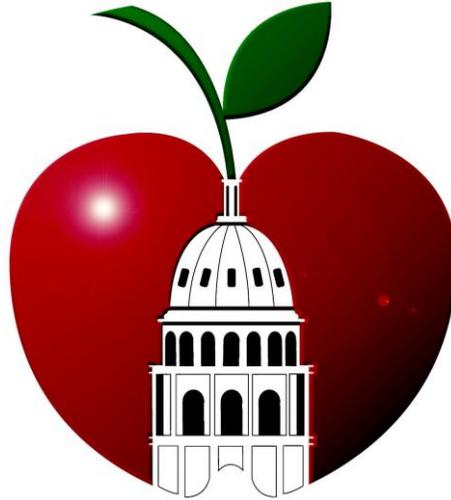


Parent Handbook
After-School Child-Care Program
AISD



Pease Elementary School
PEP

1106 Rio Grande
Austin, Texas 78701

Director: Robin Smith
512-414-4428
Email: robin.smith@austinisd.org

Table of Contents

Welcome	3
Enrollment	3
Children Not Enrolled in the Program	4
Tuition and Fees	4
Days and Hours of Operation	6
Late Pick-Up Fees	6
Check-In Procedures	6
Release of Children	6
Attendance/Absences	7
Homework	7
Illness	8
Medications	8
Behavior Policy	8
Children with Special Needs	10
Snacks	10
Personal Belongings	10
Bad Weather Policy	11
Emergencies and Medical Situations	11
Questions and Concerns	11
Immunization Requirements	12
Tuberculin Testing	12
Hearing and Vision Screening	12
Field Trips and Transportation	12
Water Activities	12
Animals	13
Outdoor Play Equipment	13
Emergency Preparedness	13
Reporting Abuse	13
Termination Policy	13
Parent Acknowledgement Form	14

Welcome Families....

The Pease Elementary After-School Child-Care Program provides a safe place for students to hang out after school before going home. The program provides child care where children can learn, thrive, relax and have fun.

Our well-trained staff knows that a child needs a place where he or she receives individual attention, is encouraged to be creative and expressive, is led to new discoveries about his or her world, and can enjoy quiet nurturing moments.

Staff members work with parents, teachers, and staff to develop activities that enhance the regular school curriculum. All activities are conducted in indoor and outdoor spaces that are organized, safe, fun and challenging to children.

After-School Staff ensure children receive individual attention and care including:

- Flexible programming according to each child's age, interest, and abilities;
- Encouraging communication and expression of feelings in appropriate ways;
- Study time for children to work on homework assignments;
- Physical care routines appropriate to each child's developmental needs; and
- A caregiver who is aware of the arrival and departure of each child.

Feel free to talk to the staff about your child's needs and how we can meet them.

Enrollment

Pease Elementary After-School Child-Care Program is open only to children enrolled in Pease Elementary School. Admission is on a first come first-served basis as openings occur. If there are no current openings, your child's name may be placed on a waiting list. You will be notified as space becomes available.

Drop in care is not provided.

To enroll your child, you must complete and return the following documents:

- ✓ Registration Application Form
- ✓ Parent Acknowledgement Form
- ✓ Tuition Payment Option Form
- ✓ Registration Fees

Enrollment in the After-School Child-Care Program is not complete until all registration forms with required information have been completed and submitted along with the required tuition and fees. Forms and payments must be returned to the main office.

Staff needs to be able to contact parents at all times. Parents must notify staff of any changes to admission information. Parents must provide home, work, and cell phone numbers.

Children Not Enrolled in the Program

In order to maintain the highest safety and security for children in and out of care during program hours, children not enrolled in the program cannot share facility use (playground), participate in any activities, indoor or outdoor at any time.

Staff may not baby-sit, care for children, or transport children other than those enrolled in the after-school child-care program.

Tuition & Fees

The After-School Child-Care Program is a site-based program that is entirely self-supported. Tuition is forwarded to the AISD central office to pay for salaries, instructional materials, snacks, transportation, games and other associated costs.

Tuition	Tuition for the school year is \$2115 per student (this does not include the registration fee and August prorate). Tuition may be paid in full annually, in two payments by semester of \$1057.50, or monthly in nine equal monthly payments of \$235. Monthly tuition payments are due on the first day of the month. Monthly tuition is calculated by the total number of care days for the entire year and then divided into nine equal payments (September –May).
Acceptable forms of payment.	You may pay your tuition by cashier’s check, money order, credit card or debit card. Cash/personal checks will not be accepted. Please complete and submit the Tuition Payment Option Form with your registration forms. Please make payable to Pease Activity Fund and <u>include your child’s name on the memo line</u> . Program teachers are unable to receive payments. When parents pay monthly, tuition is a fixed amount even if the child does not remain in the program for the entire month or there are holidays within a month.
Registration and Supplies	A non-refundable registration fee of \$50.00 per child is due at enrollment as well as a \$100 prorate for August. In February, an additional \$25.00 supply fee per child will be collected to replenish our games and equipment. After a child has been enrolled, no refunds will be made. Previous balances must be paid before registering.

