# Seashore After School Care Program (SASC)

An Island Foundation Private Education Program

# Parent Handbook

Physical Address:
15733 SPID (SLC Cafeteria)
Corpus Christi, TX 78418

Mailing Address:
15733 SPID, Bldg. B
Corpus Christi, TX 78418

Phone:
SASC 361-949-1222 ext. 300 (3:15-5:55 p.m.)
Before 3 p.m. calls taken at 361-949-1530

Website:
www.seashorecharterschools.com

# Welcome Letter

Dear Families:

Welcome to the Seashore After School Care Program. It is our goal to offer a safe, nurturing environment for your children after school each day and to provide them with homework assistance as needed.

Please read and review our Parent Handbook. A signed acknowledgement of receipt of this handbook is a required part of our enrollment package.

Thank you for allowing us to help educate your child in an innovative, creative atmosphere with a vision of creating lifelong learners. Through the team effort of parent, student and staff, we strive to make learning a positive experience.

Welcome to the journey!

Dawna Nims
Seashore Early Childhood Academy Director

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# MISSION

The mission of Seashore After School Care is to provide school age after school care activities dedicated to developing self-esteem, confidence, and social skills while delivering an educational curriculum which focuses on the whole child.

# VALUES

In accomplishing our mission, we:

- Value each child's language, intellectual, social, emotional, physical, and creative development
- Value the dignity of each child, parent, and staff member
- Are guided by respect for self, for others, and for the environment.
- Affirm the job of doing one's best.
- Enable the success of each person by providing a professional, caring, and nurturing school.
- Provide an environment in which children develop their talents in a cooperative atmosphere.
- Value communication that is open, honest, and kind.

# VISION

We envision a school in which children love to learn, staff are open to professional growth and parents are actively involved. With a variety of experiences and backgrounds that parents contribute, they are a valuable resource. We see the parents, staff and board members modeling the very behavior they teach cooperation, courtesy and respect. We see a school in which communication is open, honest, and kind and where all participants are working to be their best. Our vision is that of a school that grows in enrollment because of parents' enthusiastic support.

We see a school in which our children are proud of their surroundings and take good care of them. We see them using natural materials, gardening, taking care of animals and working happily in their academic endeavors. We see a place where creativity flourishes and the spark of curiosity flames into a variety of academic projects.

# PROGRAM DESCRIPTION

## SEASHORE AFTER SCHOOL CARE

This program is a safe, professional environment designed to enhance leisure skills and provide academic support. Teachers help with homework, provide a daily snack, and a wide array of activities, games, and projects that promote social interaction. After School Care is provided to enrolled students during Seashore Learning Centers days of operation. After School Care is only available to students enrolled at Seashore Learning Center.

## *HOURS OF OPERATION*

Seashore After School Care operates from 3:15 to 5:55 p.m., Monday-Friday on the days that Seashore Learning Center is open. Please refer to the Seashore Charter Schools Calendar for specific days of operation.

# GENERAL INFORMATION

## *RULES*

Listed below are the Seashore rules for the treatment of children by adults in the school.

- The adult must never speak ill of a child whether the child is present or absent.
- The adult must concentrate on developing and strengthening what is good in her/himself.
- Take constant care of the environment. Teach proper use of things and show the places where they are kept.
- The adult must always be ready to answer the call of a child who needs her/him and always listen and respond to the child's needs.
- The adult must respect the child who makes a mistake without correcting it directly. However, adults must stop any misuse of the environment and any action which endangers the child or other members of the community.
- The adult must always treat the child with the best of good manners and, in general, offer the best she/he has in her/himself and at her/his disposal.

## *BOARD OF DIRECTORS*

The Island Foundation is governed by a Board of Directors made up of parents and community members. Duties of the board include fiscal responsibility, public relations, fund raising, and leading the Seashore Early Childhood Academy, Seashore Learning Center, and Seashore Middle Academy in fulfilling its mission. Members serve for either one or three-year terms. The Board includes a variety of positions. Interested individuals are invited to submit a letter of interest to the Board, indicating their position preferences and skills they wish to contribute.

