

Junction Community After School Program



2025-2026 CASP Guidelines

Vision Statement:

To enrich and equip students to be successful academically and emotionally and to have the life skills needed to thrive in life.

Mission Statement:

We exist for the purpose of supporting and empowering children and families through education, counseling and peer support.

Core Values:

- We believe in promoting and developing the Six Pillars of Character to include: caring, responsibility, trustworthiness, respect, fairness, and citizenship.
- We believe in lifelong learning & leadership development for students, staff, and parents/guardians.
- We believe in enriching and expanding learning opportunities for students and their families.
- We believe that every student has the ability to achieve a high level of education and reach their full potential and personal goals being college and workforce ready.
- We believe that a child thrives through the support of a strong family and/or other nurturing adults.
- We believe in providing a safe environment that promotes a healthy and active lifestyle.

Statement of Purpose

The purpose of the after school program is to offer a safe place that provides homework help, enrichment activities, healthy snacks, outdoor experiences, and community service opportunities.

Statement of Goals

CASP supports the following goals:

- Provide an after school environment that is safe and enriching for children in K-6th grade. 100% of the students will participate in STEM, art enrichment and healthy habits curriculum.
- Provide classes and opportunities for children to nurture important life skills. Students will participate in weekly workshops focused on life skills and social emotional health.
- Provide homework help to support academic achievement for students involved in CASP. Students will practice reading and math in small groups daily.
- Provide support for students and their families as they grow and help to equip them for successful living.

Welcome to Junction CASP

Junction Community After School Program recognizes that there is a need to help working parents/guardians and their school age children by providing a quality after school program.

Based on data collected from a comprehensive needs assessment conducted in Kimble County in the last few years, the determination was made that many families are in need of or would benefit from a program dedicated to the enrichment and support of both parents and children. In the areas of academics, emotional support, behavior, social skills, and family resources, the need exists for families in our community to be reached and equipped for successful living.

Both of the parents or guardians of a child are responsible for following the CASP policies and procedures regardless of who the custodial parent is or who enrolled the student. To ensure your child's success in the CASP, please review the following guidelines:

Parental Expectations

Parents/guardians may expect that:

- Children are in a safe, supportive environment.
- They may visit with the Junction Community After School Program Director about concerns related to their child or the program.
- They will be informed about misbehavior on the part of their child so that, as a team, we can bring about improvement to the situation.
- They will be informed promptly if their child does not arrive at the after school program during the school year, according to his/her enrollment information.
- They will be regularly informed about program activities.
- They will be required to attend an informational and sign acknowledgement of program guidelines prior to student attending the after school program.

Child's Expectations

Children may expect to:

- Have a safe, supportive and structured environment.
- Have access to all the program equipment, materials and facilities on an equal basis.
- Receive respectful treatment.
- Receive fair discipline.
- Receive nurturing care from staff members who are actively involved with them.

Program Expectations

The program expects that parents/guardians will:

- Be aware of the contents of guidelines and help their children understand expectations.
- Follow our attendance and pick-up policies.
- Follow the health policy as explained in the contract.
- Contact JISD if your student will not be going to CASP that day. (Note: children who do not attend school, regardless of the reason, may not attend CASP that day.)
- Be responsible for following program policies and procedures and for completing quarterly surveys that will be used to evaluate needs and success of the program.
- Communicate respectfully with program staff. Treat program staff with respect. Verbal abuse will not be tolerated.

Students will:

- Be responsible for their actions.
- Be able to participate in large and small group activities.
- Follow the Methodist church and program rules.
- Remain with the group and the CASP staff in the supervised areas at all times.
- Take care of materials and equipment and facilities properly.
- Report promptly upon school dismissal.

Program Description

- CASP staff strive to address the students' interests and developmental needs, while utilizing their own talents and skills. Special emphasis is placed on enhancing the student's academic success, socialization, enrichment and recreation through a variety of experiences.
- We strive to use research-based after school appropriate curriculum and activities that reinforce learning.
- Program staff has a plan to promote the consistency of a daily routine. Daily activities require consistent scheduling for planned recreation, snack, homework, etc.

Administration

- The CASP administrative staff consists of the director, assistant director, secretary, treasurer, grant advisor and general advisors. Program policies, staff, curriculum, accountability and finances are all monitored by the CASP Board of Directors.
- The after school program works in cooperation with JISD campus principals and other district departments to support CASP staff on matters of program quality (through surveys), discipline and the ongoing monitoring/understanding of the ever changing needs of our students. Working in cooperation with the Concho Valley Food Program, CASP will ensure an appropriate food and beverage snack for children enrolled in the program.

