



Parent Handbook 2018-2019

Welcome to ROCK! This is year nine of ROCK in RISD. Thank you for choosing the Rockwall ISD After-School Program to provide a secure, enriching and positive learning environment for your child. Together we will grow student leaders!

ROCK is an on-site care program for students in grades Pre-K – 6th. This is a fee-based program offered outside of the instructional school day for students on all 14 campuses who can successfully function with a 1:25 staff to student ratio as well as toilet independently. This program is available at each elementary campus on every regular school day. Parents must have completed the on-line registration, paid the registration fee and the first month's tuition before their child may begin attending ROCK. ROCK tuition includes care on all 174 school days, as well as care beginning at noon on the Early Release Days for elementary campuses.

All staff and volunteers in the program have cleared a background check from RISD. Our ROCK staff members are trained, mature, CPR/First Aid certified and experienced in working with children. ROCK partners with several outside groups to provide training for our staff and to ensure high quality programming.

For an additional tuition charge, there will be optional holiday care (ROCK PLUS) during Fall, Winter and Spring Break and a summer program in 2019. All of these extra care days will be offered at one centrally located campus, usually Amanda Rochell Elementary.

I look forward to the journey this year with our ROCK Stars!



Karen Hunter
ROCK Director



ROCK Mission Statement: **Reaching Out, Connecting Kids** provides a secure, enriching, positive learning environment for growing student leaders in an after school setting.

ROCK Goals

- ROCK students will develop the ability to work with others to accomplish goals and solve problems by participating in group learning activities weekly.
- ROCK students will participate in team building, emotional/social learning, leadership and art activities, as well as Spanish language lessons weekly.
- ROCK students will demonstrate improved health by choosing to eat the healthy snack provided daily and participating in at least 30 minutes daily of physical activity. Students will also participate in sporting events as determined by the Student Leadership Committee at each campus.
- ROCK students will show kindness and compassion to others by participating in service projects each school year. Rock students will be provided curriculum and activities in service learning. Rock students will increase personal community awareness by participating in at least 2 community service projects during the school year.
- ROCK students will have fun while showing a positive increase in their sense of personal responsibility and self-confidence in helping plan at least two social gatherings of students and parents annually as determined by their campus Student Leadership Committee.

Program Components

Hours of Operation:

- ROCK program hours are 2:50 – 6:00 p.m. each of the 174 school days. (12:00 Noon – 6:00 p.m. on Early Release Days.)
- Holiday care hours (ROCK Plus) will be 7:00 a.m. – 6:00 p.m. and will be held at a centrally located campus(es) depending on interest. There is an additional tuition cost involved for holiday (approx.\$45 per day per child) and summer care.(approx.\$165 per week)
- ROCK Plus dates: November 19 and 20; December 21, 2018 and January 2- 4, January 7; February 18; March 11-15, May 31, 2019. Please see the ROCK 2018-2019 Calendar located on our webpage: <http://www.rockwallisd.com/ROCK>

Registration Fee: \$50 per child. If you withdraw your child from ROCK during the school year and decide to re-enroll at a later date, an additional registration fee will be applied to your account. *This is a non-refundable fee.*

Tuition Payments: Tuition Rates are based on 174 school days of care and divided into nine equal payments according to service periods, except for August which is prorated based on the first day of school being August 20, 2018. Payments are due on the first of each month (September- May). Late tuition payments will incur a late fee of \$40. *No payments can be accepted on campus. Continued non-payment of tuition may result in your child being dismissed from the ROCK program. All tuition is non-refundable.*

2018-2019 TUITION RATES		
Category	# of students	Tuition Rate
Standard Rate	1	\$275
	2	\$500
	3+	\$725
Free/ Reduced Lunch	1	\$145
	2	\$250
	3+	\$360

Each service period payment is due on the 1st day of the month with the exception of your initial month of enrollment. Please use our convenient on-line payment system on our webpage: <http://www.rockwallisd.com/ROCK> Enter your email address and password that you were given upon completing the registration process after you click the Parent Portal button.

Payment Options

Preferred method:

Parent Portal Online Payment: Credit card on-line payments are due on the first day of the month of that service period. Parent/Guardian is responsible for making these payments. Email and text reminders regarding tuition payments will be sent to the primary account holder. Invoices are sent on the 24th of the month prior to the due date. Parents can choose to make early payments before the deadline in any service period in order to avoid paying the whole amount at once.