Staff Development Days/C Days	There is an additional fee of \$25 per day to attend staff development/C days when the program provides care. The program may schedule a field trip or special event on these days. In order to have an accurate count for field trips and staffing, it is necessary to make a reservation by completing a permission slip for your child/children to attend on staff development days. Refunds/credits will not be issued and we must receive the permission slip. We will not accept walk-ins on the day of the staff development day. Children will need to bring a sack lunch and drink on these days unless otherwise notified.
Late Tuition Fees	Tuition received after the fifth business day of the month is considered late and a \$25 late fee will be charged to the account. If tuition and late fees are not received by the 10 th day of the month by the end of the business day, your student will not be able to attend until all payments are received in full. If monthly payments are late for any three occasions, your child will be dropped from the program.
Non-refundable Fees	All fees and tuition payments are non-refundable. That includes monthly registration, supply, tuition, late fees, late pick-up fees, and any other program fees.

Tax Receipts. Please save your receipts for tax purposes. To request a tax letter, please email or leave a note for the program directors. Due to the high volume of requests, allow two weeks for tax letters.

Person Responsible for Tuition Payments. The parent signing the “Registration Application Form” states responsibility for paying monthly tuition payments. ***The program will not be responsible for collecting unpaid payments from any other person.***

Withdrawing a student from the program. Written notification is required **thirty days** in advance if your child withdraws from the program. This notice may be written, emailed or faxed. Refunds will not be issued. If a student is withdrawn and re-enrolls, he/she will be placed on a waiting list and the registration fee will be collected upon re-enrollment.

Tuition paid or owed through the end of the thirty day notice is non-refundable. Tuition will not be prorated if a student is withdrawn early from the program.

Days & Hours of Operation

The After-School Child-Care Program follows the AISD academic calendar and operates when school is in session. The after-school child-care program operates from the time school is dismissed until 5:45 p.m. The program is closed on all staff and student holidays.

The program offers full day care on some Staff Development Days from 7:45 a.m. until 5:45 p.m. Expect the program to be closed on some staff development days so that we can provide training to our staff. The program director will provide a schedule of days and times when the program is closed to students. Please see attached schedule.

Late Pick Up Fees

The program closes at 5:45 p.m. each day and students must be picked up by this time. Late fees will be charged per child for students picked up after 5:45 p.m. Per AISD policy, if a student is not picked up by 6:00 p.m., staff must contact Campus Police.

If there is a situation that will cause you to be late in picking up your child, please be sure to call program staff as soon as possible. Late pick-up fees still are applied.

Late pick-up fees are \$10.00 from 5:46 p.m. – 5:50 p.m. and \$5.00 per minute after 5:50 p.m. Late pick up fees are due the following month. After three late pickups your child will be dropped from the program.

Check-In Procedures

The program requires that children's times of coming to and going home from the program be tracked throughout the day. Staff will check in children as they arrive to the program.

On days when all day care is provided, parents must come in with the child. Parents may not leave a child at the program unless a staff member is present. Children may not be dropped off at the door. The parent is to sign their child in as well as out on these days.

Release of Children

Children will not be allowed to leave the program without permission from parents or guardians. Children are released only to individuals listed on the pick-up authorization form designated by the parent. This includes but is not limited to: Taxi's, Uber rides and other modes of transportation not authorized by AISD.

Before leaving the school, you are required to sign your child out on the sign out sheet with the time and your initials. This ensures that your child has been picked up safely.

Children are not allowed to walk alone outside to meet parents. Parents may not call to send their child outside. We are not staffed to escort a child outside.

After you have signed your child out of our care, please supervise them closely and escort them directly to your vehicle. Keep them in your sight. Their safety is very important to us and they need to be under the direct supervision of an adult when they are on school property. We kindly ask that any siblings stay with their parent or guardian at all times. Playground and campus is only for school use during this time. This is for the safety and health of all children at our school.

When someone else picks up your child. A child will not be allowed to leave the program with an unauthorized person or staff. The center will not release your child to anyone other than yourself or the persons listed on the Pick-Up Authorization Form. Make sure this list is up-to-date and that your child's after school leader is aware of any times that another person may pick up your child. Anyone you ask to pick up your child will be required to show a photo ID. Before leaving the center, the person picking up your child is required to sign your child out on the sign out sheet with the time and their initials. Children will not be allowed to return to their classrooms if they have forgotten belongings or homework.

