

Parent Handbook Summer 2024

Mission Statement

Reaching Out Connecting Kids

provides a secure, enriching, positive learning environment for growing student leaders.



Dear Parents,

Welcome to Summer ROCK 2024! Thank you for choosing the Rockwall ISD After-School Program to provide a secure, enriching, positive learning environment for your child. Together we will grow student leaders!

ROCK is excited to offer licensed summer on-site childcare program for RISD students **entering** Kindergarten – 5th grade. Summer ROCK located at the Grace Hartman campus 1325 Petaluma Dr. Rockwall 75087. This program is available on a weekly basis from May 28 – August 7, 2024. (Holidays are July 1 -5th and August 8 and 9th.). Parents must have completed the on-line registration. The registration fee is due upon registering. No changes can be made to your registration once it has been submitted and financial payments are non-refundable nor can they be credited to a future week.

Students who can successfully function in a 1:25 teacher/student ratio and toilet independently are eligible to attend. Students should have the following skills to be successful in our program: ability to get off and on the toilet without assistance; undress and redress themselves in regard to toileting; work/play/eat independently while seated at a table for 30 minutes at a time; transition to a different activity and/or location every 30 minutes; stay with their group and ROCK Staff member at all times; keep their hands and feet away from other students and staff; and follow verbal directions successfully.

All staff members have criminal background clearance from RISD and the Department of Family Protective Services. Our ROCK staff members are trained, mature, CPR/First Aid certified and experienced in working with children.

The ROCK children will have the opportunity to learn about topics through our summer curriculum with lots of hands-on, fun learning activities. Please see the Summer ROCK Webpage for more information regarding Field trips. Daily activities will also include board games, playground and gym activities. Occasional onsite activities: Magician; Creature Teacher; scavenger hunts, Kona Ice visits; Spanish lessons, STEM activities, movies and popcorn.

We look forward to spending the summer with your ROCK Stars!

Partnering with you,

Karen Hunter, ROCK Director

Karen Hinter

Nicholas Burger, Summer Program Director

Program Components

Hours of Operation:

ROCK summer program hours are 7:00 a.m. - 6:00 p.m. each day from May 28, August 7, 2024. Holidays on July 1-5 and August 8th and 9th., 2024. We will also be
closed on August 8th and 9th to allow for campus preparation for the first day of school
on August 12, 2024.

Location: Grace Hartman Elementary School

1325 Petaluma Drive Rockwall, TX 75087

Tuition Payments:

- Tuition payments are processed at 2:00am every Monday for students registered for the following week via Auto-Pay in our EZChildtrack system. Declined payments will result in your child being dropped from attending and wait-listed children will take their place.
- In cases of fraud or lost card, contact Leslie Kropp immediately at 469-698-7042.
 Primary account holders receive all communication regarding invoices, receipts, declined payments, newsletters, etc. from our office via email. Make sure emails from our office do not go to your spam.
- Weekly Cost:
 - o \$180 per child/week for full-day attendance
 - \$160 per child/week for current Free/Reduced lunch recipients
- Registration fee: \$125 per child (includes a t-shirt, snacks and all field trips)

Medical Information:

- ROCK does not maintain a school nurse or other health professional on staff. We will call 911 for any serious medical emergencies that may occur.
- All immunizations are kept on file at your child's home campus. If your child does not attend a RISD school, you must provide a copy of your child's immunization record.
 Parents of incoming kindergarten students who did not attend Pre-K in RISD, must also provide a current immunization record.
- If your child does require medication, a ROCK Staff member will administer the
 medication as directed by the student's physician and a Medication Form must be
 completed. This form is available from the Site Coordinator or by clicking this link: DFPS
 Medication Plan. Please indicate all of your child's health needs through the on-line
 registration (i.e. –allergies requiring Epi-pen administration, asthma inhalers.) We will
 keep these medications securely stored when not in use.

