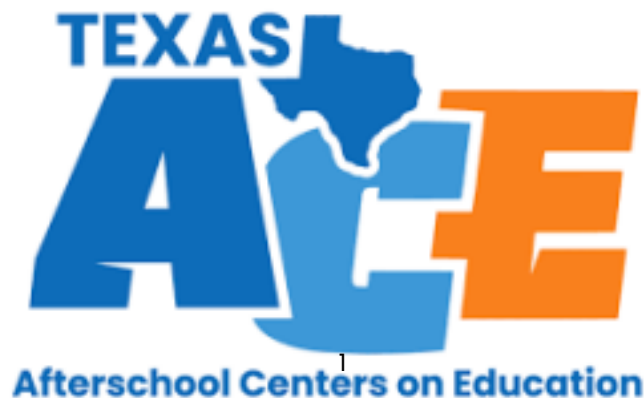


Texas ACE

PARENT HANDBOOK



Texas ACE empowers students to realize their potential to change the world!





Dear Parents and Guardians,

Welcome to the Texas ACE Program at San Felipe Del Rio CISD!

As Program Director, it is my sincere pleasure to welcome you to the Texas ACE Program. I am honored to work alongside our dedicated ACE team and supportive community to help provide an enriching educational experience for our students. Our top priority is ensuring your children receive the support they need to learn, grow, and thrive.

The Texas ACE (Afterschool Centers on Education) Program is a federally funded initiative administered by the Texas Education Agency. Its mission is to offer free extended academic services to students beyond the regular school day. These services include:

- Tutoring and homework assistance
- Enrichment activities
- STEM learning opportunities
- College and career preparation

Additionally, we offer family engagement activities — all at no cost to families.

We are excited about the opportunity to partner with you and your child in creating a safe, engaging, and productive learning environment. I encourage you to reach out to your Site Coordinator with any ideas, questions, or concerns.

Wishing your family — and especially your student — a successful and rewarding school year!

Sincerely,

Ruby Adams
ACE Program Director



San Felipe Del Rio Consolidated Independent School District welcomes all students and families participating in our ACE Afterschool Program.

This handbook is designed to give parents and guardians insight into the Texas Afterschool Centers on Education (ACE) afterschool program and policies offered by San Felipe Del Rio CISD. It includes detailed information about afterschool program activities, policies, and procedures. Please read this handbook carefully and keep it in a safe place for easy reference throughout the school year.

The ACE program strives to provide a safe and welcoming atmosphere where children can develop academic skills, pursue fun enrichment opportunities, explore college and career pathways, and develop social skills. In addition, ACE seeks to equip families with community and family engagement activities such as our "Meet and Greet" meeting where you can explore learning opportunities to support your child academically, socially, emotionally and college readiness.

ACE COMPONENTS

1. Academic Assistance– Texas ACE students participate in academic and interactive lessons designed to support the academic instruction received during the school day.

Texas ACE students receive homework assistance; however homework completion is not a primary objective of the program. It is recommended that parents/guardians ask their child each evening if they still have homework to complete at home.

2. Academic Enrichment Opportunities– Students choose from a wide variety of enrichment activities designed to improve academic performance through real life experiences. Activities may include, but are not limited to: cooking, gardening, performing and visual arts, sports, robotics and coding, and STEAM.

3. College and Workforce Readiness– Students and family members are offered opportunities to learn about continued education and different careers. This activity component is embedded in student enrichment opportunities and family engagement workshops.



4. Family and Parental Support- The ACE program is structured on the philosophy that parents play an important role in students' academic achievement. Here at ACE, we believe that family and community engagement foster partnerships among our schools, family and community groups, and even other parents. These partnerships result in sharing and maximizing our resources.

Family engagement has a positive impact on the following:

- Increases a student's self-esteem
- Increases academic achievement
- Improves parent-child relationships

Parents, YOU have the most direct and lasting impact on your child's learning and the development of positive social skills, and we are here to help!

ACE Staff

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 SFDRCSID 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.

We have many community partners who have committed their services to improve our SFDRCSID 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, and local churches.

