

# ROISD

# After the Bell

Operational Policies  
2023-2024

# ROISD After the Bell

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## Table of Contents

<b>OUR VISION .....</b>	<b>4</b>
<b>MISSION STATEMENT.....</b>	<b>4</b>
<b>GOALS OF THE SCHOOL .....</b>	<b>4</b>
<i>Special Needs.....</i>	5
<b>TEXAS DEPARTMENT OF HEALTH AND HUMAN SERVICES.....</b>	<b>5</b>
<i>Gang-Free Zone .....</i>	5
<i>What is a gang-free zone? .....</i>	6
<i>How do parents know where the gang-free zone ends? .....</i>	6
<i>Why are gang-free zones needed? .....</i>	6
<b>PROGRAM POLICIES AND PROCEDURES.....</b>	<b>6</b>
<i>Notification of Policy Changes .....</i>	7
<i>Admission Policy.....</i>	7
<i>Contact Information Policy .....</i>	7
<i>Parent Visits/Participation.....</i>	7
<i>Parent Volunteers.....</i>	8
<i>Homework Policy.....</i>	8
<i>Snack and Nutrition.....</i>	8
<i>Playground .....</i>	8
<i>Animals .....</i>	9
<i>Field Trips.....</i>	9
<i>Water Activities .....</i>	9
<i>Pictures and Videos .....</i>	9
<b>MEDICAL POLICIES .....</b>	<b>9</b>
<i>Health Checks .....</i>	9
<i>Accidents/Illnesses .....</i>	10
<i>Communicable Diseases.....</i>	11
<i>Medications .....</i>	11
<b>DISCIPLINE AND GUIDANCE.....</b>	<b>12</b>
<i>Language Policy.....</i>	12
<i>Discontinuation of Care.....</i>	13

# ROISD After the Bell

---

---

<i>Withdrawal from Care</i> .....	13
<i>Parent Behavior</i> .....	13
<i>Grievance Procedure</i> .....	14
<b>RELEASE OF CHILDREN</b> .....	<b>14</b>
<i>Hours of Operation</i> .....	15
<i>Extra-Curricular Post School Dismissal</i> .....	15
<i>Absences</i> .....	16
<b>EMERGENCY CLOSING/EVACUATION</b> .....	<b>16</b>
<i>Emergency Preparedness Plan</i> .....	16
<b>ALL THINGS FINANCIAL</b> .....	<b>17</b>
<i>Payment Policies</i> .....	17
<i>Late Pick-Ups</i> .....	18
<i>Making Payments</i> .....	18
<b>TUITION PAYMENT SCHEDULE</b> .....	<b>19</b>
<b>After the Bell Operational Policies 2023-2024 Receipt</b> .....	<b>21</b>

# ROISD After the Bell

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## OUR VISION

Our vision in Red Oak ISD is to **Realize Our Individual Students' Dreams (ROISD)**

## MISSION STATEMENT

Our mission is to incorporate and instill the 4 Talons of the Hawk for each and every one of our students:

Those 4 Talons are:

### EXHIBITS ACADEMIC READINESS

- 1% better every day
- Love & Accountability

### SEEKS OPPORTUNITIES AND CHALLENGES OF LEARNING

- GRIT – Growth, Resilience, Integrity, Tenacity

### DEMONSTRATES FAIR, RESPECTFUL, & WELL-ROUNDED CHARACTERISTICS

- REACH – Respect, Encourage, Appreciate, Communicate, Honor

### LEAVES A LEGACY THROUGH SERVICE

- We before me

## GOALS OF THE SCHOOL

**FOR THE CHILDREN:** To nurture the social, emotional, cognitive, and physical development of each child at their individual level so they may develop self-worth, respect of others, and a love of learning.

**FOR THE PARENTS:** To be a resource and support for parents in the areas of child development and successful parenting techniques. To encourage parents to interact with the staff and their child in the development process both at home and at the center.