If on-line payments are not your preferred method of payment, please contact the ROCK office for acceptable alternative methods of payment.

* Late tuition payments will incur a \$40 late fee.

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. As a standard operating procedure, ROCK Staff does not administer routine, daily injectable or oral medications. This type of medical need should be met prior to the end of school day with the school nurse.
- Any emergency medications will be administered as directed by the student's physician and current "Parent Request for Medication at School" form available from the school nurse. Please indicate on your registration form if the ROCK staff needs to confer with the school nurse concerning your child's health needs. (i.e. allergies requiring epi-pen administration, asthma inhalers.) 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. We will provide as quiet place as possible for your child to rest until you arrive, but no nurse or other staff is available for 1:1 care. A late pick-up fee may be assessed for late pick up of 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 in order to prevent contagious illness from spreading.

Pick Up Information:

- All parents and other authorized pick up persons will have to show a photo ID to the ROCK Staff before your child will be released until such time as recognition is achieved. This is for the safety of your child. Please make sure you bring your ID in with you each day in case our regular staff is not present.
- In order to ensure your child's safety at ROCK, I am requesting your cooperation in waiting to pick up your child from ROCK until 3:15 p.m. **IF you need your child prior to 3:15 p.m.**, please

contact the school office, no later than 2:00 p.m. and change their transportation from ROCK to the Parent Pick-Up Line. We will be very strict about enforcing this policy as the safety of all of the ROCK children is our first priority.

- All persons picking up the student must sign them out each day on the ROCK Chromebook using your EZChildTrack Parent Pin number. Most parents use their cell phone number or Driver License number as their PIN. Instructions to set up your pin number are below or call the ROCK office for help! 469-698-7032.

Parent PIN

EZChildTrack
Childcare Management Software

1. Login to Parent portal → <https://www.ezchildtrack.com/parent2/ParentLogin.aspx?c=risd-rockprogram>

2. After login click on the **My Account**



3. In 'My Account' page click on the **Change Account Information** button



4. For each adult, who will pick up, add the PIN number.

We recommend you to use the last 6 digits of the driver license of the adult.

5. Click on the **Submit Changes** button on the top right hand corner of the page.

Page 1 of 1

- You are welcome to pick up your student at any time between 3:15 – 6:00 p.m.
- If you pick up your student(s) between 6:01 – 6:15 p.m., a **\$10.00 late fee per occurrence will be added** to your next service period tuition bill. If you arrive for pick-up between 6:16 and 6:30 p.m., a **\$15.00 late fee per occurrence will be added** to your next service period tuition bill.

- The EZChildTrack system will automatically access these late fees after the child is checked out and the primary account holder will be sent an email reminder of the late fee. These late fees will be posted to your account and are due with your next month's tuition.
- Late fee exceptions may be made for a major traffic accident situation that shuts down the bridges leading to Rockwall.
- ROCK requests that parents designate someone that lives in Rockwall and will be available to pick up your child if you are delayed from arriving on time or are unable to pick up within an hour in cases of illness or behavior. Please add this person to your child's authorized pick up list. This is important because habitual late pick-ups may result in your child being dismissed from ROCK. (i.e. more than 3 times in a one month period.)
- If you have not picked up your child or called ROCK by 6:00 p.m., the Site Coordinator will be calling you to check on your arrival status. If a parent cannot be reached, one of the authorized persons to pick up your child will be contacted to come get your child.

Absent Student:

- If your child is unable to attend ROCK due to illness or other activity, please call the ROCK cell phone for your child's campus and leave a message for the Site Coordinator before 2:30 p.m. This will help us know the location of your child.

