow each week with a variety of different activities. Tracks include: Sports and Combo (art & sports). Activities include play-time, arts & crafts, sport-based activities, and 2 daily snacks. Daily activities follow a weekly focus/theme of the week. Each afternoon, students will select from an array of available activities to enhance their camp experience. Upon their first week of enrollment, students receive a Camp Venture t-shirt and water bottle for use throughout the summer.

Full-time 7:00 a.m. – 6:00 p.m. enrollment is \$150/week

Part-time 7:00 a.m. – 1:00 p.m. OR 12:00 p.m. – 6:00 p.m. enrollment is \$100/week

Payment is due by 4:00 p.m. on Tuesday prior to the scheduled week of camp attendance. There will be no refunds after this time and a late fee of \$20 will be charged.

Throughout the summer there will be optional swim days and full-day field trips offered. Field trips are open to full time Camp Venture students and will be offered several weeks at an additional cost. Field Trip Fee is \$35/week (non-refundable); a separate registration is required by 4:00 p.m. on Tuesday prior to scheduled week.

You may register online at: <http://drippingspringsisd.revtrak.net> then choose summer programs, or via paper form available in the Community Services office, or elementary campuses. Submit completed forms to the Community Services office at 510 West Mercer Street. Please do not send forms with your student. Pre-registration is required!

Join us for summer fun at Camp Venture! Registration opens the Monday of Spring Break!

Student Eligibility and Enrollment

Before registration, parents of children with special concerns or needs must contact Director Lucy Hansen, to confer with the DSISD Community Services office to ensure that reasonable accommodations can be provided. Parents will have the opportunity to discuss specific accommodations with Community Services Program Coordinator to determine reasonable accommodations. Please be aware that our programs are designed to serve students in a large group setting and will not provide accommodations or modifications for your child's needs that fundamentally alter the nature of our programs or activities or that would result in an undue burden on any program.

Failure to provide accurate and complete registration information will result in your child's dismissal from the programs. All registration forms must be fully completed by the child's parent or guardian. Although Kids College, Kids Club, Club C.R.A.S.H. and Camp Venture are operated through DSISD, you must separately provide information regarding your child's health and medical needs as part of registration, because Community Services is not part of the school day.

- Please inform the Community Services office, in writing, if your child has any food allergies.
- All students must be fully potty trained before being enrolled in any Community Services program. This is a mandatory requirement.

Community Services programs, Kids College, Kids Club, Club C.R.A.S.H. and Camp Venture do not discriminate against students with disabilities. We provide an equal opportunity for all students with disabilities to participate in any Community Service program. Community Services will make reasonable accommodations to its policies and procedures to integrate children, parents, and guardians with disabilities into their programs unless doing so would constitute a direct threat to the health and safety of others, a fundamental alteration of the program, or an undue burden. Any such determination will be made on the basis of an individualized assessment of the student.