**FOR THE COMMUNITY:** To support community-wide efforts to improve the care and education of children through teacher training workshops and advocacy efforts.

# ROISD After the Bell

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## *Special Needs*

The program is committed to include children with special needs and to be responsive to individual differences among children as long as we are equipped to meet the needs of the student. Staff will work closely with parents and specialists to develop a plan to meet the special needs of an individual child.

Due to staffing and because After the Bell is not part of the instructional day, certain restrictions may apply to student participation. Independent toileting is required to attend the program. Also, all students must be physically, emotionally, socially, and mentally capable of handling 1:17 (adult/student) ration in all activities with a maximum of 1:26 (adult/student) ration.

The center is open for all Red Oak ISD employees' children regardless of race, nationality, sex, disability, religion, or political belief.

## **TEXAS DEPARTMENT OF HEALTH AND HUMAN SERVICES**

The child care center is licensed by the Texas Department of Health and Human Services and must abide by the standards and regulations set forth by this agency. A full text copy of the Child Care Regulation and Standards may be obtained on the web at [www.hhs.texas.gov](http://www.hhs.texas.gov). Parents may also review a copy located at the child care center.

As a parent with a child enrolled in After the Bell, you have the right to review all current inspections conducted by TxDHHS, the local Fire Department, the Health Department, and any other inspections required for the operation of the child care center. To review these documents, please contact the center director. If inspections are required to be posted, the center director will post the appropriate inspections on the parent bulletin board for parents to review.

**Local licensing office telephone number: 972-937-5998**

**Address: 208 YMCA Drive, Waxahachie, Texas, 75165**

## *Gang-Free Zone*

As a result of House Bill 2086 that passed during the 81<sup>st</sup> Legislature, Regular Session, Chapter 42 of the Human Resource Code will be amended to include Section §42.064 requiring that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers.

# ROISD After the Bell

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## *What is a gang-free zone?*

A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang related criminal activity is now prohibited include, but not limited to, public schools, playgrounds, video arcade facilities, and daycare centers.

## *How do parents know where the gang-free zone ends?*

The gang-free zone is within 1,000 feet of your child care program. Maps may be produced for the purposes of prosecution and may be updated by the local municipal or county engineer. Parents may contact their local municipality to attempt to obtain a copy of the map if they choose to do so.

## *Why are gang-free zones needed?*

Similar to the motivation behind establishing drug-free zones, the goal of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

## **PROGRAM POLICIES AND PROCEDURES**

Parents wishing to review or discuss any questions or concerns about the policies and procedures of the child care center may contact the program director or the program coordinator.

Robin Perdue  
ROISD Director of Child Care Services  
972-617-4660 Ext. 5420  
[Robin.Perdue@redoakisd.org](mailto:Robin.Perdue@redoakisd.org)

Stephanie Woodward  
After the Bell Coordinator  
972-617-4660 Ext. 5427  
[Stephanie.Woodward@redoakisd.org](mailto:Stephanie.Woodward@redoakisd.org)

# ROISD After the Bell

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## *Notification of Policy Changes*

Parents will be notified by email, text, or memo if any policies changed from August 4, 2023 – May 24, 2024. A signed copy of the memo will be placed in the students file. Parents will receive a revised handbook at the beginning of each school year.

## *Admission Policy*

The After the Bell program serves children Kindergarten through the Fifth Grade; as long as they have not reached their 14<sup>th</sup> birthday. Pre-registration is strongly recommended, as enrollment capacity is determined by State Licensing Regulation. Enrollment is taken on a first come-first serve basis and is not “rolled over” from the previous school year. Students must enroll in the After the Bell program on the campus in which they attend.

During the registration process, please complete the following:

- After the Bell enrollment agreement form
- Red Oak ISD After the Bell enrollment form
- Red Oak ISD After the Bell Parent Handbook Receipt and Photo Release
- Discipline and Guidance policy
- Medical information if needed

## *Contact Information Policy*

It is very important that the contact information the program has on file is always current. Please notify us of any changes immediately. Periodically throughout the school year, information may need to be updated.

