

# Table of Contents

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Introduction	3
Mission Statement	3
Vision Statement	3
The goals of the After School Care program are:	3
Handbook Acknowledgement	3
Admissions	4
Enrollment Eligibility	4
Enrollment Procedure	4
Registration Window	5
Immunizations	5
ADA Policy Notice	5
Notice of Non-Discrimination	5
Tuition & Fees	6
After-School Tuition & Registration Fee Guidelines	6
Tuition Rates	6
Terminating Care	7
Days, Months, and Hours of Operation	7
Late Pick Up Fees	7
Payment Options	7
Acceptable Forms of Payment	7
Health Information	8
Illness and Exclusion Criteria	8
Injuries	9
Attendance	9
Absences	9
Sign In, Sign Out Procedures	10

Updating Information	10
The After School Care Program After-School Experience	11
Personal Belongings	11
Student Behavior	12
Student Dismissal	13
Parent Commitment	13
Custodial Orders	14
Parent Concerns	14
Emergency Preparedness	14
Emergency Closing of Schools	15
Reporting Child Abuse	15

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# Introduction

The intent of the Sharyland ISD After School Care program is to provide a safe environment that enhances the student experience through quality programming and experiences. The After School Care program is owned and operated by the school district and employees of the program work for Sharyland ISD.

## **Mission Statement**

To create an environment of trust and collaboration in a child care setting that promotes growth through developmentally appropriate activities to enrich the program participants that we serve.

## **Vision Statement**

To provide a safe and collaborative environment through quality programming that encourages the development of social skills and enhances the student experience for the families we serve.

## **The goals of the After School Care program are:**

- ❖ Focus on the educational, social, and physical needs of all children.
- ❖ Provide working families with a safe and secure environment for after-school care.
- ❖ Attract and maintain quality staff dedicated to the well being of all children.
- ❖ Expand community outreach and partner involvement.
- ❖ Leverage technology to meet student, parent, and administrative needs.

## **Handbook Acknowledgement**

This handbook will familiarize you with the After School Care Program policies and procedures as they relate to the tuition based after-school program that we provide. Some topics outlined in this handbook and its amendments are addressed in further detail in the District's Student-Parent Handbook and the Texas Health and Human Services Commission Minimum Standards for School-Age and Before and After-School Programs. Any modifications to our operating policies or procedures will be captured in amendments to our Parent Handbook, and will be communicated through the program email distribution list. The After School Care Program policies and procedures are reviewed annually and updated if necessary. Your electronic signature on the registration form is your acknowledgement that you have reviewed this handbook and understand its contents.

# Admissions

## Enrollment Eligibility

The Sharyland ISD After School Care Program provides after-school services for students in PK through 6th grade.

Due to staffing ratios and because the After School Care Program is not part of the Sharyland ISD academic program, certain restrictions may apply for enrollment. If a child's needs surpass what can be met in a student-to-child ratio of 1:18, the After School Care Program is not a suitable option for after-school care. At a minimum, children are required to toilet independently, not exhibit violence or aggression, and remain in the designated program areas.

In order to support our children and families that require additional accommodations due to home language, special needs, differing abilities, and/or cultural backgrounds we may need to discuss your child's needs and any required accommodations with you prior to confirming enrollment. The After School Care Program administration will engage in an individualized and thorough review and assessment of any child's request for accommodations. This can include consulting with teachers, administrators, and other campus employees to determine if the After School Care Program is an appropriate option for your child. All After School Care Program staff members are employees of Sharyland ISD and as such are school officials who have access to a child's Sharyland ISD records. Student records reviewed by the After School Care Program staff will be utilized for reference only. If your child has special care needs or will require accommodations to participate in our program you must share them with us on the registration form. Failure to disclose special needs at the time of registration may result in dismissal from the program.

## Enrollment Procedure

The After School Care Program registration process must be completed online and can be accessed via our website. The registration form must be completed in its entirety. Any missing information will result in the delay of your registration process. Registration forms are processed in the order they are received. Once your registration form has been processed you will receive an email from the After School Care Program staff with instructions on how to pay your registration fee and tuition to complete the process. Any updates to the registration process will be communicated to current After School Care Program families via email and/or flyers, as well as being posted on our website.

