

ROISD

After the Bell

Operational Policies

2020-2021

ROISD After the Bell

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ROISD After the Bell

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.

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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) ratio in all activities with a maximum of 1:26 (adult/student) ratio.

The center is open for all Red Oak ISD employees' children regardless of race, nationality, sex, disability, religion, or political belief. If you think you have been discriminated against, you must write immediately to: Director of Civil Rights, Texas Department of Human Services, M.C., E-609, 701 W. 51st Street, Austin, Texas.

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. Parent may also review a copy located at the childcare 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.

The local licensing office telephone number is 972-937-5998 and is located at 208 YMCA Drive, Waxahachie, Texas, 75165.

Gang –Free Zone

As a result of House Bill 2086 that passed during the 81st 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.

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 are not limited to, public schools, playgrounds, video arcade facilities, and day care centers.

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The area that falls within a gang-free zone can vary depending on the type of location. For example, certain gang-related criminal activity that occurs within 300 feet of a video arcade facility is a violation of the new law, whereas certain gang-related criminal activity that occurs within 1000 feet of a school or day care center is a violation of the law.

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

The gang-free zone is within 1000 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 childcare center may contact Tia Wilson, ROISD Director of Child Care Services at 972-617-4660 Ext. 5420.

NOTIFICATION OF POLICY CHANGES

Parents will be notified by email, text or memo if any policies changed from August 1, 2020 – June 2, 2021. 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 14th birthday. Pre-Registration is strongly recommended, as enrollment capacity is determined by State Licensing Regulation. Enrollment is taken on a first come, first served 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

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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 during 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 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.

Parent Volunteers

Parent volunteers are always welcome at the program as long as they have had a proper background check performed by Red Oak ISD.

Volunteer duties may include:

- Assisting in program activities (holiday parties)
- Sharing your cultural heritage
- 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:

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 through 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 nutrition 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. Popcorn, even if purchased from PTA, cannot be eaten as snack do to choking hazards

Menus are posted monthly in the designated Parent Information board.

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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 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.

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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 accidents 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.

When contagious illnesses, such as flu are reported on a campus, information will be posted for parents.

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. The Child Abuse Hotline telephone number is 1800-252-5400 or the report can be made online at www.txabusehotline.org or www.dfps.state.tx.us.

Medication-

Only emergency prescription medication 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 medication. All medications are kept locked with the Site Supervisor.

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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 medication 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.

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 independence 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's. Therefore, the playground that is utilized by the After the Bell program is maintained and held by the districts standards which may or may not meet the childcare licensing standards.

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 back page of the parent handbook, if you will 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 social media.

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>

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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:

- 1st offense-Student counseled, note and /or phone call to parent
- 2nd 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.
- 3rd 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.

Expelling

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.

If a child has been removed from their bus or campus due to DAEP or FOCUS for disciplinary reasons, this will result in automatic expulsion 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. Red Oak ISD reserves the right not to reinstate the child.

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If your student has not be 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. 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. Parents who fail to follow procedures and policies, interfere with the programs 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 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. Prior to meeting with the Director of Child Care Services, you must submit a Complaint/Concern Form. The form is available upon request from the After the Bell Coordinator or the Red Oak ISD Administration Office. 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 in the Superintendent's office or on the District's website at www.redoakisd.org under the Parents tab; Concerns/Grievances Option.

Release of Children

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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. 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 arrives to pick-up 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.

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

Once students are signed into the After the Bell program they will not be allowed to leave until parent/guardian has officially signed them out. If your student participates in a school sponsored activity after school, you will be required to fill out an activity form, examples include clubs, tutoring, choir and assisting teachers. Please pick up from your Site Supervisor.

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

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 an alternative authorized adult.

Emergency Closing/Evacuation

- The program will close for bad weather days the same as Red Oak ISD.
- If bad weather occurs please listen to local radio, TV stations, or check the Red Oak ISD website.
- If the center has to evacuate the area, students will be relocated to Red Oak High Gymnasium located at 220 State Hwy 342, Red Oak, Texas 75154. Phone Number 972-617-3535. The program will attempt to notify parents/guardian 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 closing.

Emergency Preparedness Plan

Red Oak ISD After the Bell staff and children are trained to follow Red Oak Independent School District Emergency Operations Plan. The plan is available for review in the Director's office. The plan includes how families will be notified and who will contact emergency services. The Texas Department of Health and

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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.

Hours of Operation

The After the Bell Program begins on the first day of school, August 20th, 2020 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 are 3:00-6:00pm

Early release hours-12:00-4:00pm

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All Things Financial

Payment Policies

Registration Fee - \$25 (per family)

Tuition rates effective August 2020– May 2021

Full Time: Monday – Friday	\$75.00 weekly
Part Time: 3 days a week or less	\$60.00

Families with multiple children in the program full time will receive a \$5 weekly discount off one child's tuition.

The program will not give credit of "tuition forgiveness" for days absent due to illness, vacation, etc. The full week's tuition is expected. There is no tuition credit given for inclement weather or emergency closing.

The first and last week's tuition for the school year will be due upon the first day of care.

Weekly tuition is due on Monday. At the end of business Tuesday a \$10 late fee will be charged to your child's account and each additional day that the payment is late. If tuition is not paid for 2 weeks your child will be not be able to return until your account is paid in full.

Early Release Days

This year we will be closing at 4pm on early release days. These days are the following, December 18th and May 28th.

Late Pick-up

There will be a late fee applied for parents who arrive after closing. A \$10 late fee for each 10-minute interval after 6:00 p.m. will be charged per family. (For instance, a parent arriving at 6:06 p.m. will pay \$10; a parent arriving at 6:14 p.m. will pay \$20. This fee doubles 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, ROISD Police Department/or DHHS will be called and the child will be removed under their protection. **Excessive late pickups could result in removal of care.**

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Making Payments

For the safety of our children and staff, cash will no longer be accepted for tuition payments.

We accept forms of payment of; checks, money orders, or debit/credit cards.

Please make checks or money orders payable to Red Oak ISD AFTER THE BELL.

Myschool Bucks is available for debit/credit card program; payments can be made online.

Return Checks

All return checks are handled through a third party. After the 2nd returned check, a money order will be the only form of payment that we will accept for the remainder of the school year.

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After the Bell Operational Policies 2020-2021 Receipt

I hereby acknowledge I have received a copy of a 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

I permit ATB 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.

Parents Signature _____ Date _____