



Afterschool Centers on Education Marble Falls

A 21st Century Community Learning Center PARENT HANDBOOK

Colt Elementary

2200 Manzano Drive, Marble Falls, TX 78654
After School Program Hours: After School – 6:00 p.m.
Teresa Greenburg, Site Coordinator
tgreenburg@mfisd.txed.net
830-693-3474

Highland Lakes Elementary

8200 W. FM 1431, Granite Shoals, TX 78654
After School Program Hours: After School – 6:00 p.m.
Martha Kennedy, Site Coordinator
mkennedy@mfisd.txed.net
830-798-3650

Marble Falls Elementary

901 Avenue U, Marble Falls, TX 78654
After School Program Hours: After School – 6:00 p.m.
Jennifer Smith, Site Coordinator
jsmith1@mfisd.txed.net
830-693-2385

Spicewood Elementary

1005 Spur 191, Spicewood, TX 78669
After School Program Hours: After School – 6:00 p.m.
Kylie Gilde, Site Coordinator
kgilde@mfisd.txed.net
830-798-3675

Marble Falls High School

2101 Mustang Drive, Marble Falls, TX 78654
After School Program Hours: Afterschool – 6:00 p.m.
Renae Feller, Site Coordinator
rfeller@mfisd.txed.net
830-693-4375

Marble Falls Middle School

1511 Pony Circle Drive, Marble Falls, TX 78654
After School Program Hours: Afterschool – 6:00 p.m.
Varghese Panachakunnil, Site Coordinator
vpanachakunnil@mfisd.txed.net
830-693-4439

Administration:

Patrick Milum, Program Director
Melinda Alford, Admin. Asst./Secretary
Alma Lahmon, Family Engagement Specialist

ACE

21st Century Community Learning Centers

Mustang ACE MISSION STATEMENT 2023-2024

The mission of the Marble Falls Afterschool Centers on Education is to:

- Unyieldingly love and motivate every student to craft their future.
- Embrace the unique talents in every student by inspiring families and providing opportunities for individuals to grow infinitely.

Dear Parents,

We bring you a warm welcome from ACE (Afterschool Centers on Education). We are so glad to have your family as participants in our program. We like to think of ACE as a place where Students and adults feel at home... a place where they are accepted and loved... a place where laughter and play are cherished ... a place where each family's needs are recognized and addressed.

We hold special pride in our professional staff. Selected for their abilities to help Students reach their greatest potential, they are the strength of our program. When visiting ACE, please take time to listen, to watch, and to learn from this unique group. You will be enriched.

It is our role to encourage and facilitate the learning of students, parents, and one another. We are pleased to embrace this responsibility.

If we can ever be of assistance, please call our office at 830-798-3500.

Sincerely,

Patrick Milum
Program Director
MFISD Mustang ACE Program

COLLABORATING FOR STUDENTS

It is to the benefit of our Students, families, and staff to collaborate with an extensive network of agencies and individuals.

The professional staff of ACE utilizes the help of many community groups. All these groups focus on the healthy development of Students, on providing the family ultimate support, and on advocating for safe environments for Students.

Students from community colleges and universities may be assigned to the program to complete their teaching internships. In addition, student nurses and medical residents may come to observe healthy Students at play.

Our staff also joins hands with the hospital community and volunteers. All volunteers are carefully screened and trained for their roles by the program's administrators.

We have many community partners who have committed their services to improve ACE and ensure that your student has the opportunity to experience all that our community has to offer.

Family members are encouraged to visit the campus frequently throughout the year. The partnership between ACE staff and the family is the most vital relationship of all.

POLICIES

Accidents/Incidents

If an accident occurs while a student is attending the program, the 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 a copy will be sent to the parent on all accidents/incidents.

Attendance

Because each of our enrichment programs is curriculum based, it is vital that the Students enrolled attend at least 60 days during the academic year. If a parent knows that attendance will be limited in some form please make arrangements with the site coordinator during registration. Excessive absences may result in removal from the program at the discretion of Site Coordinators.

Academic Hour:

During the first hour of ACE programming, students receive homework help and/or academic tutoring. **On the days that your student attends ACE, it is mandatory that they must remain in the program during the first hour. Students who are picked up during this hour, more than three times, may be released from the program.** This is a requirement of the program.

Confidentiality

A Department of Education grant funds ACE The Department of Education requires us to provide information on our students for the purpose of assessing our program's effectiveness. ACE 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 personnel. In addition, our staff will protect the confidentiality of our participating families by protecting any other privileged information gained through conversations and /or written documents. No personal information will be released to outside entities without the expressed written consent of a parent and/or guardian.

Discipline

Because ACE is an extension of the school day, students are required to follow the school code of conduct. Students attending ACE will adhere to the discipline policy for the students during the core day. (See Student Handbook).

Students whose behavior endangers others will be supervised away from other Students. The student will have the opportunity to discuss the problem with a staff member and any other concerned party. **If deemed necessary, the parent will be called to pick the student up for the day.**

Guidance will always be positive, productive, and immediate when behavior is inappropriate. No student will be humiliated, shamed, frightened, or subjected to verbal or physical abuse while in the care of ACE staff.

While our staff will make every effort to accommodate your student's needs, there may come a time when staff determines that the program will not be able to meet those needs. **ACE reserves the right to remove a student without use of the three steps listed below if the Site Coordinator deems it appropriate.**

Serious behavioral problems will be documented and the following actions will be taken:

- 1) 1st Offense - student counseled, note and phone call to parent;
- 2) 2nd Offense - student removed from class, counseled and parent/teacher conference held before student returns to program;
- 3) 3rd Offense – student removed from program.
Options will be available to prepare the student for re-entry into the program.