The Board of Directors meets every month. Meetings are typically held on the third Monday of the month with an agenda posted no later than 72 hours prior to the meeting. Parents and other community members are welcome to attend.

## *STAFF*

SASC is run by Seashore Early Childhood Program Director who oversees the program staff, including the site supervisor. The Director works with the Seashore ASC staff to provide the best possible after-school experience for your children. Training and continuing education are offered to all employees throughout the year. All staff members are required to attend and to participate in various training courses throughout the year.

## *ADMISSION PROCEDURES*

To be considered for enrollment in Seashore After School Care your child must be enrolled **and** attending Seashore Learning Center. Prior to the first day of attendance at SASC the following must be on file:

- Completed Enrollment Packet
- Enrollment & Tuition Agreement
- Tuition Policy Agreement
- Parent Handbook Receipt Statement
- Discipline and Guidance Receipt Statement

**Updates of this handbook will be sent home with enrolled children as needed via hard copy in parent folders and email.

## *RELIGION POSITION STATEMENT*

The Seashore After School Care Program is non-parochial. We are not affiliated with any religious belief. We believe that it is the sole right and responsibility of parents to educate their children about religion. While we do not advocate any religion, we are tolerant of all religions.

## *NON-PROFIT STATUS*

Island Foundation is a 501(c) 3 non-profit organization under the Internal Revenue Code. Thus, only with Board approval, may someone represent the school in any legal, financial, or public action. All donations to the Island Foundation are tax deductible.

# FINANCIAL INFORMATION

## *TUITION*

Tuition for SASC is annual tuition which is broken into 9 equal payments. Tuition is due on the 15th of each month as outlined in your Tuition Agreement. If tuition is not paid in a timely manner, an initial late fee of $25 will be charged after five days and $5 per day will be assessed for each additional day until the account is paid in full.

All Registration & Supply fees are per school year and non-refundable. Second and subsequent children enrolled in preschool receive a 15% discount on tuition.

A $30 fee will be charged for any returned check that results in non-payment. A **written two-week notice** is required prior to withdrawal. All tuition and fees must be paid in full by the last class day in May or your child may be **refused** enrollment to any Seashore program until tuition is paid in full. Please refer to the Tuition Policy Agreement for complete details on delinquent accounts.

# GENERAL POLICIES AND PROCEDURES

## ACCIDENTS

If a child is injured at school, you will receive written notice on the day of the accident about what occurred, and the care given to your child. We ask that you notify us if your child visits a doctor or hospital following an accident at school.

## ADDRESS CHANGES

Families who move during the school year must report their new address and/or telephone number to the office as soon as possible. Name changes pertaining to parents or students should also be reported immediately. Additionally, if the contact information for those people listed on your child's emergency card should change, the office should be notified as soon as possible.

## ANIMALS

We will notify parents in writing when animals are or will be present during SASC hours. We will ensure that caregivers and children practice good hygiene and hand washing after handling or encountering an animal and items used by an animal, such as water bowls, food bowls, and cages.

## APPEARANCE

Students are to wear the clothing they wear to school (SLC uniform) except for children who may change into scouts, soccer, or other uniforms with a signed permission slip from parents.

## ARRIVAL AND DEPARTURE

Our doors open at 3:15 p.m. Monday through Friday on SLC operating days only. SASC staff will meet your child at the designated pick-up location at their respective campus and escort them to After School Care. If your child has not attended SLC on a particular day, they are not allowed to attend After Care on that day.

All children are to be picked up no later than 5:55 p.m. Picking your child up late will result in a fine as outlined on your Tuition Agreement form.

## ATTENDANCE

Attendance records are maintained on all students at SASC. If your child is absent, it is suggested that you contact the SASC Supervisor to notify you of such.