The After-School Child-Care Program requires written permission for a school-age child to ride a bus or walk to or from school or home or to be released to the care of a sibling under 18 years, if applicable.

Attendance/Absences

Anytime your child has been present at school but will not be attending the after school program, please call the after school staff to inform them that your child will be out for that day. There will be no refunds or credits of tuition for days your child does not attend after school care.

Special Afterschool Activities. If your child belongs to a club or tutorial program that meets during after school hours, parents must notify the program with a note that states the date, time, location and with whom the child is meeting (tutoring, scouts, chess club). Children must check in with their teacher each day before going to their activity. Children must have written parent approval to attend other after school activities.

Homework

The program designates times daily for children to work on homework. Staff will be available to assist with homework. Staff may not be able to check for accuracy and completion. When children participate in outside after-school activities, they may miss homework time. Parents are responsible for checking homework for completion and accuracy.

If a child does not work on assignments during homework time, the parent is responsible for providing materials (books, workbooks) to occupy their time while others are working on their

homework. Electronic devices and games are not permitted. An electronic reading device is permitted.

The program asks for quiet time for children to work on homework. Interruptions and distractions make it difficult for some children to work on their homework. Children are expected to take out their homework and start working without disrupting others. If a student is being disruptive during homework time, the parent may be called to pick up the student.

Illness

Sick children should not be sent to the after-school child-care program. If your child becomes ill or gets hurt during After-School Child-Care, we will make him or her as comfortable as possible and call you to pick up your child. You must pick up your child as soon as possible.

An ill child will be excluded from care for one or more of the following:

- The illness prevents the child from participating comfortably in program activities, including outdoor play;
- The illness results in a greater need for care than staff can provide without compromising the health, safety, and supervision of the other children in care;
- The child has an oral temperature of 100 degrees accompanied by behavior changes or signs of illness;
- The child has symptoms and signs of a possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
- The child has been diagnosed with a communicable disease and the child does not have medical documentation to indicate that the child is no longer contagious.

Medications

Medications will not be given during After-School Child-Care Program hours. Parents must arrange with the school nurse for administration of medications be completed before school is dismissed.

Behavior Policy

Expectations for behavior are aligned to the AISD Code of Conduct and campus expectations. A positive atmosphere is essential to being a part of the after-school child-care program. Students are expected to take personal responsibility for their actions.

In order to ensure that After-School Child-Care is safe and effective, we need the cooperation of all the children, parents, and staff. If a discipline problem arises with a child, staff will work

to provide positive guidance for that child. If the problem continues after reasonable attempts to solve it, the child may ultimately be dismissed from the program.

Students are expected to

- Listen to all staff members
- Follow directions
- Respect others
- Respect property
- Show good sportsmanship outside and inside
- Be responsible for homework and behavior during homework time
- Use appropriate words and display appropriate behavior
- Leave unnecessary personal belongings at home

Students may not

- Show rough play or physical aggression toward students or staff
- Show disrespect or cause harm to people or property
- Fail to follow directions of an adult in charge
- Leave program area or campus without permission
- Use inappropriate words or behavior
- Use abusive/profane words, gestures, or conduct
- Threaten children or staff
- Disrupt the program environment
- Fight, steal, cheat
- Use drugs
- Sexually harass others

Leaders follow these methods of guidance:

- Use praise and encouragement of good behavior instead of focusing only upon the unacceptable behavior;
- Verbal warnings reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Assign a brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- Parental contact and a behavior contract may be developed
- Loss of privileges such as recess, fieldtrips

Disciplinary Measures must:

- Be consistent with program policies and procedures;
- Not be physically or emotionally damaging to the child;
- Be appropriate to the child's age and level of understanding; and
- Be appropriate to the incident and severity of the behavior demonstrated.

There will be no harsh, cruel, or unusual treatment of any child.

The program has the right to terminate enrollment if a student consistently disregards the standards of behavior expected by the program. Tuition is not refundable or pro-rated for a student who has been dismissed from the program. The program has the right not to invite back a student who refuses to follow program rules. In addition to disciplinary consequences, students are responsible for replacing or paying for damages or stolen property.

Large Group Format

Due to the large group format of our program, we are unable to provide one-on-one care service for any child except under special circumstances. Such instances include injuries, immediate disciplinary issues, and certain personal needs. If you are in need of one-on-one childcare for your child, it is the responsibility of the parent to provide the child with a one-on-one care service.