Staff

- All staff and volunteers receive extensive volunteer training, background checks and at least one member present at all times will be certified in CPR and First Aid.
- The average adult-student ratio is 1:18. However, students may occasionally participate in large group activities where the ratio is increased.

Absences and Early/Late Pick Ups

- If your child is ill and will not be attending the program, please notify the CASP director directly.
 - If parents/guardians cannot be reached, CASP will then call the individuals listed under the emergency contact list. Keep contact information current. If necessary, we will access school records for additional information. (Note: children who do not attend school may not be dropped off to attend CASP that day.)
- **CASP is not a “drop-in” program.** Although CASP isn't a drop-in program, we will allow students to come who need a place to go after school. We would like for these students to be registered with all parent information, for safety reasons. There is an option to become a “CASP sponsor” on our website. This is a \$25/month donation opportunity. Your child will be able to come to CASP as needed (up to three drop-ins per month) and will have access to discounted events and camps!

o We also understand that there are days when you must pick up your child early from CASP. While this is acceptable, please understand that your child may not finish projects if they leave early!

o **If a student is absent from school, they may not attend CASP that day.**

- **Closing time is 5:30 PM promptly.** At 5:35 PM the CASP staff is officially off duty. The Director's clock will be used as the official timepiece. Pick-up after this time is considered a **"late pick up."** A CASP staff member will remain with your child until you arrive. When a parent/guardian has not arrived by 5:30 p.m. and has not contacted CASP, every attempt will be made by the staff to contact the parents/guardians, the people listed under emergency contacts and others who are authorized to pick up. **If no one is able to be reached by 5:45 the Junction Police Department will be notified and plans will be made to return your child home via police escort.**

- o If you or the responsible person is involved in an emergency, contact your local police department and request that they notify the CASP director or call the CASP director directly. Additionally, the prearranged "emergency contact" should be called and you should request them to pick up your child.
- o The After School Program Director will work in cooperation with parents/guardians to solve attendance and pick-up problems; however it is possible for a child to be withdrawn from CASP for failure to follow the attendance policies.

Discipline

- A positive discipline plan will encourage appropriate behavior choices through clear expectations, rewards and consequences. Behavior standards for the children will be the same as in the regular school day. The After School Program Directors and volunteers will work in cooperation with parents/guardians and campus staff/administration to solve behavior concerns. Constant inability to meet appropriate behavior expectations may result in the withdrawal of the student from the program.
 - o Inflicting physical injury, verbal and/or emotional harm on other students or staff, may result in immediate withdrawal.
 - o When managing student behavior, CASP staff shall adhere to the following general guidelines:
- Consequences will be administered when necessary to protect students, staff or property and maintain a positive learning environment. (Consequences will be based on a careful assessment of the circumstances of each case.)
 - Factors to consider shall include the seriousness of the offense, the student's age, the frequency of the misconduct, the potential effect of the misconduct on the learning environment, and the Student Code of Conduct.
 - Repeated disciplinary referrals may lead to withdrawal from the program.
 - Subsequent student discipline reports may result in withdrawal from the program.
 - You will sign CASP's updated discipline plan within the parent application.

- Any drugs, alcohol, electronic vapes, or any other harmful substance that is found on a child will be an immediate withdrawal from the program for two weeks, or an agreed upon amount of time based on the seriousness of the action.
- Students who are put into DAEP, ISS, or after-school detention may not attend CASP on those days.

See the following discipline plan that went into effect April, 2022:

CASP DISCIPLINE PLAN

While the CASP program is fun, enriching, and engaging, poor behavior will not be tolerated.

From this point forward, if parents have been contacted by letter, messaging, or face-to-face, three times about poor behavior from their child, this child will be removed from CASP for two weeks.

In some instances, students will be directly sent home depending on the severity of the behavior.

This program is meant to keep students away from distractions at home, like video games, YouTube, and harmful technologies. However, if behavior becomes disrespectful or distracting to other students or adults, parents must be notified.

CASP cannot and will not keep other kids from enjoying the program because of another person's behavior.

Bullying

CASP has a strict no bullying policy. We will not tolerate any bullying. We will be sending information home that describes our bullying policy.

A child will be sent home if bullying is a consistent problem.

