



NEW BRAUNFELS

Office Hours: Monday-Thursday 9am-2:30pm

Program Hours: Monday-Thursday 3pm-6pm

Kids' Club Program Days:

Monday/Wednesday: NBISD: County Line, Klein, Memorial, Voss Farms, and Walnut Springs Elementary Schools
CISD: Goodwin Frazier and Startzville Elementary Schools

Tuesday/Thursday: NBISD: Carl Schurz, Lamar, Seele, and Veramendi Elementary Schools
CISD: Morningside Elementary Schools

Kids' Club Staff

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Attendance Procedures:

- Kids' Club follows the school calendar. Any holidays or early dismissals, Kids' Club will not meet.
- Please call the office **IN ADVANCE** if your child will be absent. Office personnel will be calling in case of an unexcused absence.
- If your child is absent more than three times in a month, he/she may be dismissed from our program
- If your child is not able to attend school due to health concerns, he/she may not attend Kids' Club until he/she can attend a full day of school.
- If a child is in ISS (In-School Suspension), he/she may not attend Kids' Club until the suspension is complete. Please arrange for alternate care for your child.

Homework Procedures:

- Kids' Club allots 1 hour for homework.
- It is the responsibility of the child to bring and present the homework required.
- Our hope is to finish homework, we ask parents/guardians to double check to ensure completion of homework, to strengthen support, and check for corrections.

Transportation Procedures: (Main Campus ONLY, does not include CISD campuses)

- A bus will be provided to transport your child to Kids' Club. Parents/Guardians are responsible for pick up by 6pm each day.
- If a child is suspended from the school bus, he/she may not ride the Kids' Club bus until the suspension is complete. Parents are welcome to provide transportation to Kids' Club if needed.

Student Pick-up Procedures:

- **Kids' Club program begins dismissal at 5:45pm and closes at 6:00pm each afternoon.**
- Please be on time to pick-up your child. If you are consistently late for pick-up, your child may be dismissed from the program.
- If you are unable to pick-up your child, please arrange for alternate transportation and notify the office. The authorized person must be listed in the emergency contact section of your child's enrollment form. Please advise this person to have an ID ready.
- Please present your child's Kids' Club "Pick up" Tag upon driving through the pick-up line.
- Please be mindful of traffic flow on connecting streets as the pick-up line forms. Please do not block intersections. Pull your car to the side, allow for through traffic, and be courteous of other drivers.
- Students may not be picked up/signed out by anyone under the age of 15.
- If picking up your child early, please sign them out on the "Early Sign Out" sheet at the front.

Revised 11.05.2018



DISCIPLINE RULES AND PROCEDURES:

In most cases, behavior can be playfully redirected as students are reminded to stay on task and be respectful to others and themselves. In all discipline situations, we want to encourage students to think about how they are thinking, encourage them to make good choices, and take responsibility for their own behavior. In every discipline opportunity that arises, it is our goal to connect with that student, identify the trigger, and walk through how to self-regulate. Above all, we want our students to feel understood and loved.

Note: Kids' Club has zero tolerance for hitting, kicking, or physical violence of any kind, regardless of "who starts it". If a child puts their hands or feet on another child in any unloving way, they will be sent home from Kids' Club immediately.

Connection STEPS:

Step 1: Redirection with a Smile

A redirection statement is given to a student to encourage a behavior or choice change. Redirections are given when a student is off task, too loud, not following directions, being disrespectful, etc. 80% of behavior can be redirected with this step. No documentation is required, and students can carry on as normal if redirection is successful.

Step 2: Two Choices/Re Do

If a student's behavior continues after a redirection has been given, he/she has the option between two choices that are equally appealing to both student and adult, or may request a "Re-do." If step 2 is successful, no documentation is needed, and the student may continue with normal activities.

Step 3: Connection

If a student's behavior continues after steps 1 and 2 have been completed, the student will pair up with a staff member for a connecting time. Students can have time to decompress and calm down using various self-directed calming (regulating) techniques. When ready, students can talk with the staff member about what happened, discover what triggered the behavior (if possible), what not to do, and what to do next time, and then practice. Students may return to their group when Step 3 is completed successfully. Staff will document the Connection time and will communicate to parents as soon as possible how the student was able to successfully connect and regulate.

Step 4: Home

If a student is not able to successfully connect at Kids' Club, a staff member will contact parents to pick up the student, so he/she can decompress at home. Kids' Club staff respectfully requests parents to follow up with staff on how the student was able to successfully decompress at home and how KC staff can better meet their child's needs should the situation repeat. The student is welcome to return to Kids' Club the following program day.

If a pattern in the child's inability to connect forms, an additional parent meeting may be requested to discuss how to best meet the needs of the student.