Personal Items

ACE is not responsible for lost or stolen items. It is highly recommended that all personal items be kept at home. If you feel your student must bring these items to school they must be kept in their backpack and put out of sight at all times. If your student violates this rule, the item will be taken by the Site Coordinator and the parent can pick up the item at the end of the week. Repeat offenses can result in disciplinary action (please see the Discipline section above).

Health

Our program operates for well Students and staff only. Students who are mildly ill (e.g., minor cold symptoms) may remain at the campus only with an Administrator’s approval. Students should be fully able to participate in all activities, including outdoor play.

Because there **will not** be a nurse on campus during operation of the ACE Program, medications **will not** be dispensed during this time. If your student requires specialized medication or care please let the Site Coordinator know so that plans can be made for a parent or guardian to come administer medication.

Students with symptoms of communicable disease remain with a staff member until the parent or designated representative arrives for the student. We make every effort to reach the parents when a student is ill, but after 15 minutes we will call the emergency contacts indicated on the student enrollment form.

The ACE program does not keep extra clothes on site, nor is the staff equipped to handle restroom accidents. If a student has a restroom accident while at ACE a parent will be called to come get the student.

We will not serve Students with:

- A fever of 101 degrees° F or above
- A fever of 100 degrees° 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 may be readmitted:

- With a physician's statement that the student is free from communicable disease and that returning poses no risk to the student or others.
- If visibly free from communicable disease, fever free without benefit from fever reducing medications for 24 hours, and free of vomiting/diarrhea for 24 hours while on normal diet.

Hours of Operation

We are open, Monday through Friday. Please see the cover of this handbook for exact program times for your students campus. The program center will be closed on holidays, early dismissal days, and bad weather days. Buses will not be available on Fridays.

Late Pick Up:

STUDENTS MUST BE PICKED UP ON TIME! Persistent late pick up will subject your student to possible removal from the program.

All ACE employees are **required** by Texas Law to report any suspicion of student abuse or student neglect. If a parent cannot be reached within 15 minutes of an incident or late pickup, the emergency contacts on the registration form will be contacted. If no one can be reached within 30 minutes of an incident or late pickup, local law enforcement may be called to assist with contacting a relative. **Please make sure that all phone numbers remain up to date and that the ACE Site Coordinator is able to get in contact with you at all times.**

Early Pick Up:

If you need to pick up your student early from the program, a parent or guardian that is on the authorized pick up list must sign the student out. Siblings that are not on this list will not be allowed to sign your student out of the program.

Nutrition

A nutritious snack will be provided each day by MFISD's Food Service Department. If a student's diet must be modified for health reasons, the parent must notify the center in writing and it must be included in the student's records. If a student's diet is modified for cultural reasons, the parent must notify the center in writing and may be asked to help provide supplemental foods.

Parent Involvement

ACE is built on the philosophy that parents must be involved in the student's education. Various parent involvement activities and parenting workshops will be available throughout the year. Parents are highly encouraged to attend at least two activities per year and are recommended to attend all available activities.

If parents have concerns or need assistance with problems related to the program, they may discuss the issue with the Site Coordinator. If they are not satisfied, they may discuss their concerns with the Campus Principal or ACE Director.

Social and educational events are held throughout the year to promote interaction between staff and families and you are encouraged to attend.

Volunteer opportunities are available on each campus. These opportunities vary from helping teacher supervise classes and activities, to offering homework help, to giving a presentation to classes, to teaching a class on a skill, interest, or hobby you may have. All volunteers must be able to pass a background check. Volunteers may also have to get fingerprinted depending on the level of involvement they will have with the program.

ACE encourages parents to become involved with the program and welcomes your help. If you are interested please contact the ACE Site Coordinator for the campus you wish to volunteer on.

Safety

We ask that parents closely supervise their students in hallways and parking lots when departing. We also ask that parents stay with their student(children) after they check-out the student.

If the student does not ride the bus, parents or approved persons on the enrollment paper must come into the building and sign out their student each day. Students will not be released to other students, a parent or guardian must come in the building to sign their student out from ACE. This is extremely important, since this list is used to check attendance during emergency drills or events. Students **will not** be permitted to leave with any person for whom the staff has not received written permission from the parent.

If your child lives close to the school and will walk home after ACE, **a walk home form must be completed and signed by a parent before the student will be allowed to sign themselves out from ACE to walk home.** This form will stay on file with ACE for the school year. A new walk home form must be completed for each new school year. A walk home form can be picked up from the site coordinators office.

Transportation

Bus transportation is provided Monday through Thursday. **There are no buses on Fridays.** It is the parents responsibility to notify the Site Coordinator of the bus number/physical address of the student. If at any time this information changes please contact the Site Coordinator immediately.

Transportation changes must be made before noon on the day the change is to be made. Please contact both the classroom teacher or front office staff AND the ACE Site Coordinator.

Date: _____

Student Name: _____

Student ID: _____

Campus/School: _____

RE: ACE Parent Handbook

I, _____, parent of
_____, acknowledge that I have read,
understand and agree to the terms outlined in the ACE Parent Handbook. I also
understand that in order for my student to be eligible to attend, I or another parent or
guardian or both should attend a minimum of two parent meetings which will be
announced on each campus at least two weeks in advance.

Parent/Guardian Signature

Date

****Please return this form to your ACE Site Coordinator in a timely manner.***