



# After School Parent Handbook

2021-2022

The Child Development Center at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.

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## 1. MISSION STATEMENT

The Child Development Center, CDC, was founded as an integral part of the master plan for Circle C Ranch residents. The planners believed that having a high quality, state-of-the-art child development center would create a happy family atmosphere and peace of mind for parents. This School is unique because of its relationship to the community in which it was established.

The goal of The Child Development Center is to supplement and reinforce the home by providing a loving, child-centered environment where a child will develop a positive self-image. Teachers will design a wide variety of positive learning experiences and enrichment opportunities to further all aspects of the development of each child.

Our program provides integrated, planned activities, taking into consideration each child's individual rate and style of assimilating information and acquiring skills. In addition, The CDC will offer a warm, affectionate atmosphere where the child and the parents feel safe and secure.

## 2. WELCOME

Welcome to CREW, The Child Development Center's Afterschool program!

We believe the strongest partnership in a child's life is that between the child's parents and the school in which their child attends. The goal that we strive to achieve is for our staff to team with parents to make this experience an excellent one for your entire family. We are committed to providing the highest quality of care to your child and to your family. We encourage you to get involved in the community, visit, or volunteer in your child's program, and always be an advocate for your child. You are invited to visit your child at the school any time during the afternoon. We have an Open-Door Policy and want your involvement.

We serve children in Pre-K through 5th Grade in surrounding elementary schools, in addition to our preschool program serving children 8 weeks to 5 years of age. Our daily program promotes your child's intellectual, social, physical, and emotional development. We individualize our program to meet the needs of each child and his/her family.

We continually train our staff using the most current research in child development and early education.

The beginning of school is an important time for you and your child. Please feel free to ask us questions as you get to know our program. It is our hope that you and your child, together, will develop a lifetime of wonderful memories while enrolled in our program. We look forward to working with you and your child!

### 3. PROGRAM PHILOSOPHY

At The Child Development Center, we believe that children's earliest experiences have a tremendous impact on their development. We respect parents as the primary and most important provider of care and nurturing. We believe parents and teachers are partners in children's care and education. Our program is designed to meet the developmental needs of young children. It provides experiences that enrich and enhance each child's cognitive, language, social, emotional, physical, and creative development. The members of our staff serve as positive role models and provide care that is supportive, nurturing, warm, and responsive to each child's individual needs.

#### About our Afterschool Program

C.R.E.W.

Character, Respect, Empowerment, Wonder

Our mission is to offer a safe and fun enrichment program that keeps kids active and promotes every child's social, emotional, physical, and academic development. Our school age programs are implemented using our core values of character, respect, empowerment, and wonder. Our qualified teachers mentor each child, teach essential life skills, and serve as positive role models using afterschool as a teaching arena. We create a positive and structured environment where kids can make new friends, discover, explore new ideas, and be excited about coming to CREW.

CDC's afterschool programs offer a nice balance of age appropriate teacher led projects, student led productions, and free choice activities. Allowing the kids' time outside to run and play is a focal point of our daily afterschool schedule.

Homework time is an opportunity for our kids to get ahead in the classroom leaving more time for families to be together at home. We strive to make every child a happier and healthier child by being a part of CREW and enrolled in our afterschool programs.

## 4. LICENSING INFORMATION

### 4.1 Board of Directors

The Board of Directors of The Child Development Center, Inc., a non-profit organization, formed in 1992 with the State of Texas, establishes policies. The current list of Board of Directors can be found on the bulletin board next to the main office in the CDC.

### 4.2 Governmental Licensing Information

The Child Development Center is licensed by the State of Texas and receives periodic inspections by the Texas Health and Human Services Commission. Parents may request to view a copy of the minimum standards and the most recent licensing inspection report at any time.

You may contact the local licensing office at 512-834-3195. Their office is located at:  
1340 Airport Commerce Dr.  
BLDG 5, STE 525  
Austin, TX 78741

The THHSC child-abuse hotline number is 1-800-252-5400.

The THHSC website is [www.hhs.texas.gov](http://www.hhs.texas.gov).



## 5. ENROLLMENT

Enrollment at The Child Development Center afterschool programs is open to children from Pre-K – 5th Grade. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability, and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in a The Child Development Center Afterschool program by completing the Afterschool Registration Form and paying the Registration fee.

Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, registration fee, statement that immunizations are on file with the elementary school, and signed Parent Handbook receipt.

The Enrollment Registration and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

The Child Development Center reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at The Child Development Center Afterschool program is contingent upon the parents', emergency contact persons' and child's adherence to the policies and procedures of The Child Development Center as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify The Child Development Center immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being unenrolled from the program and forfeiture of any deposit.

The afterschool programs are 10-month programs. Re-enrollment for current students will take place each spring. At that time, an email with a registration link as well as an annual registration fee must be turned in for each student in order to secure a place in the program for the upcoming year.

## 5.1 Hours, Days, and Months of Operation

**Kiker CREW:** is open on all regular AISD school days from 3:05pm-6:30pm. Kiker CREW meets in the Kiker Elementary School cafeteria but also uses other spaces on campus, such as the gymnasium, the playgrounds, blacktop, and classrooms.

**Clayton CREW:** is open on all regular AISD school days from 3:05pm-6:00pm. Clayton CREW meets in the cafeteria but also uses other spaces on campus, such as the gymnasium, the playgrounds, blacktop, and classrooms.

**Baldwin CREW:** is open on all regular AISD school days from 3:05pm-6:00pm. Baldwin CREW meets in the cafeteria but also uses other spaces on campus, such as the gymnasium, the playgrounds, blacktop, and classrooms.

**Cowan CREW:** is open on all regular AISD school days from 3:05pm-6:30pm. Cowan CREW meets in the cafeteria and Portable 13 (green portable) but also uses other spaces on campus, such as the playgrounds, blacktop, and commons area.

**Bear Creek CREW:** is open on all regular AISD school days from 3:05pm-6:30pm. Bear Creek CREW meets in the cafeteria but also uses other spaces on campus, such as the playgrounds, blacktop, and commons area.

### CREW All Day

The Child Development Center afterschool programs offer CREW All Day on some days when AISD is closed (refer to section 17, 2021-2022 Calendar). CREW All Day will be offered at one of our schools. Registration for CREW All Day will be online and open to CREW families only. CREW All Day will be dependent on AISD's availability.

## 6. TUITION

All custodial parents and/or legal guardians are required to sign an Enrollment Agreement prior to enrollment of their child at The Child Development Center. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

There is no tuition credit or refund given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, pandemics, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at The Child Development Center; however, if you anticipate difficulty with paying on time, please discuss the matter with the Business Director immediately. If alternative arrangements for payment are approved, you will be notified by the Business Director.

### 6.1 Contracts, Fees, and Deposits

The Tuition Express ACH (bank account or credit card) program must be used to pay tuition. A Tuition Express form must be submitted at the time of registration. There will be a \$25 fee charged for tuition payments returned by our bank. Parents will be responsible for providing a new ACH payment method if their account is declined.

Each year, upon re-enrollment, an annual registration fee is collected. This fee is non-refundable.

### 6.2 Payment Schedule

Tuition rates for the school year are announced each spring during registration. Tuition is due on the 1<sup>st</sup> day of each month and shall be paid using the Tuition Express ACH program (via bank account withdrawal or credit card). For any family who pays by credit card, a 3% processing fee will be added to your monthly tuition.

A \$25 fee will be charged for returned payments. Parents will be responsible for payment and fees. If at any future time the bank returns a parent's payment, future tuition payments may be limited to certified check or money order along with a \$5.00 monthly processing fee.

Tuition does not include fees for field trips and other special events.

### **6.3 Late Tuition Payments**

A \$25.00 late fee will be charged for any tuition withdrawal that does not go through by the 5<sup>th</sup> of every month. An additional \$10.00 will be charged if payment is not received by the 12<sup>th</sup> of the month. A \$25.00 processing fee will be charged for any returned payments. If tuition is not received by the 15<sup>th</sup> of the month, your child may not attend school until the tuition is paid. Please notify our Business Director if you need assistance.

Timely payments are essential for continued enrollment at The Child Development Center. If you anticipate difficulty with paying on time, please discuss the matter with the Business Director immediately.

### **6.4 Child Care Subsidies**

The Child Development Center accepts childcare subsidies through Texas Workforce Commission / CCS.

### **6.5 Scholarships Program**

The Child Development Center offers a scholarship program to families who meet our qualification guidelines. For a copy of the scholarship application and guidelines please ask the Business Director.

