



Afterschool Centers on Education™
Success – A Texas State of Mind™

Palestine TACE Program **PARENT HANDBOOK**

<p>TACE-Project Director Mrs. Shanna Marshall 1007 E. Park Ave., Palestine, Texas 75801 Phone: 903-731-8000 x 1265 e-mail: SMarshall@palestineschools.org</p>	<p>TACE Family Engagement Specialist Mr. Tupac Alcauter 1007 E. Park Ave., Palestine, Texas 75801 Phone: 903-731-8000 e-mail: TAlcauter@palestineschools.org</p>
<p>Palestine High School TACE College and Career Center/PHS Site Coordinator: Mrs. Linda Holmes 1600 S. Loop 256, Palestine, Texas 75801 Phone: 903-731-8005 e-mail: LHolmes@palestineschools.org</p>	<p>Palestine Junior High School TACE STEM Center/PJHS Site Coordinator Mrs. April Chatmon 233 Ben Milam Road, Palestine, Texas 75801 Phone: 903-731-8008 e-mail: AChatmon@palestineschools.org</p>
<p>Story TACE STEM Center/ A. M. Story Intermediate School Site Coordinator: Mrs. Michele Deal 5300 North Loop 256, Palestine, Texas 75801 Phone: 903-731-8015 x 4002 e-mail: MDeal@palestineschools.org</p>	<p>Southside Elementary TACE Literacy Center/Southside Elementary School Site Coordinator: Mrs. Robin Fitzpatrick 201 E. Gillespie, Palestine, Texas 75801 Phone: 903-731-802 e-mail: RFitzpatrick @palestineschools.org</p>
<p>Northside TACE Literacy Center/Northside Primary School Site Coordinator: Mrs. Tamra Conner 2509 Highway 155, Palestine, Texas 75801 Phone: 903-731-8020 e-mail: TConner@palestineschools.org</p>	



Palestine TACE Program

Dear Parents,

We bring you a warm welcome from Palestine Independent School District's Texas ACE Program. We are so glad to have your family as participants in our program. We like to think of our afterschool program as a place where children 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.

The Texas ACE Program is a federally-funded afterschool program administered by the Texas Education Agency. The purpose of the program is to provide free and expanded academic services to eligible students. Expanded services will include tutoring, homework help, enrichment activities, job readiness, and college preparation. In addition, family education (GED, ESL) and family engagement activities will be provided within our program at no charge to families.

We hold special pride in our professional staff. Selected for their abilities to help children reach their greatest potential, they are the strength of our program. When visiting your Texas ACE Program, 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 children, parents, and one another. We are pleased to embrace this responsibility. If we can ever be of assistance, please call our office at 903-731-8000 x 1265.

Sincerely,

Shanna Marshall, Project Director
Palestine TACE Program





Palestine TACE Program

PHILOSOPHY (Our Beliefs)

Childhood is a time like no other. It's a time for exploring ... for creating ... for discovering about oneself ... for meeting the world ... for learning how to learn ... for being accepted "just the way I am." It's a time for blossoming and being cherished and a time to just be a child.

Our afterschool site coordinators and staff are committed to the belief that all children are gifted. It is the role of the educators to build upon a child's current skills. Since children learn at their own pace, our staff will look to them to determine the next stage of development. This "child-guided" learning approach is the basis of our philosophy.

Time and again, research is showing us that **THE** main component of a sound, quality education is leadership of a well-trained, sensitive adult. We commit to providing a quality staff to teach your child.

We respect parents as the most significant providers of their child's education. We are pleased to serve as your extended family members and co-partners in your child's education.

Palestine TACE Staff





COLLABORATING FOR CHILDREN

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

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

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 children at play.

Our staff also joins hands with the community and volunteers. All volunteers are carefully screened and trained for their “jobs” by the program’s administrators.

We have many community partners who have committed their services to improve The Texas ACE Program and ensure that your child has the opportunity to experience all that our community has to offer. These partners include local businesses, service organizations, Trinity Valley Community College (TVCC), Palestine YMCA, Palestine Public Library (PPL). Family members are encouraged to visit the campus frequently throughout the year. The partnership between Texas ACE Program staff and the family is the most vital relationship of all.





Palestine TACE Regulations

Attendance

Because each of our enrichment programs is curriculum based, regular and punctual attendance is encouraged. The site coordinator at each campus will communicate with the student and parent regarding attendance issues.