## BEHAVIOR, DISCIPLINE AND GUIDANCE

It is imperative that each student takes full responsibility for his/her own behavior and respects the rights of classmates. The faculty and staff will adhere to a discipline and guidance policy that is individualized, consistent, and appropriate for the child's level of understanding while teaching the child acceptable behavior and self-control. Only positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction will be used. The normal disciplinary approach to an infraction involves analyzing cause and affect and developing strategies to reduce inappropriate behavior. There will be no harsh, cruel, or unusual treatment of any child. Parents

will be required to sign a copy of our Discipline and Guidance Policy that provides more detailed information.

The teacher will bring unacceptable behavior to the attention of the student in the classroom. Repeated offenses will result in removal from the classroom. A student will not be allowed to disrupt the classroom continuously. When the seriousness or frequency of the infraction suggests a need for other measures, the following serves as a guide in relating consequences to various degrees of offenses. In cases not precisely defined herein, the Director takes such actions as judged appropriate.

- Willful and disorderly behavior or deliberate violation of school rules and policies will result in parental notification and/or meeting with students, parents, and faculty together.
- Serious behavior problems, disrespectful speech, disrespectful or harmful actions, or willful destruction or defacing of property can result in up to three (3) days' suspension plus compensation for any property damage.
- Severe insubordination, chronic repetition of offenses cited above, or repeated failure to observe rules or policies may result in expulsion.

A student or parent has the right to appeal recommendations for suspension or expulsion. If a student or parent does not agree with the decision of the program director, a hearing before the Board of Directors may be requested.

## *Bringing Items from Home*

Toys/items from home are NOT permitted in the SASC program. Not only are they a disruption but they may become broken, lost, or stolen.

## *Closures*

Should a weather-related emergency or another situation that would compromise the safety of our students, SASC will be closed. For pertinent information, we ask our parents/staff to watch KRIS-TV for school closure updates. **If Seashore Charter Schools close due to the weather, SASC will close as well. This includes early closures for weather or other safety issues.**

## *Dispute Resolution*

To provide a fair and efficient procedure to facilitate the resolution of disputes, and to preserve the integrity of Seashore After School Care Program, the following guidelines have been established. A "dispute" may include any disagreement or conflict between individuals or with the policies of the program or any disagreement with actions or decisions of administration.

A student who has a dispute with another student or with a teacher has the following course of action:

- Resolve the dispute in an amicable manner with the other person.
- Bring the dispute to the attention of the teacher.
- Discuss the dispute with his/her parent.
- Hold parent, student, and teacher meeting.
- Parents and/or students may discuss the dispute with administration.

A parent who has a dispute with a teacher, administration, or a parent who disagrees with the policy of SASC Program should:

- Bring the matter to the attention of the teacher or administration and attempt in good faith to work out the dispute directly with the person in question.
- If the dispute remains unresolved, or if the dispute relates to a policy of SASC Program, then the matter should be brought to the attention of the SECA Director.
- If the dispute remains unresolved or the person disagrees with the decision of administration after consulting with administration, then the person may communicate the dispute or disagreement orally or in writing to the Board Program Liaison.
- The I.F. Board Liaison may either resolve the matter or refer the matter to the Island Foundation Board of Directors for a resolution. If the matter is referred to by the Board of Directors, its decision will be final.

Any member of the staff, or parents of a student at the school who has a dispute with administration, or who otherwise disagrees with the policy of the school after consulting with administration, must communicate directly with the I.F. Board Liaison or full Board in accordance with the procedures and not with any individual Board member.

## *EMERGENCY EVACUATIONS*

In the event of an emergency that requires evacuation for Seashore After School Care, the children will be relocated to St. Andrew By the Sea Church next to Seashore Learning Center school. Should an evacuation occur, a note will be placed on the front doors of the building as to the children's location.