The program will give parents an update information sheet that must be signed and returned to the center. A new application or updated information sheet will be required annually.

## *Parent Visits/Participation*

Parents may visit the program at any time during normal operating hours. Parents will be required to sign-in with the Site Supervisor and will be escorted by an After the Bell staff member the entire time they are on campus.

# ROISD After the Bell

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## *Parent Volunteers*

Volunteer duties may include:

- Assisting in program activities (holiday parties)
- Other volunteer duties on case-by-case basis

All volunteers are required to complete a criminal background check through Red Oak ISD. You may fill out the volunteer form by going to: <https://www.redoakisd.org/Page/1064>

## *Homework Policy*

The After the Bell program offers dedicated daily homework time. **Our program is not a tutoring program.** We will have focused quiet homework time available for a minimum of 30 minutes each day. Please visit with your Site Supervisor if you would like your student to have more than 30 minutes of homework and forego the scheduled activities for the day until the homework is done. It is the responsibility of the parent to make sure that your child's homework is completed. Staff at the program will not have the capabilities of signing folders or logs of any kind.

## *Snack and Nutrition*

Children will be served afternoon snack Monday-Friday, meeting the Texas Minimum Standards Guidelines. **Parents may choose to provide their own afternoon snack for their child**, in which the program will not be responsible for meeting the nutritional guidelines. The child will not be able to share with friends. If your child has special nutritional needs or allergies, please bring it to the attention of the Site Supervisor at the child's campus.

Certain drinks will not be allowed such as: sweet tea, carbonated beverages, energy drinks, etc. Menus are posted monthly in the designated Parent Information board.

## *Playground*

After the Bell follows the regulations of the Department of Health and Human Services, which has outlined standards that are used for outside play equipment. Some of these standards may or may not be the same as the independent school district's policy. As After the Bell is located on the elementary campuses, we do not have the ability to maintain or alter the playground equipment. Therefore, the playground that is utilized by the After the Bell program is maintained and held by the district's standards which may or may not meet the childcare licensing standards.



# ROISD After the Bell

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## *Animals*

Parents will be notified of animals in the program by a sign posted on the parent information board and/or a letter sent home with the child. Children or parents may not bring animals to the program.

## *Field Trips*

Field trips will not be a part of our program. However, we will have several guest speakers and program enrichment activities scheduled during the year.

## *Water Activities*

Activities using water at the program are water tables and spray bottles.

## *Pictures and Videos*

A permission slip is found on the last page of this handbook if you wish to allow us to publish your child's photo. Our classrooms take pictures and videos of activities to share with parents to be used on the Red Oak ISD website, in newspapers, and on social media.

## *Abuse and Neglect*

### *Mandated Reporter*

After the Bell staff is, by law, mandated to report suspected child abuse or neglect. This includes reporting of parents whose abilities appear to be impaired by drugs or alcohol.

**Child Abuse Hotline telephone number: 1-800-252-5400**

**Reports can be made online at [www.txabusehotline.org](http://www.txabusehotline.org) or [www.dfps.state.tx.us](http://www.dfps.state.tx.us)**

## MEDICAL POLICIES

### *Health Checks*

Health checks are done daily on students when they arrive at the center, or shortly afterward. The procedure for conducting health checks is as follows:

Every day, a trained staff member will conduct a health check of each child. This health check will be conducted as soon as possible after the child enters the child care facility and whenever

## ROISD After the Bell

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a change in the child's behavior or appearance is noted while that child is in care. The health check will address:

- a) Reported or observed illness or injury affecting the child or family members since the last date of attendance;
- b) Reported or observed changes in behavior of the child, or in the appearance of the child from the previous day at home, or the previous day's attendance at child care;
- c) Skin rashes, itching or scratching of the skin or scalp;
- d) A temperature check if the child appears ill;
- e) Other signs or symptoms of illness and injury (such as drainage from the eyes, vomiting, diarrhea, cuts/lacerations, pain, or feeling ill).