- For students with life-threatening conditions (i.e. allergies requiring use of an epi-pen; asthma conditions requiring an inhaler) an allergy/asthma action plan form must also be submitted to Summer ROCK on or before the first day of your child's attendance. Samples of these forms are located at the end of this handbook or on these links:
 Asthma_SchoolHealthPlan.pdf and/or Allergy_SchoolHealthPlan.pdf. For children with diabetes, please submit the medical plan from your doctor detailing your child's care needs on or before their first day of Summer ROCK.
- If your child becomes ill during ROCK hours, we will contact you immediately. A parent or someone on your child's authorized pick-up list should come to pick-up the child within an hour upon request. A \$15 late fee may be assessed if timely pick up of a sick child does not occur. Our staff will not be able to maintain a prolonged 1:1 student/staff ratio to care for a sick child.
- By state regulation, you must keep your child home until your child is free from all symptoms of illness and fever for at least 24 hours (without fever reducing medication)in order to prevent contagious illness from spreading. All immunization records are kept on file at the child's home campus.

Drop Off/Pick Up Information:

- Parent drop off and pick up is on the north side of the campus near the playground.
 (Not the front entrance!)
- Summer ROCK Cell number is 214-458-6738.
- All parents and other authorized pick up persons will have to show a photo ID to the ROCK Staff and/or QR Code before your child will be released until such time as recognition is achieved. This is for the safety of your child.
- If you need to set up your QR Code, please click here and look for the QR Code link: https://www.rockwallisd.com/Domain/65
- Parents remain in your car or stand outside of your vehicle. We will escort your child to and from the vehicle.
- Please have your child arrive by 9:00 a.m., as morning snack will be served at that time. On Field trip days, please arrive by 8:00am. You are welcome to pick up your student at any time prior to 6:00 p.m.
- If you are running late to pick up your child, please call the Site Director to let them know your approximate arrival time. If you pick up your child (ren) between 6:00 6:15 p.m., you will incur a \$10.00 late fee payable with your next week's tuition. If you arrive for pick-up between 6:16 and 6:30 p.m., you will incur a \$15.00 late fee payable with your next week's tuition. If you are later than 6:30pm, \$15 late fee will apply for every 30 minutes. These fees are automatically accessed by EZCT and your account will be billed. Excessive late pick up may be cause for dismissal from the program (More than 3). All children should be picked up by 6:00 p.m. Please designate a friend/neighbor who can pick up your child if an emergency prevents you from arriving on time.

• Late fee exceptions may be made for a major traffic accident situation that shuts down the bridges leading to Rockwall.

Discipline:

- We expect to have little discipline problems with the ROCK children because we will
 be keeping them engaged in learning and fun. However, if misbehavior does occur,
 please know that our staff will try redirecting their behavior several times before your
 child will be placed in "think time." Depending on their age, they may complete a
 reflection form. See example at the end of this section.
- If a student continues to misbehave after a "think time", the parent may receive a Disciplinary Action Form or Incident Report depending on the situation. An example is included at the end of this section.
- As ROCK is not staffed for maintaining 1:1 staff to student ratio, if your child becomes severely disruptive during ROCK hours, we will contact you immediately. A parent or someone on your child's authorized pick-up list should come to pick up the child within an hour upon request. This type of situation usually requires a parent conference as well with the ROCK Lead Site Coordinator and/or Director so we can prevent future incidences. Our staff will not be able to maintain a prolonged 1:1 student/staff ratio due to disruptive behavior.
- A student who has continual problems managing their behavior may incur a suspension from attending ROCK or be expelled from the program depending on the circumstances.
- ROCK prohibits bullying and actions which show physical aggression toward others.
- No group consequences for misbehavior of a few students will be given.
- ROCK is a gang-free zone. No student generated "clubs" will be allowed.
- Our staff will be using a "Love and Logic" approach to discipline with all students.
 Consequences will be logical for poor student choices. For example, if a child is
 making bad choices in the computer lab, they will have a time-out from computers.
 More information about Love and Logic discipline is included at the addendum
 section of this handbook.
- Technology usage procedures are communicated to the students and the Acceptable Use Guidelines for RISD are located here: <u>ACCEPTABLE USE GUIDELINES</u>
- We prohibit our staff from using any type of humiliation or physical contact in the discipline of a child.
- All cell phones, electronic game devices and toys should be left at home or in your child's backpack during ROCK. ROCK is not responsible or liable for the theft, loss or breakage of any item of this type. Children who bring these types of items out of their backpack during ROCK will result in the Site Director holding onto this item until pick up time.

