

Our Mission

The mission of the SHARYLAND AFTER SCHOOL CHILD CARE PROGRAM is to enrich the quality of life by providing peace of mind to parents and by enhancing the life experiences of children in our care.

PROGRAM DESCRIPTION

The SHARYLAND AFTER SCHOOL CHILD CARE PROGRAM provides a stimulating on site environment filled with fun and challenging activities that have been carefully designed to enhance your child's development and self-esteem. The avenues of discovery are virtually endless with dramatic arts and crafts of many kinds, games, and athletics. Children want to have fun in a safe, supportive environment. SHARYLAND AFTER SCHOOL CHILD CARE PROGRAM offers exactly that, along with other activities that are physically and mentally challenging.

ENROLLING YOUR CHILD

To enroll your child, you must complete the enrollment form, authorization for emergency medical care, and agree to pay a monthly non-refundable fee by the due date for each month. Please read this handbook thoroughly so you will have a clear understanding of our policies and procedures.

PROGRAM HOURS

3:30-6:00 p.m.
Monday-Friday

PAYMENT

Tuition payments will be due by the specified date, see attached. A late fee of \$5.00 a day will be added to all accounts not paid accordingly. Accounts falling three days past due will result in the withdrawal of your child. A return check fee of \$25.00 will be charged for all insufficient checks.

LATE PICK UP

A late pick up fee of \$1.00 per minute per child will be charged if your child is not picked up by the end of normal operating hours.

HOLIDAYS AND SCHOOL CLOSURES

SHARYLAND AFTER SCHOOL CHILD CARE PROGRAM will follow the school CALENDAR. (Calendar attached) a notice will be sent out for additional school or program closure days.

EARLY RELEASE

We will be open to accommodate the children on early release days until 6:00 p.m.

ABSENCES

If your child will not be attending on a scheduled day, please notify us as soon as possible at (956) 584-4900. If your child is scheduled to attend the program and does not report, the staff will make every effort to verify the absence with the school staff, parents and emergency contacts.

SIGN-IN/SIGN-OUT PROCEDURES

Parents are required to sign their child out every day. If someone other than child's custodial parents or legal guardian will be picking up the child from the program, prior authorization in writing must be given. The parent or legal guardian must provide the names of at least two adults who have permission to pick up the child in case of an emergency. A SHARYLAND AFTER SCHOOL CHILD CARE PROGRAM staff member will ask for proper identification before releasing a child to an unfamiliar person.

WITHDRAWING YOUR CHILD

You may withdraw your child at any time. However, one week's notice is requested. Please include the reason for withdrawing. All payments are non-refundable. There are no exceptions without prior authorization from the child care director. SHARYLAND AFTER SCHOOL CHILD CARE PROGRAM reserves the right to withdraw any child who presents a risk to the health or safety of his/herself other children or staff, or any child whose needs cannot be met in our program. Refusal or inability to follow our policies may also result in the withdrawal of your child.

CUSTODY AND VISITATION

Please provide written notification of any custody or visitation restrictions along with the legal documents supporting those restrictions. We strictly adhere to the instructions provide in such documents.

PERSONAL BELONGINGS

The toys and educational material in our classrooms are shared by all children as part of the learning experience. The classroom has an ample supply of equipment and materials. We will not assume responsibility for loss or damage to any personal possession's children bring to the SHARYLAND AFTER SCHOOL CHILD CARE PROGRAM therefore; children are encouraged to leave their personal belongings at home or in their backpacks.

OUTDOOR PLAY

Typically, our students have access to the school's outdoor equipment. Students are expected to follow the same rules and procedures for equipment use that are enforced during the day. Children who are well enough to attend our program must be well enough to participate in all activities including outdoor play unless we receive written instructions from you. Please be sure your child has adequate clothing. Children do not go outside if the weather does not permit.

NATURAL DISASTERS AND EMERGENCY CLOSURES

In the event of a natural disaster, our staff will follow the natural disaster plan developed by the school. We schedule and carry out fire drills to prepare the children to react properly to any given situation. In the unlikely event the school must be evacuated we will notify you of the children's location as soon as possible.

ILLNESS

Children who are ill with a contagious disease or fever may not attend the program. If your child becomes ill while attending our program we will call you using the numbers provided.

STUDENT ACCIDENTS

If your child is injured at the site, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you and the doctor you have chosen to treat your child. In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until we reach you.

SNACKS

Sharyland ISD will provide the snacks for the After-School Child Care Program.

MEDICATION

Our staff will administer prescription medication as directed by a licensed physician with written permission from the child's parent or legal guardian. Medication must be presented in its original container with a label attached bearing the child's name, current date, dosage to be given, number of days to be administered, and the pharmacy's name. This constitutes the physician's written permission. Parents may come and administer over-the-counter medication to their child or may authorize in writing the emergency contact person(s) listed on the enrollment form to do so. Topical applications such as suntan lotion may be administered with manufacturer's label. All containers should be clearly labeled with the child's name. At least one member of our staff is trained in CPR and certified First Aid and is present all times in case of an emergency. In all situations, we will follow instructions of the poison center or physician in providing first aid procedures and/or administering emergency medications or treatment.

REPORTING CHILD ABUSE

We are required by law to report any suspected incidents of possible child abuse or neglect. In some cases, we are directed by the state child protective services not to notify the parents of the report. Please understand that we are legally obligated to comply with these guidelines.

POSITIVE PROGRESSIVE GUIDANCE (DISCIPLINE)

SHARYLAND AFTER SCHOOL CHILD CARE PROGRAM strives for a setting that provides children with opportunities to explore their environment within consistent age-appropriate limits. In this atmosphere, most behavior issues are prevented. However, if a behavioral issue occurs, our philosophy is to help children learn values and problem-solving skills and take responsibility for their choices. We use the following positive guidance techniques:

1. **IGNORING** Some negative behavior is produced by children to get attention. We will use this technique unless safety is involved.

2. **REDIRECTION** We offer alternatives to children engaged in undesirable behavior
DISTRACTION by suggesting a new activity, engaging the child in an activity with a teacher or another child, or encouraging independent play.

3. **VERBAL** The teacher will explain to the child appropriate way to handle
INTERVENTION the situation.

4. **LOGICAL CONSEQUENCES** The teacher helps the child understand the logical consequences of his or her actions by removing the object or activity the child is engaged in.

If these positive guidance techniques are not working effectively and inappropriate behavior persists, we will use the following procedures:

1. Parents will be asked to participate in a parent/teacher/child conference in which a specific action plan will be developed to address the behavior and child will receive a referral.
2. If the inappropriate behavior continues, parents will be asked to keep the child home for one day or up to three days. Child will receive a referral and a parent/principal conference is required.
3. If the behavior continues without sufficient progress from previous techniques, the child may be withdrawn from the program.

Child will be immediately withdrawn if behavior creates a significant risk of harm to the health or safety of other children or staff, without following the guidance steps outlined above.

The SHARYLAND AFTER SCHOOL CHILD CARE PROGRAM will not permit the following forms of discipline: corporal punishment, ridicule, embarrassment, humiliation, withholding food, or physical restraint unless restraint is necessary to protect a child or others from harm.

PARENTAL INVOLVEMENT

We believe that parents are the most significant adults in their child's life. Parents are always welcome to our program site. We encourage you to visit any time. We also encourage you to volunteer your time by sharing your talents and abilities. We welcome your participation in the program to help make your child's experience a great one.

Sharyland After School Child Care Program
R. D. Martinez Elementary
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Mission, Texas 78572
956-584-4900