School clubs and activities

- A ROCK student may leave the ROCK program to participate in other school sanctioned clubs and tutoring. Please inform the Site Coordinator that your child will be attending this other activity. The adult responsible for the other activity must come to ROCK and sign your child out with the ROCK Staff and return them to ROCK.
- ROCK also offers additional after school activities which your child can attend for an *additional cost*. These are available to ROCK and non-ROCK students. The classes vary according to campus: Art's A Blast, Drama Kids, and Espanol etc. Classes offered vary according to the campus. Registration information for these enrichment classes is available on the ROCK/ E2 webpages at <http://www.rockwallisd.com/Page/1481>

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 or so we can prevent future incidences. A \$15 late fee may be assessed if timely pick up of a disruptive child does not occur. 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 is included at the addendum section of this handbook.
- Students may lose their privileges in the computer lab for not using the approved student RISD grade-level appropriate Student Resource pages. We do not allow children to type in the URL box to avoid students getting on pages with inappropriate materials.
- 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 Coordinator 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**
- **RESPONSIBLE**
- **OPTIMISTIC**
- **COURAGEOUS**
- **KIND**
- **ARE YOU A BEING ROCK STAR??**
- 1 .What rule did I break? _____

STUDENT NAME _____
CAMPUS _____
DATE _____

- 2. What are the consequences of my actions? _____
 - _____
 - 3. Why did I break the rules? _____
 - _____
 - 4. What could I have done differently? _____
 - _____
 - _____
 - _____
- Student Signature
Parent Signature
Site Coordinator Signature

**RISD After-School Program
Disciplinary Action Form**

Campus _____ Date _____ Time _____

Student's Name _____ Grade _____

Description of Incident _____

Action Taken by Site Coordinator

Conference with child _____ Date _____ Conference with Parents _____ Date _____

Phone call to parents _____ Date _____ Conference w/Lead Site Coordinator _____ Date _____

Consequence

_____ Verbal Warning _____ Phone call to parent

_____ Parent conference with Lead Site Coordinator

_____ ROCK Coordinator Conference

_____ Suspended from ROCK for _____ Days

_____ Student will be removed from ROCK for the remainder of the school year.

_____ Before being enrolled the following year a conference will be held with the Lead Site Coordinator, ROCK Site Coordinator, parent, and child.



ROCK Student Praise Note

Date: _____ Time: _____

Name: _____

Grade: _____

Event: _____

Staff Signature:

- 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 afternoon. Roll will be checked each time students transition to a new activity. The outside doors into the school will be locked. You will have to call the ROCK Cell phone in order to be admitted into the school. The ROCK cell phone numbers are listed below.
- All ROCK staff members have cleared the criminal background check required for all RISD employees.

Inclement Weather Policy

- ROCK will be cancelled if school is cancelled. No tuition refunds will be issued if ROCK is cancelled due to inclement weather. If bad weather occurs during the school day, and a decision is made by RISD to cancel afterschool activities, ROCK will remain open until all children can be picked up. (We may ask you to come before 6:00 p.m.)

Campus ROCK Cell phone numbers:

- **Amanda Rochell: 214-850-3439** Site Coordinator: Kristy Paulov
- **Amy Parks: 214-435-7779** Site Coordinator: Laurie Wilder
- **Celia Hays: 214-435-3266** Site Coordinator: Lisa Fuehrer
- **Cullins/Lake Pointe: 972-922-1170** Site Coordinator: Jo Cook
- **Dorris Jones: 214-850-2118** Site Coordinator: Suzanne Teel
- **Grace Hartman ROCK/Pre-K: 214-458-6738** Site Coordinator: Joni Blackmon
- **Howard Dobbs: 214-808-9497** Site Coordinator: Jamie Miller
- **Linda Lyon ROCK: 469-929-3803** Site Coordinator: Sheryl Landman
- **Linda Lyon PreK: 469-929-3803** Site Coordinator: Kelly Wyatt
- **Nebbie Williams: 972-834-4397** Site Coordinator: Kathy Moore
- **Pullen: 214-502-5632** Site Coordinator: Kym Collichio
- **Reinhardt: 214-862-0210** Site Coordinator: Sheri Hughes
- **Sharon Shannon: 214-460-0823** Site Coordinator: Sherry Ross
- **Springer: 214-850-2837** Site Coordinator: Dixie Whitney
- **Stevenson: 214-385-7378** Site Coordinator: Amy Looper

Parent Questions or Concerns:

For any questions regarding ROCK, please contact your ROCK campus Site Coordinator. You can also contact Karen Hunter at 469-698-7140. You may email us if you prefer at rock@rockwallisd.org with any questions, concerns, suggestions, etc.