Cell Phone Policy

Junction CASP has very limited amounts of technology in use during operating hours. This is because we want students to participate during the enrichment activities, outdoor play, and homework time without technology distractions. Cell phones can be a distraction. If your child needs to use their cell phone to get in touch with you, we will allow it. However, we will not allow cell phones to be out during the times mentioned above. Students may always put their cell phones in the front desk for easy access or they can keep them in their backpacks.

Health and Safety

- If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure this information is recorded on the application form and the After School Program Director knows what care you suggest if a problem should occur during the CASP hours. In addition, parents/guardians will be asked to fill out a Medical/Emergency Information Form which CASP will keep on file.
- **Medication will not be administered by CASP.** Parents/guardians should work with school nurse to ensure medication doses are given prior to the release of school. If your child has asthma and allergies that require them to use rescue medications please

discuss this with CASP personnel.

- If a child has any one of the following conditions, the parents/guardians of the child will be notified to pick up the child immediately; contagious disease, fever over 100 degrees, vomiting or diarrhea, accident requiring medical attention.
- The CASP staff will provide care for children who are ill or injured, following the guidelines and policies governing regular school day teachers. Emergency contacts will be made according to the information provided on the application form. Minor injuries (small cuts, bruises, scrapes) will be treated by CPR/First Aid certified staff. In serious cases, Junction Police will be called and the child may be taken to the local hospital by emergency vehicle if consent has been given on enrollment form. The decision to transport will be made by the responding paramedics. The Afterschool Program Director will accompany the child and will remain with them until you arrive. Parents/guardians will be notified as soon as possible.
- Texas law requires caregivers to report suspected cases of child abuse. This includes the reporting of parents/guardians who appear to be impaired by drugs or alcohol. The CASP staff are directed to make every effort to keep a child from getting into a car with a parent/guardian who they feel might be under the influence of drugs or alcohol. Law enforcement will be called to determine the course of action.
- All visitors must check in with the program staff. For liability and supervision reasons, children who are not enrolled cannot take part in activities.

COVID-19 Protocol: If you or your child have been personally exposed to COVID-19, we strongly advise that you keep your child at home until symptoms subside.

Snacks

- The program follows nutrition rules established by the Texas Department of Agriculture. Nutritious snacks are served daily. Should your child have an allergy or condition that prevents him/her from partaking in certain foods, that information should be noted on the application form and a doctor's note should be on file with the school nurse.
- If a parent/guardian does not want his/her child to eat the snack provided, the parent/guardian may choose to send a healthy snack for their own child but may not provide the food for other students. The students cannot share snacks with other students.
- Exceptions may be made during the year in regards to "healthy" snacks provided during holiday/special day parties. These may be held at the discretion of CASP staff but parents will be notified beforehand of what foods will be provided during this time. Please contact your Specialist for more information.

Valuables/Personal Property

- Students are responsible for the care and custody of personal items. The program cannot assume responsibility for lost, stolen or broken items and recommends that valuable items such as cameras, jewelry, money, expensive clothing, etc., are left at home. These items are not necessary during the program time and may be picked up from the child and released to the parent/guardian only.
- Children's personal property such as coats, clothing, school bags, etc. must be taken home daily. Any personal property which remains will be taken to the school office lost and-found box.
- CASP permits elementary, middle and high school students to possess cellular phones while on property or while attending off-site activities and field trips. **However,**

students having cellular phones must keep the devices silenced and not visible during the after school program.

Homework

- A quiet place will be provided each day for students to do homework. Although our after school staff will supervise the children during homework time and will assist as appropriate, they are not all certified teachers and cannot take responsibility for the completion or correction of the homework.
- Please notify program staff in writing, if you do not wish for your child to do his/her homework during CASP. Alternative materials and activities such as books and centers will be provided during homework time.

Operating Schedule

- **CASP operates between the hours of 3:45pm. and 5:30pm, Monday through Thursday.**
- The program follows the Junction Independent School District calendar and does not operate during school holidays, school closing due to inclement weather, teacher in service days.
- In the event of early dismissal of school due to inclement weather or emergency closing as directed by JISD, the parent/guardian or other designated person will be expected to pick up the child at the school's scheduled dismissal time as announced on that day by the local med

Parent/Guardian Involvement

- Research has proven that parental/guardianship involvement is a necessary prerequisite to student success; therefore, a partnership between the program and home must exist. You are encouraged to take an active part in your child's life.
- CASP offers many ways in which families can become involved, including volunteering in the program and mentoring. **Your help would be greatly appreciated!**

Parties

- Throughout the year CASP may choose to celebrate certain holidays/special days at the discretion of the staff. In order to utilize time wisely birthday parties are not permitted. The delivery of balloons and flowers to students is not permitted.