Children with Special Needs

If your child has special needs, please discuss those needs with the staff. The staff will assess those needs and make reasonable efforts to accommodate your child. Due to staffing limitations, the program may not be able to accommodate children who need one-on-one care.

Snacks

Children will be served a light, nutritious snack each day. Snacks are passed out according to a schedule. If your child is not present at that time, you may send an extra snack.

On staff development days, children will need to bring their own snack, lunch, and drink.

Parents should notify the program of any food allergies or dietary issues. Parents may send a special snack if a medical condition exists or special arrangements have been made. The program must have written approval from a physician or licensed dietician in the child's records to serve a special diet.

Personal Belongings

Children's personal belongings, such as games, cards, toys and other items brought from home, are not permitted unless arrangements have been made with program staff. The program is not responsible for lost or stolen items brought from home.

Bad Weather Policy

When the school closes before the scheduled dismissal time because of bad weather, After-School Child-Care will also be closed. School or program staff will notify parents if school is closing early. Parents must make arrangements for children to be picked up. If the school closes during After-School Care hours, program staff will stay until all children are picked-up. If the elementary school does not open for class, the After-School Child-Care program will not be open.

There will be no bad weather make-up days if the program is canceled after regular school hours. Tuition will not be pro-rated and is not refundable in the event of emergency cancellations.

Emergencies and Medical Situations

The child's custodial parent will be called in the case of an emergency or medical situation. Parents must provide telephone numbers for additional emergency contacts. Emergency contacts are also listed on the child's registration card (SR290) in the school's main office.

Parents are financially responsible for EMS and medical expenses incurred for emergency or medical situation.

Program staff will call the parent if a child

- is injured and the injury requires medical attention;
- has a sign or symptom requiring exclusion from care;
- has been involved in any situation that placed the child at risk; or
- has been present when a situation renders the operation unsafe, such as fire, flood, or damage resulting from severe weather.

Parents will be notified in writing and within 48 hours of becoming aware that children have exposed to certain communicable diseases or an outbreak of lice infestation.

Questions/ Concerns

If you have any concerns regarding the level of care or other aspects of the After-School Program, please discuss with the Principal.

Immunization Requirements

All immunization requirements are compliant with standard AISD immunization policy. Records are kept in the school's main office.

Acceptable documentation of the child's completed immunization record must be received by the date of admission.

- A signed statement from the child's parent that the child's immunization record is current and on file at the school campus that the child attends. Or,
- An official immunization record from a physician or health authority.

Tuberculin Testing

All tuberculin testing requirements are compliant with standard AISD tuberculin testing policy. Records are kept in the school's main office.

Hearing and Vision Screening

All hearing and vision screening requirements are compliant with standard AISD hearing and vision screening policies. Records kept in the school's main office.

Field Trips and Transportation

In the event of a field trip, parents will be notified and permission slips will be required **prior** to any child participating in an off-campus activity.

Any transportation of children in After-School Care will be conducted by the school district. Any volunteer, and/or chaperones attending these field trips will be subject to a criminal history check conducted by the school district.

Water Activities

In the event of water activities, parents will be notified and permission slips will be required prior to the activity.

Animals

After-school child-care prohibits contact between children in care and any animal on campus. In the event a child brings an animal to care, such as a “class pet”, the animal must remain in the cage/aquarium throughout the entire day during the after-school program.

If a child is bitten, or scratched, by an animal in after-school child-care the child’s parents will be notified and first aid will be administered.

Outdoor Play Equipment

After-School Care children have access to outdoor play equipment and playscapes on AISD campuses.

Emergency Preparedness

Along with the host school, the after school program participates in the school fire drills, evacuation drills, and retention drills.

- Evacuation Drills: (fire, threat to the building): The school principal will determine a safe area where children will be taken.
- Severe Weather: The school principal will determine a safe area where children will be taken.
- Retention Drills: These are “lockdown” situations. All classroom doors and center doors will be locked. No one may enter the building and no one may exit the building until the situation has been cleared. You may call the center or classroom to check on your child.

Reporting Abuse

The after-school child-care program is mandated by Texas law to report any suspected case of child abuse or neglect.

Termination Policy

Participants will be withdrawn from the program for any of the following reasons:

- Failure of parents or students to comply with program policies and procedures
- Failure of student compliance with disciplinary behavior
- Failure of parents to pay tuition
- Consistent late pick-up of a student (three late pick-ups)

Please sign and return the Parent Acknowledgement page to school office.

AISD After-School Child-Care Program Parent Acknowledgement Form

I, _____ acknowledge
(Print name)
that I have received the AISD After School Program Parent Handbook and agree to the terms
stated in this handbook.

(Signature)

(Date)

For Office Use

Date Received _____

Staff Receiving _____

Campus _____