• ROCK Staff members will also be handing out Praise Reports to students who display "leader" type behavior.

ROCK STARS ARE		STUDENT NAME
RESPONSIBLE		CAMPUS
OPTIMISTIC		DATE
COURAGEOUS		
KIND		
ARE YOU A BEING ROO	CK STAR??	
1 .What rule did I break?		
2. What are the consequences of m	y actions?	
3. Why did I break the rules?		
4. What could I have done different	ly?	
Student Signature	Parent Signature	Site Coordinator Signature

	Great jobs, ROCK Student Praise Note
Date:	Time:
	4
	· · · · · · · · · · · · · · · · · · ·
Event: _	
c. (C.c.	



RISD After-School Program Disciplinary Action Form

	_		
Campus		Date	Time
Student's N	Name		Grade
Description	n of Incident		
Action Take	en by Site Coordinator		
	_Conference with Parents	Date	
	_Phone call to parents	Date	
	_Conference w/Lead Site Coordinator	Date	
	Cons	equences	
	_Suspended from ROCK for 3 Days		
	_If misbehavior continues after susper	nsion, student may	be removed from ROC
	_Student will be removed from ROCK f	for the remainder	of the school year.
	Before being enrolled the following y Lead Site Coordinator, ROCK Site Coo		
	_ Student will not be allowed to enroll Summer Rock Program	in the Regular Ro	ck Program or the
Parent/Guar	dian Signature		Date
ROCK IA/Aid	e Signature		Date
Site Coordina	ator Signature		_ Date
Lead Site Cod	ordinator		Date

Safety and Security:

- The children in ROCK will be supervised at all times by a member of the ROCK staff.
 We will be using a roster system to check attendance at various times throughout the day. Roll will be checked each time the students transition to a new activity. The outside doors into the school will be locked.
- All ROCK staff members have cleared a criminal background check required for all RISD and DFPS employees. Staff members are not required to have vaccines against croup or TB.

 In case an emergency evacuation is necessary, our Off Site Evacuation Site is the Wilkerson Sanders Memorial Stadium 1215 T L Townsend Dr. Rockwall, 75087. The Emergency Plan that we follow is posted on the Parent Bulletin Board as well as in each staff member's binder.

Food:

• Summer ROCK students must bring a lunch from home. A morning and afternoon snack will be provided. A snack menu will be posted and you may send a special snack with your child if needed due to allergies or dislikes. We discourage students from bringing nut product type foods (i.e. peanut butter) to eat as there are many children allergic to nuts. If your child does bring a nut product, we will provide a separate table for them to eat at and they can bring a friend to sit by them who is NOT allergic to peanuts. We must sanitize tables where nut products are consumed in order to prevent accidental exposure.

Field Trips:

Students will be participating in field trips including swimming at the Aquatic Center. Children will wear a life jacket in the pool unless they pass the lifeguard administered swim test. Each week parents will receive information regarding that week's field trips. All students are expected to attend the Field Trip even if they choose not to participate in the activity. Students cannot remain at Hartman during field trips due to staffing issues.

Contact Information:

• Summer ROCK Cell Phone: 214-458-6738.

• ROCK Office for general questions: 469-698-7032

Financial Questions: 469-698-7042 or email rock@rockwallisd.org

Parent Questions or Concerns:

For any questions regarding ROCK contact your ROCK Site Coordinator. You can also contact Karen Hunter at 469-698-7140 or e-mail the ROCK Staff at rock@rockwallisd.org with any questions, concerns, suggestions, etc.

If you suspect Child Abuse or Neglect: Please report it to the Texas Department of Family and Protective Services by calling 1-800-252-5400. You can make a confidential report.

If you wish to contact the Department of Family Protective Services (DFPS) who licenses this program, their number is 214-583-4253. The website address is: http://www.dfps.state.tx.us/

Parents can review our latest DFPS inspection report, our license and/or the Minimum Standards for Before and After School Age programs at the sign-out area/parent bulletin board.

*EXPECTATIONS

Parents may expect that:

- Their children are cared for in a supportive and consistent environment.
- They may visit with the Site Director about concerns related to their child or the program.
- They will be informed about any issues of concern that may occur with their child and the Site Director will seek your input in order to improve the situation.
- They will be called if their child becomes ill or is injured during ROCK.
- Mutual respect toward parents and children are promoted by ROCK staff.