Registration and Enrollment

- CASP encourages children of all backgrounds to attend. The program does not discriminate on the basis of gender, race, color, national origin, ethnic background, religion, or disability. Children enrolled in CASP must be in grades Kindergarten through 5th.
- In the event of an overabundance of students at CASP, we will create a waiting list.
- Application procedures and dates will be set and communicated in the spring semester for the upcoming school year.
- The parent/guardian must complete an application form and return it to CASP. The information on the application form must include current and accurate emergency contact information.
- Children will be allowed to attend the program only after the application form has been completed, returned and the first payment has been made and you have been notified.

- **Payment is \$35/month per student. Payment may be accepted via cash, check, or online (invoices are sent monthly). Payment is due the first Monday of each month. Monthly reminders will be given. NOTE: scholarships are available for payments who cannot make the payment. Please let us know and this information will remain confidential.**
 - There will be a \$25 fee for all returned checks.
 - Your child may be withdrawn from the program due to nonpayment of membership dues.
 - Your monthly fees will be the same regardless of the amount of absences or days missed.
 - After three weeks of missed payments, the family will be notified that the spot will be given away if the account is not settled before the following month's fees are due. If a child's spot is given away due to unpaid accounts, they will be placed on the waitlist and may not be able to re-enter the program.
 - Parents experiencing a financial crisis may apply for a scholarship towards their child's care but ALL PARENTS are required to stay current with contributing some level of fees according to their ability.

Release of Children

- Each child enrolled in CASP will remain at the program site until picked up by an authorized individual or is transported home. The parent/guardian enrolling the child must stipulate in writing persons that may pick up their child or whether the child has their permission to walk home.
- All persons who are authorized to pick up a child in CASP must be at least 18 years of age. Any exception requests must be presented in writing and will be approved at the discretion of the CASP Directors.
- **For the safety of the student, all persons authorized to pick up a child will be asked for picture identification (i.e., Driver's License or State Identification Card.)**
- In accordance with Texas law, we cannot legally keep a child from his/her natural parents/guardians unless we have a court document on file to that effect. To ensure the safety of your child, please make sure all information and documents are up-to date. All CASP children must have alternative and emergency pick-up arrangements.

Withdrawal Policy

- Students may be withdrawn from CASP for any of the following reasons:
 1. Failure to meet appropriate behavior expectations.
 2. Refusal to follow program procedures and rules.
 3. Verbal abuse, physical abuse or sexual harassment of student or staff member by student OR their parents/guardians.
 4. Being in the wrong place or unauthorized departure from a bus or activity site.
 5. Consistent late pick-up, early pick up or unexcused absenteeism as outlined in the Parent Handbook.
 6. Child's needs cannot be met by the program.
 7. Parent or Guardian's failure to provide required records.

However, a student may be withdrawn from CASP at any time, without reaching the third write-up, for serious infractions of policy and procedure.

Transportation & Parent Responsibility

- JISD will be providing a bus route for CASP students when a field trip is planned.

- The program must be kept informed by parents/guardians of transportation arrangements for each child. Any change in these plans must be communicated to the student's teacher and CASP in writing.
- **We remind all parents/guardians and students that:**
 - All students who ride buses to and from school will be expected to conduct themselves in accordance with the JISD student code of conduct. Riding the bus is a privilege.
 - Any student who cannot abide by the transportation rules of conduct and the Code of Student Conduct in Section C of the Student Handbook will be subject to disciplinary action that could result in loss of bus riding privileges.
- **These guidelines are the minimum expectations for parents and guardians of students enrolled in Junction CASP.**
- **We look forward to enriching the lives of your child and your family.**

Confidentiality Policy

- Student information will be kept confidential within CASP personnel. This includes grades, personal information and records, and medical information.
- If there is reason to believe that the student is in some kind of danger at home, staff should report this to local law enforcement. The matter will be handled confidentially and respectfully between staff, parents/guardians, and law enforcement.

PARENT/GUARDIAN ACKNOWLEDGEMENT
PLEASE SIGN AND RETURN TO CASP PERSONNEL

I hereby acknowledge that I have received a copy of the CASP Guidelines for Parents and Guardians.

PARENT/LEGAL GUARDIAN SIGNATURE	DATE
---------------------------------	------

PLEASE LIST ALL OTHER SIBLINGS ENROLLED IN CASP:

NAME	GRADE
------	-------

NAME	GRADE
------	-------

NAME	GRADE
------	-------

NAME	GRADE
------	-------