## **Registration Window**

Registration begins annually in August. Due to limited capacity, students will be accepted on a first come, first serve basis. Registration will continue throughout the entirety of the school year as long as space is available. We will create a waiting list at each campus once they have reached capacity. For families that are placed on a waiting list, new registration forms will be processed and the families will be notified of their waiting list status.

## **Immunizations**

Children are required to have all immunizations up to date as required by the Texas Department of Health and Human Services Commission. Immunization records for the After School Care Program will be kept on file in the campus nurse's office.

## **ADA Policy Notice**

Access to child care versus a public education during the school day are separate legal issues. During the school day, public schools are bound by the Individuals with Disabilities Education Act ([IDEA](#)) to ensure Free Appropriate Public Education (FAPE) to students with disabilities and must develop and follow an Individual Education Plan (IEP). IDEA is specifically directed toward the public school day and public education, not tuition-based child care. The Americans with Disabilities Act ([ADA](#)) is the applicable law regarding access for children with disabilities to child care.

The After School Care Program is owned and operated through a school district and therefore bound by Title II of the ADA rather than Title III, as is the case with privately owned child care operations. For more information regarding the Americans with Disabilities Act please click the link provided above or visit [www.ada.gov](http://www.ada.gov).

The After School Care Program provides services for children with disabilities whose needs can be met with reasonable accommodations. For more information on the accommodations that can be provided please contact your campus principal to schedule an appointment.

## **Notice of Non-Discrimination**

The Sharyland Independent School District does not discriminate on the basis of race, creed, color, national origin, age, gender, sexual orientation, disability, or English language skills in its programs and activities.

# Tuition & Fees

## After-School Tuition & Registration Fee Guidelines

- ❖ Tuition fees are non-refundable and non-transferable.
- ❖ After-school tuition is due on the first business day of each month.
- ❖ A \$25.00 late payment fee will be added after the fifth business day of each month.
- ❖ Students will be removed from the program after the fifth business day of each month for outstanding balances on tuition and fees. If dismissed due to non-payment, the parent/guardian is responsible for providing alternate after-school care for the child beginning on the date of dismissal.
- ❖ The registration fee must be paid again and the outstanding balance must be cleared prior to re-enrollment, provided there is availability at the campus.
- ❖ There will be no refunds or credits for inclement weather conditions, school closures, student behavioral issues, and/or missed field trips/enrichment activities.
- ❖ Tuition and fees are non-refundable in the event your student is suspended or removed from the program for any reason.

## Tuition Rates

**Tuition Rates** for the After School Care Program are set by the Sharyland ISD Finance Department annually.

- After-school monthly tuition rate is \$75 for August, and \$125.00 per month— September thru May

*\$1,200.00 annually and breaks down to approximately \$7 per day.*

*For the convenience of our families we utilize a stable tuition rate to assist with budgeting. Once the tuition rate is established for the school year the payments are broken down into 9 equal payments. This allows the tuition to not fluctuate between months and enables our families to spread the cost of the tuition to be spread evenly throughout the school year. If you have any questions regarding the tuition structure please contact the SISD Finance office.*

## **Terminating Care**

To voluntarily withdraw your child from the After School Care Program you must submit a written notice at least two weeks in advance of the last day of service. Failure to provide a two-week written notice will result in the full amount of tuition being due. In the event that the tuition has been paid in full and proper notification is received, a partial refund will be issued.

## **Days, Months, and Hours of Operation**

### **After-School**

The After School Care Program is open from school dismissal, 3:30 pm. until 6:00 pm.

### **Early Dismissal Days**

On early dismissal days the After School Care Program is not available.

### **Holidays**

On Holidays the After School Care Program is not available.

## **Late Pick Up Fees**

The After School Care Program ends at 6:00 pm each day. After 6:00 pm, a late charge of \$1.00 per minute, per child will be assessed. Late pick-up fees are due within five business days of the incident. If unpaid after five business days, your child will not be allowed to attend the After School Care Program until your account is paid in full. Upon the fourth late pick up, your child may be dismissed from the program. Dismissal may occur prior to the fourth occurrence under the circumstances described below.