Children may expect:

- To have a supportive, positive and consistent environment.
- To use all ROCK equipment, materials and facilities on an equal basis.
- To receive respectful treatment.
- To have fair and logical discipline.
- To receive nurturing care from ROCK Staff Members.

ROCK expects that children will:

- Display responsible conduct.
- Exhibit an attitude of respect toward others.
- Respect and obey the program rules and staff.
- Remain with their group and the ROCK staff at all times.
- Take care of materials and equipment properly.
- Leave cell phone and toys at home or in their backpacks.

ROCK expects that parents will:

- Pay tuition and fees in a timely manner.
- Arrive at ROCK by 8:00am on Field Trip days.
- Pick up their child on time.
- Call the Site Director if they will be running late to pick-up their child.
- Contact the Site Director by calling the ROCK cell phone if their child will not be attending on a scheduled day.
- Cooperate with the Site Coordinator on any issues regarding their child's behavior.
- Promote mutual respect to all ROCK staff.



Grade:	Student ID:	

Setvices SECREMALISE	Allergy School	Health Plan		Student
Student	Date of birtl	n Weight		Photo
Emergency Contact/Phone:				
ALLERGY: (check appropriate) To be History of anaphylaxis □No □Yes History of asthma □No □Yes (increa) □ Latex □Type I (anaphylaxis) □Ty □ Foods (list): □ Insects (list): □ Medications (list): □ Other (list/describe):	ased risk for severe read	tion)	II 911	
SEVERE Allergy and Anaphylax LUNG: short of breath, wheeze, cough HEART: Pale, blue, weak pulse, dizzy, p THROAT: itching, tightness/closure, ho MOUTH: Itching, swelling of lips and/o SKIN: Many hives over body, widespre GUT: Vomiting, diarrhea, cramps OTHER: anxiety, confusion, agitation, f "doom"/something bad is about to ha	passing out parseness or tongue ead redness	 Note time epinephrine i Keep student lying on bath having trouble breathing, Repeat epinephrine in 5 persist/worsen Give additional medicational med	ack. If vomiting roll onto side. minutes if syr ions	nptoms
MILD Allergic Reaction Symptom Itchy nose, sneezing, itchy mouth A few hives Mild nausea or mild stomach discomfo		Stay with student; monito • Give antihistamine (if pu • Call parent/school nurse • If severe symptoms deve	rescribed)	EPHRINE
MEDICATION/DOSES				
Epinephrine, intramuscular (list type	e):	Dose:	0.15mg]0.3mg
If checked, student has extre	mely severe allergy to_	Give epir	nephrine for MI	LD symptoms.
Inhaler/bronchodilator:				
	nd/drug)	(dose/frequency)		
Antihistamine, by mouth: mild/one symptom after	_ minutes observation	(brand/drug)	(dose/frequer	ncy)
severe reaction, following epine	phrine, if able to swalld	(brand/drug)	(dose)	
Self-Administration Texas law permits is (Backup medication at school is recommend This student has been instructed in the parent feel the student may carry and so Student needs supervision or assistant	ded in case a student forg ne proper use of his/he elf-administer their	prescription epinephrine auto-in, ets or loses their medication.) r emergency medication, and epinephrine auto-injector	jectors and inhale both the provio	der and the ool.
(Physician/Provider Signature)	(Print Name)	(Date)	(Phone)	