### *Accidents/Illnesses*

- In the event of an accident or illness of a student, first aid will be administered.
- Parents or a designated release contact will be notified by telephone or in person as soon as possible if medical treatment is necessary for an injured or ill child.
- In the event an accident or illness is of a serious nature, an ambulance will be called and the parent will be notified immediately.
- In the event of a minor accident or illness, first aid will be administered and the parent will be notified by telephone or in writing when the child is picked up.
- Parents will be notified if a student becomes or arrives ill to the center. Notification will be made to a parent by telephone or in person. If a parent cannot be reached, the center will contact a person listed on the application as a contact person.
- Children with elevated temperatures above 100 degrees are considered contagious and will be excluded from the center.
- Children must be free from fever without the use of medication for 24 hours in order to return to the center.
- The center reserves the right to require a doctor's statement before the child can be re-admitted to the center.
- The handling of children with chronic health conditions will be arranged with the help of the parent, center director, and the child's physician.

If your child has a known medical condition (i.e., asthma, diabetes, seizure disorder, etc.), please be sure the Site Supervisor knows what to do if a problem should occur during program hours. Please make sure that any medication is available and that the appropriate forms have been completed. An individualized care plan must be filled out by the doctor and will be placed in the child's file.

# ROISD After the Bell

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If a child has any one of the following conditions, the parent will be notified to pick up the child immediately:

- Contagious disease
- Fever over 100.5 degrees F
- Vomiting and/or diarrhea
- Accident requiring medical attention
- Lice
- Accident requiring change of clothes

**CHILDREN MUST BE FEVER AND ILLNESS FREE FOR 24 HOURS BEFORE RETURNING TO THE PROGRAM EVEN IF THEY RETURNED TO SCHOOL DURING THE DAY.**

Parents are advised that governmental units, such as Red Oak Independent School District, are not subject to liability for accident except in very limited circumstances. Therefore, although the Little Hawks and After the Bell programs maintain the proper insurance coverage required by law, Red Oak ISD's constitutional and statutory immunity will prohibit the District from paying medical bills in most instances.

## *Communicable Diseases*

Some communicable diseases must be reported to public health authorities so that controlled measures can be used. The list of these diseases can be found on the communicable disease chart in the Minimum Standards. Notify the Site Supervisor when it is determined a child has a reportable disease.

## *Medications*

**Only emergency prescription medications will be administered – please see below for the guidelines.**

In order for any medication to be given, specific guidelines from the TxHHS must be followed; these guidelines may vary from the school policy. We will keep a written record of the child's name, medication, dosage, date, time given, and person giving the medication. All medications are kept locked with the Site Supervisor.

# ROISD After the Bell

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After the Bell staff will **NOT** have access to the emergency medication administered at school. In the event a child takes medicine at school and the same medicine needs to be taken at After the Bell, the parent will need to provide a **separate supply** of emergency medication for the program in the **original container**.

## DISCIPLINE AND GUIDANCE

Children attending the After the Bell program will adhere to the discipline policy for the Red Oak Independent School District student during the core day. See Student Code of Conduct at: <https://www.redoakisd.org/Page/2054>

Children whose behavior endangers others will be supervised away from the other children. The student will have the opportunity to discuss the behavior with a staff member and any other concerned party. If deemed necessary, the parent will be called to pick up the student for the day.

Positive guidance utilizes redirection, verbalization of misunderstandings, and acceptance of feelings. These methods are designed to assist the staff in creating an atmosphere that is safe and fun for all participants. The staff will work together to keep a current plan with the needs of the children in this program.