Lateness in excess of 20 minutes may result in dismissal after the second occurrence. If it is after 6:30 pm, and the After School Care Program is unable to reach a parent or alternate contact, or if the child's emergency/registration form does not include an alternate person who is available to retrieve the student, the Police Department will be contacted.

# **Payment Options**

## **Acceptable Forms of Payment**

The After School Care Program accepts electronic payments through My School Bucks. You will need to set up an account in My School Bucks in order to make After School Care payments.

# Health Information

The After School Care Program does not maintain a nurse or health care professional on staff. In the event that a child soils his/her clothing, a parent/guardian will be contacted for immediate pick up. Parents are encouraged to send an extra set of clothes for children in their backpacks for use during the After School Care Program. The After School Care Program staff are not responsible for assisting in the changing of the children. The After School Care Program does not provide or keep extra clothing on site for children.

The After School Care Program will not apply or provide insect repellent or sunscreen. Concerned parents are strongly encouraged to apply these items to their children prior to program time. Parents may send these items with their children to be used. Children who do not require assistance are able to apply these items themselves when needed.

## Illness and Exclusion Criteria

Children are prohibited from attending the After School Care Program if the following conditions are present:

- The illness prevents the child from participating comfortably in the operation activities including outdoor play];
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
- The child has one of the following (unless a medical evaluation by a health-care professional indicates that you can include the child in your operation's activities):
  - A temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness
  - Symptoms and signs of 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
- A health-care professional has diagnosed the child with a [communicable disease](#), and the child does not have medical documentation to indicate that the child is no longer contagious.

If the child appears ill or injured at the time of arrival or becomes ill or injured while under our care, the After School Care Program administrator or staff will contact the parent/guardian to pick up the child and provide appropriate care apart from the other children until the parent arrives. Children must be



free of fever, without the use of fever reducing medications, for 24 hours prior to returning to the After School Care Program.

## **Injuries**

All injuries and incidents will be documented and shared with the parent/guardian. Minor injuries such as minor cuts, scratches and bruises will be treated by the After School Care Program staff, and you will be notified when you arrive to pick up your child. If a child becomes ill or suffers a significant injury while in our care, you will be contacted by phone and asked to pick up your child as soon as possible. If it is determined that the illness or injury requires immediate professional medical care, we will call for an ambulance to transport your child to the nearest hospital. The hospital preference listed on the registration form will be shared with the emergency medical personnel; however, the medical personnel will make the final decision on the destination.

While student safety is a high priority for the District, under state law, the District is not responsible for medical costs associated with student injury. By electronically signing the acknowledgement on the registration card, you expressly waive all claims for medical expenses, loss of services, or other claims that may result from your student's participation in After School Care Program activities, and agree to indemnify and hold harmless the District, its Trustees, employees, and agents from all claims made against them on behalf of your student.

# **Attendance**

## **Absences**

If your child will not be attending the After School Care Program due to illness or other circumstances, please notify your administrator by email, telephone or with a note sent through the school's front office. If you send a note, please address it to your administrator to ensure its delivery. On days your child is absent from school due to illness, suspension, or other reason, attendance in the After School Care Program is not permitted.

## **Sign In, Sign Out Procedures**

All children must be signed in/out by an authorized person upon arrival/departure from the program. No child will be admitted or released from the program unless he/she is accompanied by a parent, legal guardian, or a pre-designated person 16 years or older with identification. The After School Care Program will not release a child to anyone who is under the age of 16 years or anyone who cannot or will not present valid photo identification. Identification must be shown whenever a child is picked up by someone unfamiliar with the staff. Failure to provide valid identification can result in removal from the authorized pick up list and potential participant removal from the program.

For your children's safety, he/she must be accompanied to the After School Care Program by an adult. Children will not be released to ride their bikes home, walk home, or ride the bus.

If your child attends an on-campus after-school activity, including tutoring, or other school sponsored activities, you must give the After School Care Program written permission in advance of the event. Multiple dates may be authorized in a single letter, but the letter must include dates, times, responsible parties, and the location of the event. Children will not be released to activities without advanced written consent from the parent/guardian.