Policy FFAC/FFAF(LEGAL/LOCAL) Health Services revised 12/2018

\sim	Grade: _	Stı	udent ID:	
(Health Cervices			
	Parent/Guardian and Stud	<u>ent</u>		
How do	es your child get home? Parent pick-up Daycare pick-up Wa	k Drives Bus		
Before/a	after school programs/extracurricular activities: 🗌 ROCK 🔀 Athletics	Band Drill Te	eam Cheer	
Other				
	No I would like for my classmates and/or their parents to be aware of	of my child's allergy.		
_	tary students: Yes No I would like for my child to sit in a Peanut,		one in the cafete	eria.
Student :	Self-Administration (initial each statement to indicate agreement):			
	$_$ I have been trained in the use of my \Box epinephrine auto-injector \Box	nhaler and understan	d the signs and s	ymptoms for
which the	ey are to be given.			
	_ I understand it is my responsibility to keep my medication with me du	ring school, school act	tivities and trips.	
	_ I will notify an adult IMMEDIATELY when epinephrine has been used	teacher, nurse, coach	, etc.)	
	I will not share, leave unattended, or use my medication in a way other	r than for which it is p	rescribed.	
	I will inform the school nurse and my parents if my medication is lost,	stolen, damaged or ex	cpired.	
	Signature (if self-administering):			
	5-8			
Backup	medication provided school? Yes No It is recommended that	backup medication be	stored with the	school in case
	nt forgets or loses their medication. The school district is not responsible			
	is without working medication when medication is needed. Your signat			
	Ith plan and to contact and receive additional information from your h			
	n(s) and prescribed medication. Allergy School Health Plan will be sha			
interest.	. , , , , , , , , , , , , , , , , , , ,	ca with school stay, i	eg.timate e	a a ca
milerest.	•			
(Parent/G	Guardian Signature) (Print Name)	(Date)	(Phone)	
(1 0.10.10)	This Section for Staff Use On		,	
Interver	ntions: (check box to indicate activities appropriate for the student)	L		
Select	Staff/Campus Interventions/Activities	-		Date/Initials
Sciecci	Notify teachers, office staff, coaches/sponsors/extra-curricular; instru	ct on prevention & avo	oidance	
	Notify cafeteria manager so food allergy alert can be placed on stud			
	Provide cafeteria manager completed Special Diet Request form			
	Develop emergency response plan for administration of prescribed e	mergency medication		
		mergency medication		+
	Implement latex precautions:	varo class		+
	Assist teacher with classroom allergen safety; encourage allergen-av	are class		
	Monitor environment and implement restrictions when:	sins or off compus los	ations	
	Collaborate with staff to address issues that may be present during t		ations	
	Notify lunch monitors/teachers about allergy and allergen-aware sea	ting preference		-
Select	Student Interventions			Date/Initials
	Instruct student on medication safety, including methods for assuring	g correct administration	on	
	Provide/review self-administration training with student who carries	their epinephrine	auto-injector	
	inhaler			
	Reinforce/review student's medication self-carry responsibilities			
	Encourage the use of medical alert jewelry			
	Review/assess student's ability to identify allergen/potential sources		:	
	☐independent ☐requires supervision/assistance ☐dependen			
Outcom	es: Exposure to known allergens will be avoided at school and student v	vill demonstrate age-a	ppropriate self-c	are, including
ability to	identify and avoid allergen(s).			
- المطالموا	Staff Trained to Administer Medication			
	Staff Trained to Administer Medication aining checklists on file in campus clinic):			
ן אוווא נונ	anning checklists of the in campus chinc).			
•	DNI signatura / signatura /			
		Te		
	C/FFAF(LEGAL/LOCAL) vices revised 12/2018			