Occasional misbehavior by the children enrolled is to be expected, and these situations will be handled with firmness and fairness; however, excessive misbehavior may result in one or more of the following consequences:

- 1<sup>st</sup> Offense – Student counseled, note and/or phone call to parent
- 2<sup>nd</sup> Offense – Student will be notified of the offense with an After the Bell write up form, which will outline appropriate behavior expectations, unacceptable behavior, and possible future consequences
- 3<sup>rd</sup> Offense – Parent conference and the child may be removed from the program or extended consequences may be given

## *Language Policy*

After the Bell will NOT tolerate the use of foul or offensive language by staff, students, or parents. We request mutual respect when communicating with children and/or parents. If anyone uses foul language, staff should manage the situation and notify the person in charge. Students will be given a written warning. If the language continues, parents will be called and asked to pick their child up immediately.

# ROISD After the Bell

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## *Discontinuation of Care*

It is our desire to serve all children who are in need of the program's services; however, certain situations may require that a child be removed from the program either on a temporary or permanent basis. Generally, these reasons include, but are not limited to the following:

- Incomplete enrollment forms and required authorizations; and,
- Student actions that endanger the child, others or property; and,
- Non-payment of program fees without making satisfactory payment arrangements; and,
- Continuous non-payment of program fees that consist of at least 2 weeks of care or more

**If a child has been removed from their bus or campus for disciplinary reasons, this will result in an automatic discontinuation of care.**

## *Withdrawal from Care*

If a child is withdrawn from ROISD, or the ATB program for any reason, the child cannot re-enroll until the next school year. Enrollment eligibility for the following year will be based on Superintendent's approval or designee. Red Oak ISD reserves the right not to reinstate the child.

If your student has not been in attendance within the program for two weeks, your student will automatically be dis-enrolled from the program.

## *Parent Behavior*

It is important to the achievement of our goals that staff and parents work cooperatively. Parents are welcome to address issues or concerns directly with the Site Supervisor or by calling the After the Bell Coordinator. We understand that your children are your highest priority and that issues, which affect them, can evoke strong emotions.

However, parents are not permitted to bully or harass staff or students in person, via telephone or email, or in any other manner. Any threat of physical violence toward a child, staff member or another parent, explicit or implied, will be reported to police and will result in the child's dismissal from the program. While we welcome open discussion regarding any concerns about our program, respectful speech and behavior is expected.

Parents may not have contact with other students without permission from the Site Supervisor. Under no circumstances may a parent discipline, interrogate, or reprimand anyone else's child.

# ROISD After the Bell

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Parents who fail to follow procedures and policies, interfere with the program's normal operation, or impede the staff in the completion of their tasks may have their child dismissed from the program. We will not discuss or attempt to mitigate issues between parents and guardians-custodial or otherwise.

If a parent's designated alternate pick-up person or emergency contact fails to comply with the program's rules, the parent may be asked to designate another person or withdraw their child from the program.

## *Grievance Procedure*

Open communication between you and After the Bell staff is essential in providing a quality program for your child. Every effort is made to minimize misunderstandings and disagreements. Parent/Teacher conferences are available upon request; however, an appointment is required before or after center hours. Any time you are dissatisfied with the service at Red Oak ISD After the Bell, you are encouraged to discuss the problem promptly with the After the Bell Coordinator. If a satisfactory resolution is not achieved, the next step is to contact the Director of Child Care Services to set up a meeting. We firmly believe that by communicating with each other directly, we can resolve any difficulties that may arise in order to provide the best care for your child or children.

For those complaints and concerns that cannot be resolved, the District has adopted a Standard Complaint Policy (FNG Local) in the District's Policy Manual. A copy of this policy may be obtained on the district website at [www.redoakisd.org](http://www.redoakisd.org) under the Parents tab; Concerns/Grievances option.

## RELEASE OF CHILDREN

All children must be signed out of the program daily by their parent/guardian or an authorized pick-up person indicated on the enrollment application by using the Child Pilot Parent Portal app.

All persons allowed to pick-up the child **must** be listed on the enrollment form. Persons other than the child's parents may be required to present photo identification before being allowed to leave with a child. Staff will not allow children to leave with a person who has not been given parental permission. In the event a person not listed on the enrollment form arrives to pick-up

# ROISD After the Bell

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a child, we will call the parent at the number listed on the enrollment form. The child will be able to be released once a parent has been contacted and permission has been given.