The registration form indicates who has been authorized to pick up your child. If you call to give pick up authorization to someone not listed on the registration form, the After School Care Program staff or administration must complete a verification process. If we are unable to verify a person's authorization through our defined process, we will not release the child.

Due to safety concerns we do not allow children who have been picked up to return to the After School Care Program. A child who missed the school day will not be allowed to attend the After School Care Program that day.

## **Updating Information**

Parents/Guardians are responsible for keeping contact information current. The primary account holder can update contact information and add or remove individuals from the authorized pick up list by contacting campus administration.

## The After School Care Program After-School Experience

The After School Care Program has many components to keep your child engaged during after-school time. The curriculum used during program time is developed and implemented by the administrators. The goal of the After School Care program is to focus on the educational, emotional, and physical needs of all children in an after-school setting. While each campus is unique, you can expect to see the following at each:

- **Homework time**—Children are provided a quiet environment dedicated to homework Monday thru Thursday. The amount of time dedicated to homework varies by grade level. Children who require additional time will be accommodated provided staffing and scheduling allow. Each child is responsible for his/her own homework. The After School Care Program staff are not responsible for checking a child's homework, nor confirming that the child has an assignment on any given day. Tutoring and direct homework assistance are also not provided. However, the After School Care Program staff will provide direction and assistance when possible. Homework and reading time are not used as a discipline tool.
- **Snack**—Each child is offered a daily snack.
- **Outdoor time**—Children are provided structured and unstructured time for physical activities.
- **Centers/art**—Age appropriate centers and art activities to keep children entertained and fulfill the creative side of their personalities.
- **Computer time**—Children are permitted to go on district-approved websites to continue learning.
- **Enrichment activities**—Activities may include science, music & dance, technology, dramatic play and more.

## Personal Belongings

The After School Care Program will not be responsible for lost or stolen items. Please do not send toys, games, or other personal belongings with your child. Individual campuses may have special events that allow for items to be brought from home; however, the program will not be responsible for these items. Be sure to label all jackets, backpacks, and other items with your child's name.

# Student Behavior

Good behavior on the part of each child is essential to the success of the After School Care Program and the happiness, safety, and well-being of all After School Care Program children. The After School Care Program has subscribed to the District's Code of Conduct and will follow the District's discipline policy with respect to defining and categorizing infractions. Further, the After School Care Program will follow the campus' defined discipline policies to the extent that the recommended consequences are viable in the After School Care Program environment.

The After School Care Program expects that children conduct themselves in a responsible manner, exhibit respect towards staff and other children, remain with their group in assigned program areas at all times, take care of materials and equipment properly and respect and obey rules during the After School Care Program. The After School Care Program staff will communicate and enforce clear, consistent behavior expectations to ensure each child is safe and engaged in the program.

Children who are unable to follow district, school, and After School Care Program rules will be disciplined in accordance with the severity of the offense and the options available to the After School Care Program, up to and including dismissal from the program. Parents will be notified of any discipline issues with their children and will be advised of consequences that may result if the behavior recurs. Any disciplinary concerns are documented and then discussed and shared with the parent or guardian, and there is careful consideration of any consequences given, including suspension or dismissal. If a short term suspension (1-3 days) from the After School Care Program is assigned due to a child's behavioral infractions in the After School Care Program, tuition for the suspension dates is still charged and is non-refundable. A parent conference may be required prior to the child returning from a suspension. If the After School Care Program recommends dismissal as an appropriate course of disciplinary action, the school principal may be apprised of the situation.

Children who exhibit violent behavior or other behavior that leads to injury of other children, injury of self, or injury of staff members will be removed from the program. Children who possess or display a weapon at the After School Care Program will be dismissed. Children shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or rented by the school district. Parents, guardians, or children guilty of damaging property, whether it belongs to the school district, community, or a private citizen, shall be liable for damages in accordance with the law. Failure to make restitution will lead to dismissal from the program.

Records and consequences will remain in the After School Care Program participant file throughout all of the services offered over the course of the child's enrollment in the program. Decisions on consequences of disciplinary action will be handled on a case by case basis.