## *HEALTH REQUIREMENTS*

Health information and immunization records are maintained by Seashore Learning Center. It is your responsibility to disclose any medical condition which may affect the participation of your child in the SASC program. Allergies must be documented by a doctor's note.

## *ILLNESS*

Seashore After School Care follows the same rules as Seashore Learning Center. If your child is ill at home, they will not be allowed to attend SASC until they have been released to return to school. In the event they become ill while at After School Care you will be notified to come and pick him/her up.

## *MEDICAL EMERGENCIES*

If critical illness or injury requires immediate attention of a physician, SASC will:

- Contact emergency medical services or take the child to the nearest emergency room.
- Give the child first-aid treatment or CPR when needed.
- Contact the physician identified in the child's record.
- Contact the child's parent.
- Ensure supervision of other children in the group.

## MEDICATIONS

Any prescription medications brought by parents for their child(ren) must:

- Be brought to the office and be administered by staff only.
- Be in the original container.
- Be labeled with the child's name.
- Be labeled with the date.
- Include directions to administer the medication.
- Include the name of the physician prescribing the medication.

Parents are required to complete an Authorization for Dispensing Medication Form for any medication to be administered.

Administration of Over the Counter (OTC) medication can only be given per instructions on package unless altered by a doctor's written instructions. Your doctor can email this to us at seashoreearlychildhood@gmail.com. All medicines must come to the office and **never** be stored in backpacks or lunch boxes.

## PARENTAL NOTIFICATIONS

Parents will be notified of daily happenings by the child's teacher either verbally or via email. Additional information will be posted at the center and/or sent out by the SECA Director via email, as necessary.

## PARENT-DIRECTOR MEETING

Parents may request a meeting with the SECA Director at any time to discuss any questions or concerns they may have regarding the policies and procedures of our program.

## PLAYGROUND & WATER ACTIVITIES

The staff is actively engaged with the children, involving them in gross motor activities and exercise. Teachers supervise children's behavior along with safe use of playground equipment.

We maintain DFPS ratios for water activities. Children are required to wear appropriate clothing for all water activities. Children must have a swimsuit, towel, sunscreen, and any other items they require. All items must be labeled. Only children whose parents have signed permission slips for water activities will be able to participate. Water tables may be used in the classroom.

## RELEASE OF CHILDREN

All children are only released to the people listed on their admissions form. For your family's safety, we do ID. If you have planned a play date with a currently enrolled child, you must email Seashore Early Childhood Academy releasing the child into that parent's custody for the day.

## SNACKS

SASC serves snacks daily. If you prefer, you may send a snack with your child. If your child has a specific dietary restriction due to allergies or other reasons you are required to provide your child

with his/her own snack. Please keep chips, candy, gum, cake, pies, or cookies at home to give to your child at your discretion.

Please note that from time to time we have students with food allergies. Depending on the severity and type of allergy it may become necessary to request that certain items not be brought to school. In rare cases, it may be necessary to eliminate certain food items. All parents will be notified in advance if this situation arises.

## *WEB SITE*

The Island Foundation has a web site that includes information about our After School Care Programs. To view the web site, go to: www.seashorecharterschools.com click on "Programs" under the Early Childhood tab. We would like to include pictures of the children during programming hours both in school and on field trips. We will not use any names to protect the privacy of our families and will only include pictures of those children for whom we have permission slip on file.

## *WITHDRAWAL*

A 2-week written notice is required for withdrawals. If a child withdraws from school, arrangements must be made through the office. Many fees are not refundable, as explained in the registration packet and the tuition agreement. Parents will continue to be billed and are responsible for all the fees incurred until the school is notified, in writing, that the child is withdrawing.

## *PARENT HANDBOOK ACKNOWLEDGEMENT*

I have received the 2025-2026 Seashore After School Care Program Parent Handbook and agree to comply with the policies and guidelines therein.

_____

Parent/Guardian Signature Date

_____

Child(ren)'s Name(s)