

**Parent Handbook**  
**Blackshear Elementary After-School Child-Care**  
**Program**  
**AISD**



**Blackshear Elementary Fine Arts**  
**Academy**

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## Welcome Families....

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

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

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

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

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

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

## Enrollment

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

Drop in care is not provided.

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

- ✓ Admission Information Form
- ✓ Parent Acknowledgement Form
- ✓ Tuition Payment Option Form
- ✓ Registration Fees

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

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

### **Children Not Enrolled in the Program**

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

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

### **Tuition & Fees**

The After-School Child-Care Program is a site-based program that is entirely self-supported. Tuition is forwarded to the AISD central office to pay for salaries, instructional materials, snacks, games and other associated costs. Some of the funds collected from tuition payments are used to provide additional resources for the school. For details regarding these expenses, please contact the program supervisor.

<b>Tuition – Pre-K 2:15-3pm</b>	Tuition for the school year is \$900 per student (this does not include the registration fee). Tuition may be paid in full annually, in two payments by semester of \$500, or monthly in nine equal monthly payments of \$100. Monthly tuition payments are due on the first day of the month. Monthly tuition is calculated by the total number of care days for the entire year and then divided into nine equal payments (September –May).
<b>Tuition- Dismissal to 6pm</b>	Tuition for the school is \$1,710 per student (this does not include the registration fee). Tuition may be paid in full annually, in two payments by semester of \$855, or monthly in nine equal monthly payments of \$190. Monthly tuition payments are due on the first day of the month. Monthly tuition is calculated by the total number of care days for the entire year and then divided into nine equal payments (September –May).
<b>Registration Fees</b>	A non-refundable registration fee is due at enrollment. For the 19-20 school year.
<b>Acceptable forms of payment.</b>	You may pay your tuition by cashier’s check, money order, or personal check. Please complete and submit the Tuition Payment Option Form with your registration forms. Please make payable to

	Blackshear After School Care Program and include <u>your child's name on the memo line</u> . When parents pay monthly, tuition is a fixed amount even if the child does not remain in the program for the entire month or there are holidays within a month.
<b>Staff Development Days</b>	The program currently offers child care on staff development days.
<b>Late Tuition Fees</b>	Tuition received after the fifth business day of the month is considered late and a \$25 late fee will be charged to the account. If tuition and late fees are not received by the 10 <sup>th</sup> day of the month by the end of the business day, your student will not be able to attend until all payments are received in full. If monthly payments are late for any three occasions, your child will be dropped from the program.
<b>Non-refundable Fees</b>	All fees and tuition payments are non-refundable. That includes monthly registration, tuition, late fees, late pick-up fees, and any other program fees.
<b>Tuition Adjustment Policy</b>	Families who receive services from the Austin ISD Project HELP Program or the Austin ISD Refugee Family Support Office qualify for reduced tuition fees. Please contact the program manager to request a tuition adjustment.

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

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

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

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

## **Days & Hours of Operation**

The After-School Child-Care Program follows the AISD academic calendar and operates when school is in session. The after-school child-care program operates from 2:15pm until 6:00 p.m. The program is closed on student holidays.

## **Late Pick Up Fees**

The program closes at 6:00 p.m. each day and students must be picked up by this time. Late fees will be charged per child for students picked up after 6:00 p.m.

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

Late pick-up fees are \$10.00 from 6:01 p.m. – 6:30 p.m. and \$5.00 per minute after 6:30 p.m. Late pick up fees are due the following month. After three late pickups your child may be dropped from the program.

## **Check-In Procedures**

The program requires that children's times of coming to and going home from the program be tracked throughout the day. Staff will check in children as they arrive to the program and parents are to sign children out at pick up time.

## **Release of Children**

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

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

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

*After you have signed your child out of our care, please supervise them closely and escort them directly to your vehicle. Keep them in your sight. Their safety is very important to us and they need to be under the direct supervision of an adult when they are on school property. We kindly*

ask that any siblings stay with their parent or guardian at all times. Playground and campus is only for school use during this time. This is for the safety and health of all children at our school.

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

## **Attendance/Absences**

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

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

## **Illness**

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

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

- The illness prevents the child from participating comfortably in program activities, including outdoor play;
- The illness results in a greater need for care than staff can provide without compromising the health, safety, and supervision of the other children in care;
- The child has an oral temperature of 100 degrees accompanied by behavior changes or signs of illness;
- The child has symptoms and signs of a possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or

- The child has been diagnosed with a communicable disease and the child does not have medical documentation to indicate that the child is no longer contagious.

If your child is involved in an incident in after school programming we will fill out an incident form and have the guardian that picks the student up sign it. If the student is in an incident that we can not treat we will call you for further instructions.

## **Medications**

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

## **Behavior Policy**

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

In order to ensure that After-School Child-Care is safe and effective, we need the cooperation of all the children, parents, and staff. If a discipline problem arises with a child, staff will work to provide positive guidance for that child. If the problem continues after reasonable attempts to solve it, the child may ultimately be dismissed from the program.

Students are expected to

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

Students may not

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

- Disrupt the program environment
- Fight, steal, cheat
- Use drugs
- Sexually harass others

Staff follow these methods of guidance:

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

Disciplinary Measures must:

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

If student expectations are not followed to ensure the safety of the program consequences will be as followed

1-Verbal Warning

2-Note home to parents (behavior slip sent home with parent signature at pick up)

3-Suspended from program 1-3 days

4-if behavior continues we will meet to discuss future plans within the program

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

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

## **Large Group Format**

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

**childcare for your child, it is the responsibility of the parent to provide the child with a one-on-one care service.**

### **Children with Special Needs**

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

### **Snacks**

Children will be served a light, nutritious snack each day. Snacks are passed out according to a schedule. If your child is not present at that time, you may send an extra snack. **If your child has food allergies please make a note of that on your application form.**

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

### **Personal Belongings**

Children's personal belongings, such as games, cards, toys and other items brought from home, are **not** permitted. The program is not responsible for lost or stolen items brought from home. This includes, toys, electronics, and pokemon cards.

### **Bad Weather Policy**

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

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

### **Emergencies and Medical Situations**

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

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

Program staff will call the parent if a child

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

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

### **Questions/ Concerns**

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

### **Immunization Requirements**

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

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

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

### **Hearing and Vision Screening**

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

## **Outdoor Play Equipment**

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

## **Emergency Preparedness**

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

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

## **Reporting Abuse**

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

## **Termination Policy**

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

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

Please sign and return the Parent Acknowledgement page to program staff.

## AISD After-School Child-Care Program Blackshear Elementary School Parent Acknowledgment Form

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

*For Office Use*

Date Received \_\_\_\_\_

Staff Receiving \_\_\_\_\_

Campus \_\_\_\_\_