Communication: A newsletter will be emailed monthly to the primary account holder's email address. We also utilize the Remind text alert system. The primary account holder's cell phone number will automatically be added to Remind. This software program allows us to send a short message directly to your cell phone. This is one more tool we will use to increase our communication. We will use this text system to send you reminders of tuition due date, sign-up deadlines, emergency situations, etc. You may request to be removed at any time. Secondary Account holders and other authorized pick up people can be added to the Remind system if you contact the ROCK office. (email: rock@rockwallisd.org phone: 469-698-7032)

Typical ROCK Daily Schedule

3:00-3:30

Arrival/Attendance/Snack/Restroom/Recess/Homework Help

3:30-5:30 ENRICHMENT STATIONS

Vary by the day and children have a choice on which station to attend

- Homework Help*
- Team Building
- Arts and Crafts
- Spanish (One class weekly)
- Gym
- Computer Lab
- Playground/Recess
- Board Games

**5:30-6:00 LIZARD LOUNGE - Recreational Reading
BOARD WALK - Board Games**

6:00 CLOSING

***Homework Help time will be offered according to the Homework Agreement. See sample below.**

Homework Agreement

Date: _____

Students Name: _____

Grade: _____

Select one option below:

- Please have my child do their homework during ROCK until the homework is complete _____
- Please have my child work on their homework for _____ minutes.
- My child will do their homework at home and not at ROCK. _____

Student Signature _____

Parent Signature _____

ROCK EXPECTATIONS

**Fulfilled expectations by all parties involved in the ROCK program
will mean a successful venture for all!**

Parents may expect that:

- Their children are cared for in a supportive and consistent environment.
- They may visit with the Site Coordinator about concerns related to their child or the program.
- They will be told about any issues of concern involving their child and have the opportunity to visit with the Site Coordinator in order to bring resolution to the situation.
- They will be informed if their child does not arrive at ROCK when scheduled to attend.
- They will be called if their child becomes ill or is injured during ROCK or experiences behavioral concerns.
- 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 school rules during the school day as well as during ROCK.
- Remain with their group and the ROCK staff at all times.
- Take care of materials and equipment properly.
- Arrive at ROCK promptly at the end of the school day.
- Be prepared with homework assignments and materials needed to complete them.
- Leave cell phone and toys at home or in their backpacks.

ROCK expects that parents will:

- Pay tuition and fees in a timely manner.
- Pick up their child on time.
- Call the Site Coordinator if they will be running late to pick-up their child.

- Contact their campus 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.



Love and Logic Discipline

(Adapted from material by Jim Fay and Foster Cline, M.D.)

1) Consequences for Actions

- Let the punishment fit the crime. Discipline with dignity.
- Practicing; for example: running, sliding on the floor, throwing things, etc.

2) Empathy Sayings

Empathy makes the child's poor decision the "bad guy" while keeping the adult the "good guy." As a result, the child has a harder time blaming the adult for the problem. This forces him or her to look inside and to learn from the consequence. Empathy also cuts down on the likelihood of the child going for revenge or deciding to avoid the adult.

Examples of some phrases that are commonly used to show empathy:

- "That's got to be frustrating."
- "How sad."
- "This has got to be hard."
- "Oh no."
- "That stinks."
- "What a bummer."
- "Oh, that's never good."

3) Quick sayings to stop behavior

- "That's not ok."
- "I respect you too much to argue with you."
- "When I am talking you are not."
- "You have two choices: You can let it bother you, or you can ignore it."
- "When you finish this then you can do this."

4) Enforceable statements using the "I" message

With enforceable statements our words become gold, because we can avoid setting limits we can't enforce.

- "I'll allow students to stay with the group when they aren't causing a problem."
- "I find it hard to talk when you do that. Thanks for stopping."
- "I love the way that Suzy is standing there quietly and showing me she is ready to go."

- “I’ll get started as soon as you are listening.”

5) Quick and easy preventative interventions

- Give the “Evil Eye.” (Or smile and wink from across the room).
- Walk towards the student while talking.
- Stand close to the student while giving instructions
- Establish eye contact and slightly shake your head, indicating, “No.”
- Move the student to a new spot.
- Whisper something like, “That behavior is not appropriate for a girl/boy like you.”

6) Inappropriate choices

- Choices should not be threats in disguise.
- Only give choices that won’t make a problem for you.
- Give options that will make you happy, regardless of what your students decided.
- Give your students the small choices. Save the big ones for the Site Coordinator.
- If your students don’t make a choice within ten seconds, choose for them.
- Offer choices before your students become resistant...not after.