All doors are secure and parents will need to pick up their child at the correct location designated for the specific location.

Authorized adults picking up children must be 18 years of age or older and have a valid ID. A person between the ages of 16-18 can pick up if the parents fill out a Release of Child to Minor Form and must also provide photo identification.

## *Hours of Operation*

The After the Bell program begins on the first day of school, August 16<sup>th</sup>, 2023 and operates on the same calendar as the district. The program does not operate on student holidays, staff development days, teacher workdays, holiday breaks, and summer. After the Bell follows the ROISD academic calendar.

**After the Bell hours: 3:00 – 6:00 P.M.**

**Early Release hours: 12:00 – 2:00 P.M.**

**Please remember to report your child's absence from the program by sending a message through the Child Pilot Parent Portal app. The elementary campuses of ROISD are not responsible for notifying us of any child absences from the After the Bell program.**

## *Person appearing to be impaired by drugs or alcohol*

If a parent or other authorized person arrives at the program smelling of alcohol or exhibiting erratic behavior, staff members will not release the child to that person. Staff members are instructed to contact the Red Oak ISD Police Department as well as the emergency contact listed on the child's admission form.

## *Extra-Curricular Post School Dismissal*

Children enrolled in After the Bell who participate in activities outside of the program that are held after the normal school dismissal time must have a note from the parent/guardian stating the nature and duration of the activity. If the student comes to After the Bell and then needs to leave to attend the program, the child must be signed out by an authorized adult (i.e., teacher,

# ROISD After the Bell

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counselor, etc.). Examples of such activities may include: clubs, tutoring, and assisting teachers. By signing this handbook, you give permission for your student to be signed out to the care of Red Oak ISD.

## *Absences*

After the Bell must be notified by 12:00 P.M. if your child will not attend the program that day. Absence reporting can easily be done by sending a message through the Child Pilot Parent Portal app. The elementary campuses of ROISD are not responsible for notifying us of any child absences from the After the Bell program.

## EMERGENCY CLOSING/EVACUATION

- The program will close for bad weather days the same as Red Oak ISD.
- If bad weather occurs, please listen to your local radio stations, TV stations, or check the Red Oak ISD website for updates.
- If the center has to evacuate the area, students will be relocated to the Red Oak High School Gymnasium. The program will attempt to notify parents/guardians by telephone of relocation. A notice will be placed on the front door and pick-up door of each campus.
- There is NO TUITION CREDIT given on inclement weather days or emergency closings.

### **Red Oak High School Gymnasium**

**Address: 220 State Hwy 342, Red Oak, Texas 75154**

**Phone Number: 972-617-3535**

## *Emergency Preparedness Plan*

Red Oak ISD After the Bell staff and children are trained to follow the Red Oak Independent School District Emergency Operations Plan. The plan is available for review in the Childcare Director's office. The plan includes how families will be notified and who will contact emergency services. The Texas Department of Health and Human Services will be contacted by the Director of Child Care Service. If the local office cannot be reached, the Director will contact the Statewide Intake phone number no later than two days after the occurrence.



# ROISD After the Bell

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## ALL THINGS FINANCIAL

### *Payment Policies*

- **Annual Registration Fee - \$25 (per family)**
  - DUE upon reservation into program
- **Supply Fee - \$25 (per student) per semester**
  - Fall DUE September 1<sup>st</sup>, 2023
  - Spring DUE January 5<sup>th</sup>, 2023

### **TUITION RATES EFFECTIVE August 2023 – May 2024**

Full Time: Monday – Friday \$95.00 weekly

Part Time: 3 days a week or less \$80.00 weekly

- The program will **not give credit or “tuition forgiveness”** for days absent due to illness, vacation, disciplinary action, etc. The full week’s tuition is expected. There is also not tuition credit given for inclement weather or emergency closing.
- **Weekly tuition is due the Friday before care.** At the end of business day on Mondays, a \$10 late fee will be charged to your child’s account and each additional day the payment is late.