ACE Steering Committee

The function of the ACE Steering Committee is to guide the district ACE program with planning, bringing ideas, and supporting the accountability and execution of the program. The advisory council is a team formed by parent representatives, community members, and SFDRCSID staff that meet quarterly during the school year to improve the education outcomes of the program and create a collaborative effort for student academic success.



Eligibility

Out-of-school time programs provide a great opportunity for the school to deliver innovative and engaging activities to students and their families to build on the education of the school day. ACE is an open-enrollment program available for students at campuses that have an ACE program. While the program is open to any student, space is limited, and focus is given to those students who are in most need of academic assistance. Everyone interested in joining ACE must complete a Participant Registration Form for each individual student. Students who enroll are asked to **attend ACE at least 4 days per week** in order for the program to have the most impact on their learning.

Attendance

Because each of our academic programs are curriculum based, it is vital that the children enrolled attend every day. For the success of the program, students must remain in the program between the scheduled times. While unforeseen illness or emergency will inevitably occur, more than 5 absences will leave the student open to removal.

Students who are suspended (ISS or OSS) are not allowed to attend ACE.

All ACE families are required to attend 3 events per semester, for a total of 6 events. Events will be announced with notice, via flyers, Class Dojo / Remind, and the monthly ACE calendar.

Bus

Bus transportation between school and home is provided. There is **24-48 hour notice required** to begin bus transportation, and all school district policies apply.

Late Pick-up

Children should be picked up promptly by 6:00PM. **Three late pick-ups** will result in removal from the program. If you are going to be late, please do your best to notify the Site Coordinator in advance or arrange an alternate person to pick-up the student. If your child has not been picked up by 6:30PM and the ACE Program staff has had no contact with the parents/guardians, the proper authorities will be notified.



Early Pick-up

We highly encourage your child to stay for the entire duration of the program as early pickups disrupt our programming. If you choose to pick up your child early, it must be pre-arranged with the Site Coordinator and must occur between 5:15 pm – 5:30 pm.

Pick Up Safety

We ask that parents closely supervise their children in hallways and parking lots when departing. We also ask that parents stay with their children at all times while on campus.

Parents or approved persons on the enrollment paper must come into the building and sign out their child each day for early pick up. This is extremely important, since this list is used to check attendance during emergency drills or events. Children will not be permitted to leave with any person for whom the staff has not received written permission from the parent.

Accidents/Incident

In the event that a student is injured during ACE, an incident/accident report is completed by the Site Coordinator at the time of the incident/accident, and the parents/guardians of the student will be contacted immediately. Each campus afterschool program has a first aid kit on 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 along with SFDRCS administration will be notified. An accident/incident report will be prepared, and a copy will be sent to the parent on all accidents/incidents.

Health

Children who are mildly ill (i.e. minor cold systems) may remain at the campus only with a Site Coordinators approval. Children should be fully able to participate in all activities, including outdoor play. We make every effort to reach the parents when a child is ill, but after 30 minutes of no contact, we will call the emergency contacts indicated on the student enrollment form. The ACE program follows the same guidelines as the school for health reasons to send a child home as well as for re-admitting him/her back into the program.



Discipline

Students attending the Texas ACE Program will adhere to the policy outlined in the [San Felipe Del Rio CISD Student Code of Conduct](#).

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.

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

- 1) 1st Offense – child counseled, note and/or phone call to parent
- 2) 2nd Offense – child removed from class, counseled, and phone conference with parent
- 3) 3rd Offense – child removed from program. Options may be available to prepare the child for re-entry into the program after a two week period.

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.

SFDR CISD ACE Program reserves the right to remove a child without the use of the three steps listed below if the Campus Principal/Program Director deems it appropriate.



I acknowledge that I have read, and understand and agree to the terms outlined in the Texas ACE Program Parent Handbook. I also understand that in order for my child to be eligible to attend, I or another parent/ guardian both are required to attend a minimum of 3 parent events per year.

Student Name	Grade Level
Parent(s) / Guardian(s) Name	
Parent(s)/Guardian(s) Signature	
Parent(s)/Guardian(s) Phone Numbers	
Parent(s)/Guardian(s) Email Address(s)	

**Please return this form to your Texas ACE Site Coordinator.*