## Student Dismissal

Children who have been dismissed from the After School Care Program will not be allowed to return until the following school year. Children who have been dismissed twice will not be allowed to return. Parents seeking to re-enroll a child who has been dismissed are subject to standard space and waiting list requirements.

If a child is dismissed due to behavior, there will be no refunds, nor will a credit be issued.

# Parent Commitment

It is important to the achievement of our goals that the After School Care Program staff and parents work cooperatively. Parents are welcome to address any issues or concerns directly with the After School Care Program administrator or office staff. We understand that your children are your highest priority, and that issues that affect them can elicit strong emotions. However, parents are not permitted to threaten, bully or harass staff or children 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 who fail to follow procedures and policies, interfere with the program's normal operation, or impede the staff in the completion of their normal task may have their child dismissed from the program. If a child is dismissed for parent behavior, there will be no refunds or credits. Parents may not have contact with other children without the permission from the After School Care Program administrator. Under no circumstances may a parent discipline, interrogate, or reprimand someone else's child.

The After School Care Program will not discuss or mitigate issues between parents or guardians—custodial or otherwise. Due to confidentiality, we will not give other parents or children's contact information to anyone.

If a person/emergency contact designated by the parent/guardian fails to comply with the After School Care Program policies the parent may be asked to designate another person or withdraw from the program.

Parents must use the designated main After School Care Program door when entering and exiting the program.

## **Custodial Orders**

It is the After School Care Program's policy to not interfere with the custodial relationship of a child's parents. As such, our program assumes that both parents/guardians have equal rights to pick up or drop off, visit the program, or request documentation about their child. If this is not the case, it is the parent/guardians responsibility to provide court documentation and/or legally binding parent agreements to clarify the rights and responsibilities of each parent/guardian. The After School Care Program will adhere to the most up-to-date court document on file, without prejudice to either parent/guardian. It is our expectation that the parent/guardian keep the After School Care Program office and campus staff out of any legal entanglements or other custodial issues and resolve any issue that may arise in another forum. Failure to adhere to this policy may result in the child's dismissal from the program.

## **Parent Concerns**

Unfortunately there may be times when a parent finds it necessary to express a concern or issue a formal complaint regarding procedures, policies, or other child related issues. In most instances, the concern is generally handled best closest to the problem. Therefore, we ask parents to contact the campus administrator directly with concerns and needs.

# **Emergency Preparedness**

Sharyland ISD takes every reasonable precaution regarding the safety of its students, employees, visitors, and all other stakeholders. The After School Care Program coordinates its emergency plans and procedures with those of the entire District to ensure an efficient and effective response and recovery when incidents occur. It has adopted and implemented multi-hazard emergency operations plans, including one specific to the unique needs of the After School Care Program. The plan addresses mitigation, preparedness, response, and recovery and embraces the Standard Response Protocols for command, control and coordination. In addition, the program submits to regular audits and tests, training and exercise, including training specific to after-school and extracurricular programs.

## Emergency Closing of Schools

Parents should listen to local radio and/or television stations, or visit the District website for emergency and/or weather closing announcements before and during school. If the school is closed, so is the After School Care Program. If you receive notification that the school is closing for the day, the After School Care Program will be closed as well. In the event the school needs to close due to unforeseen circumstances (i.e. power outage), the students may be relocated to a nearby campus, if possible.

## Reporting Child Abuse

Safety of children is the concern of all school personnel and unfortunately there are times when abuse of a child is suspected. If this is the case, the suspecting individual is required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency. After School Care Program personnel are required to report suspected abuse within 48 hours.

Notifications to Child Care Regulation (CCR) may be made:

- **Online 24 hours a day** at [http://www.dfps.state.tx.us/Contact\\_Us/report\\_abuse.asp](http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp);
- **By phone 24 hours a day** to the Texas Abuse and Neglect Hotline 1-800-252-5400; or
- **By speaking to a CCR employee** during business hours at the local office. Phone numbers for the local offices can be found at <https://hhs.texas.gov/services/safety/child-care/contact-childcare-licensing>