Grade:	Student ID:	
School Asthma Action Plan		

Student	Date	e of birth	Allergies	
Emergency Contact/Phone				
Check all items that trigger or make	vour asthma wo	orse:		
□colds/URI □smoke □polle			∃season: Fall, Winter, S	oring, Summer (circle)
□odors/scents/perfumes □mole	d □pests □	lexercise	s/emotions 🗆 gastroes	ophageal reflux
□cold weather □foods (list)	□a	nimals	□other_	
			IEALTHCARE PROVIDER	
Quick Relief Medications	Dose	Frequency	Other instruc	tions
Control Medications (given at he	ome):			
Green Zone: Doing Well (no coug				
Take control medications at home	daily.	Personal best	peak flow:	
Exercise take □2puffs or □4puffs			5 to 15 minutes be	tore exercise
☐Measure Peak Flow prior to rece	ss/PE; restrict aeı	obic activity if peak	flow is below	
Yellow Zone: Getting Worse (cou	gh, wheeze, che	st tight, shortness	of breath; affecting us	ual activities)
Add quick relief medication:				
	∏2nuffs (or ∏4nuffs every 20	minutes for up to 1 hou	r
	via nebuli	zer, may repeat ever	ry minutes u	p to times
Add school control medication:				
Recommendations to limit/avoid th			n student indoors when	AOI is unboalthy
☐Limit outdoor exertion whe		y □Kee	p student indoors when	AQI is unificallity
Other:to		50-79% of personal	hast)	
Red Zone: Medical Alert (very sho				do usual activities)
Retractions 3 or more sites; inspirat				
single words/short phrases); SpO2				e uyspiiea (speaks iii
Quick relief medication and contact			espiratory rate	
	\Bigcap 2 puffs o	or □4puffs or □6puf	fs every minu	ites up totimes
	via nebuli:	zer, may repeat ever	y minutes u	p to times
CALL 911 IF STUDENT DOES NOT I				
Student Self-Administration Texas I				1
(Backup medication at school is recomm				ho provider and the
☐ This student has been instructed parent feel the student may carry a				ne provider and the
☐ Student is to notify his/her desig				
☐ Student is to notify his/her desig				
Li Stadent needs supervision of ass	istalice, alla silot	and ito I carry may ne	aici wille at selloo	
(Physician/Provider Signature)	(Print	Name)	(Date)	(Phone)

(Physician/Provider Signature)

	Grade: Student ID: Setvices Parent/Guardian and Student Parent/Guardian Student S	
Before/a	es your child get home?	
symptom	Self-Administration (initial each statement to indicate agreement): I have been trained in the use of my inhaler and understand the signs and symptoms for which it is to be give I understand it is my responsibility to keep my medication with me during school, school activities and trips. I will notify an adult IMMEDIATELY if I use my inhaler and do not experience relief from my asthma symptom is worsen (teacher, nurse, coach, etc.) I will not share, leave unattended, or use my medication in a way other than for which it is prescribed. I will inform the school nurse and my parents if my medication is lost, stolen, damaged or expired.	s or if my
	ignature (if self-administering): Date: Date:	
working to contac medicati	eir medication. The school district is not responsible or liable if backup medication is not provided and student is medication when medication is needed. Your signature gives permission for the nurse to implement this healt ct and receive additional information from your healthcare provider regarding your child's condition(s) and pointion. Asthma School Health Plan will be shared with school staff with legitimate educational interest. Guardian Signature: Date Date Date Date	h plan and rescribed
Interver	ntions: (check box to indicate activities appropriate for the student)	
Select	Staff/Campus Interventions/Activities	Date/Initials
300 00 00 00 00 00 00 00 00 00 00 00 00	Notify teachers, office staff, coaches/sponsors/extra-curricular; provide instruction on treatment, prevention measures and when to seek assistance or activate EMS (911)	
	Develop emergency response plan for administration of prescribed medication	
	Monitor environment and implement restrictions when:	
	Collaborate with staff to address issues that may be present during trips or off-campus, extended outdoor time, cold weather, poor air quality, etc.	
	Collaborate with staff to monitor air quality daily before outside activities	
	Encourage healthy indoor air quality, including minimizing the use of scented items	
Select	Student Interventions	Date/Initials
	Instruct student on medication safety, including methods for assuring correct administration	
	Review/instruct student on proper inhaler technique:independent/proper technique observedirequires supervision/technique instructionidependent on adult	
	Instruct student on proper use of: spacer peak flow	
	Encourage adequate hydration, including allowing student to carry water bottle	
	Review/assess student's ability to identify and avoid known asthma triggers: independent requires supervision/assistance dependent	
	Allow student to set his/her own pace and self-limit activity	
	Encourage use of spacer; provide education and resources to family to obtain spacer	
	Provide/review self-administration training with student who carries their inhaler	
	Reinforce/review student's medication self-carry responsibilities	
	nemore of review statems and active and a responsibilities	
	es: Student will participate at school to the maximum extent possible; will demonstrate compliance with their nent plan and age- or developmentally-appropriate self-care, including ability to avoid asthma triggers.	nedical
Indicate	Staff Trained to Administer Medication (skills training checklists on file in campus clinic):	
Campus	RN signature/initialsTel	
FFAC (LEGAL/ Rockwall ISD I	LOCAL) Health Services revised 12/2018	