Confidentiality

A Department of Education grant funds The Texas ACE Program, and The Department of Education requires that PISD provide information on our students for the purpose of assessing our program's effectiveness. The Palestine TACE Program 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 Palestine Independent School District personnel and according to District policy. 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

Children attending The Palestine TACE Program will adhere to the discipline policy for the Palestine Independent School District students during the core day. (See Student Handbook).

Children whose behavior endangers others will be supervised away from other children. The child 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 child up for the day.

Guidance will always be positive, productive, and immediate when behavior is inappropriate.


While our staff will make every effort to accommodate your child's needs, there may come a time when staff determines that the program will not be able to meet those needs. The Palestine TACE Program reserves the right to remove a child without use of the three steps listed below if the Campus Principal deems it appropriate.

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

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

Eligibility

Student eligibility criteria is based on student need and improving academic performance. Only eligible and enrolled students are allowed to attend the TACE after school program. PISD students who are the children of PISD employees are automatically eligible for the Palestine TACE program.





Health

Our program operates for well children and staff only. Children who are mildly ill (e.g., minor cold symptoms) may remain at the campus only with an Administrator's approval. Children should be fully able to participate in all activities, including outdoor play. Parents should provide appropriate changes of clothing so children do not become either chilled or overheated. Light sweaters or jackets should also be made available.

Children with symptoms of communicable disease remain with a staff member until the parent or designated representative arrives for the child. We make every effort to reach the parents when a child is ill, but after 30 minutes we will call the emergency contacts indicated on the student enrollment form.

We will not serve children with:

- A fever of 101 ° F or above
- A fever of 100 ° 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.

Children may be re-admitted:

- With a physician's statement that the child is free from communicable disease and that returning poses no risk to the child 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

Hours of operation may vary from campus to campus. Generally, the program is open Monday through Thursday before school from 6:45 AM-7:45 AM and after school for two hours after regular dismissal time (Check with your Site Coordinator for exact hours of operation). The program center will be closed on PISD holidays, early dismissal days, and bad weather days. Please, call 903-731-8000 x 1265 or 1266 for details.

Late Pick Up

CHILDREN MUST BE PICKED UP ON TIME! Three late pick-ups will result in removal from the program.





Incidents/Accidents

If an accident occurs while a child 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.

Medications

Medication will not be given during The Texas ACE Program Nutrition.

A nutritious snack will be provided each day by Palestine ISD's Food Service Department. If a child's diet must be modified for health reasons, the parent must notify the center in writing and it must be included in the child's records. If a child'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

The Texas ACE Program is built on the philosophy that parents must be involved in the child's education. Various parent involvement activities and parenting workshops will be available throughout the year. GED and ESL classes will also be available and support will be provided to help those parents seeking self-sufficiency.

Parents are required to attend at least one activity per year and are encouraged 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 Project Director.

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


Safety

Children **will not** be permitted to leave with any person for whom the staff has not received written permission from the parent.

All employees are required by Texas Law to report any suspicion of child abuse or child neglect.

Transportation

Bus transportation between school and home will be provided after school. Your Site Coordinator will inform you regarding hours and specific route information.






RE: The Texas ACE Program Parent Handbook

I, _____, parent of _____, acknowledge that I have read, understand and agree to the terms outlined in the Palestine TACE Program Parent Handbook. I also understand that in order for my child to be eligible to attend I, another parent/ guardian, or both are required to attend a minimum of one parent meeting which will be announced on each campus.

Parent/Guardian Signature Date

Name of School/Campus

*Please return this form to your Texas ACE Site Coordinator



PALESTINE ISD ELEMENTARY
AFTER SCHOOL PROGRAM
PARENT PERMISSION / RELEASE FORM

Permission for Transportation and Liability Release:

The Palestine Independent School District has my permission to transport my child to and from the After-School Program, field trips, excursions, or other planned trips. I understand that all precautions will be taken to ensure the safety and well being of my child. I release Palestine Independent School District, and its employees, from liability for accidents or injury, which may occur during the After-School Program. I also understand that these trips are planned activities, and that all rules and regulations of the Palestine Independent School District are in effect, whether on or off campus.

_____ Initial

Attire:

The regular school Dress Code applies to all students in this program unless told otherwise. Students will be asked to go home if they do not comply with the PISD Dress Code.

_____ Initial

Photo Release:

I authorize Palestine ISD to take and release photos of my child to document and publicize the program in newsletters, newspapers, and school web page.

_____ Initial

I hereby acknowledge that I **have read** all the information above and the Parent/Student Handbook. I have also completed all necessary paperwork and I **understand the policies they contain. In particular, I have read and accept all the rules stated in the Discipline Policy.**

Parent/Legal Guardian Signature

Date