**If tuition has not been paid for 2 weeks, After the Bell will disrupt care for your child and they will not be able to return until your account is paid in full.**

**If After the Bell has had to disrupt care for your child THREE TIMES due to non-payment of tuition fees, After the Bell will be forced to discontinue the care of your child from the program and they will not be allowed to re-enroll.**

# ROISD After the Bell

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- **All tuition must be paid by May 17<sup>th</sup>** for your student to finish the school year with After the Bell. If tuition is not paid by May 22<sup>nd</sup>, your student will not be allowed to enroll in After the Bell the following school year.

## *Late Pick-Ups*

There will be a late fee applied to your child's account for parents who arrive after closing. A \$20 late fee for each 10-minute interval after 6:00 P.M. will be charged (per family).

- **EXAMPLES:**
  - A parent arriving at 6:06 P.M. will pay \$20.
  - A parent arriving at 6:14 P.M. will pay \$40.

Late fees will double after the third late pick-up. If the child has not been picked up after 30 minutes and there has not been any contact with a parent/guardian, ROISD Police Department/or DHHS will be called and the child will be removed under their protection. Excessive late pickups will result in removal of care.

## *Making Payments*

**For the 2023-2024 school year, all tuition payments will be made using School Cash.**

<https://redoakisd.schoolcashionline.com/>

- Any late fees charged must be paid in cash by end of week.

# ROISD After the Bell

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## TUITION PAYMENT SCHEDULE

<b>WEEK OF CARE</b>	<b>PAYMENT DUE DATE</b>
08/16-08/18	08/11/23
08/21-08/25	08/18/23
08/28-09/01	08/25/23
09/04-09/08	09/01/23
09/11-09/15	09/08/23
09/18-09/22	09/15/23
09/25-09/29	09/22/23
10/02-10/06	09/29/23
10/09-10/13	10/06/23
10/16-10/20	10/13/23
10/23-10/27	10/20/23
10/30-11/03	10/27/23
11/06-11/10	11/03/23
11/13-11/17	11/10/23
11/27-12/01	11/17/23
12/04-12/08	12/01/23
12/11-12/15	12/08/23

## ROISD After the Bell

12/18-12/19	12/15/23
01/08-01/12	01/05/24
01/15-01/19	01/12/24
01/22-01/26	01/19/24
01/29-02/02	01/26/24
02/05-02/09	02/02/24
02/12-02/16	02/09/24
02/19-02/23	02/16/24
02/26-03/01	02/23/24
03/04-03/08	03/01/24
03/18-03/22	03/15/24
03/25-03/29	03/22/24
04/01-04/05	03/29/24
04/08-04/12	04/05/24
04/15-04/19	04/12/24
04/22-04/26	04/19/24
04/29-05/03	04/26/24
05/06-05/10	05/03/24
05/13-05/17	05/10/24
05/20-05/22	05/17/24

# ROISD After the Bell

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## After the Bell Operational Policies 2023-2024 Receipt

I hereby acknowledge I have received a copy of the Red Oak ISD After the Bell Operational Policies. I am also aware I have access to a hard copy of the policies at the main office of the Child Care Center. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information in this booklet.

I understand that no modifications to contractual relationships or alteration of at-will relationships are intended by this handbook.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Photograph Release**

Please choose one of the following:

- I permit After the Bell to photograph my child and use the resulting photographs for any school/program related use, including, but not limited to, newsletters, promotional materials, social media, bulletin boards, etc. I understand that my child's name will not be published with any photograph and that all negatives, proofs and resulting images are the sole property of ROISD.
- Please do not use pictures or video of my child.

### **Release of Child to School Sponsored Events**

I permit ATB to release my child to school personnel for after school events such as tutoring, clubs, program practice, etc.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_