## 7. CONFIDENTIALITY

Within The Child Development Center, confidential and sensitive information will only be shared with employees of The Child Development Center who have a “need to know” in order to care for your child most appropriately and safely. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as The Child Development Center strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with The Child Development Center.

Outside of The Child Development Center, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of The Child Development Center, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on CDC property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of The Child Development Center are strictly prohibited from discussing anything about another child with you.

Parents are **NOT** allowed to discuss **any child** or **employee** through private email, social media, or group forums. This type of conversation will **NOT** be tolerated and could result in the family’s dismissal from the school. Our confidentiality policy protects every child’s privacy.

### 7.1 Violations of the Confidentiality Policy

The Child Development Center takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the CDC. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families, and employees associated with The Child Development Center.

Any parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know,

will be considered to be in violation of the Confidentiality Policy and could be dismissed from the school.

## **8. MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT**

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of The Child Development Center are considered mandated reporters, under this law. The employees of The Child Development Center are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at The Child Development Center take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of The Child Development Center can not be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child’s body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

## 9. PARENT CODE OF CONDUCT

The Child Development Center requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of The Child Development Center is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of The Child Development Center but is the responsibility of each parent or adult who enters the program.

Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted around the school during program times.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing center property.

### 9.1 Threatening of Employees, Children of Other Parents or Adults Associated With The Child Development Center

Threats of any kind will not be tolerated. In today's society, The Child Development Center cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the Child Development Center will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

### 9.2 Physical/Verbal Punishment of Your Children or Other Children

While The Child Development Center does not necessarily support nor condone corporal punishment of children, such acts are not permitted in a licensed program such as ours. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the site director or the Afterschool Director. Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss his or her child's inappropriate behavior. All behavior concerns should be brought to the site director or the Afterschool Director's attention. At that point, the teacher and/or director will address the issue with the other parent.

Although you may be curious as to the outcome of such a discussion, teachers and/or the Afterschool Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our afterschool programs have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the afterschool program.

### **9.3 Smoking**

For the health of all The Child Development Center employees, children and associates, smoking is prohibited anywhere on The Child Development Center and AISD properties. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of The Child Development Center or any AISD schools. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

### **9.4 Confrontational Interactions with Employees, other Parents or Associates of The Child Development Center**

While it is understood that parents will not always agree with the employees of The Child Development Center or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

### **9.5 Policy for Handling Parent Concerns**

If a parent has a concern, he/she should first discuss it with the site director of the child's program. If the site director and parent cannot resolve the concern together and to the satisfaction of both, the matter should be brought to the attention of the Afterschool Director. A three-way conference may be arranged at this time. If a resolution is not reached, the matter will then be brought to the attention of the Executive Director and/or the Board of Directors for their consideration.

### **9.6 Social Media**

This social media policy applies to parents, employees, students, and The Board of Directors of The Child Development Center.

This policy includes (but is not limited to) the following technologies:

- Social networking sites (e.g. Facebook, Snap Chat, Instagram)
- Blogs
- Discussion forums
- Collaborative online spaces



- Media Sharing services (i.e. You Tube)
- Micro-blogging (i.e. Twitter)

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families and employees. We therefore require that:

- No photographs taken within the Pre-school/CREW setting or at Pre-School/CREW special events and outings with the children, are to be posted for public viewing, except those of your own child.
- Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children. (This excludes those photographs taken by staff for the children's online learning journal, which are sometimes used for display in the setting, for use on The Child Development Center website and in other advertising material if parental permission is given).
- No public discussions are to be held or comments made on social media sites regarding the Pre-school/CREW children, staff or Administrators (except appropriate use for marketing fundraising events) or that could be construed to have any impact on The Child Development Center's reputation or that would offend any member of staff or parent using the center.
- If a parent names the Child Development Center on any social media platform, they must do so in a way that is not detrimental or derogatory to the school.
- Parents are not permitted to set-up private or public social media (i.e. Facebook, Instagram, Twitter) accounts/groups related to the Child Development Center without expressed written consent from the Executive Director.

## **9.7 Violation of Social Media Policy**

Any parent found to be in violation of the above or by posting remarks or comments that breach confidentiality, bring The Child Development Center into disrepute or that are deemed to be of a detrimental nature to The Child Development Center, its employees, or other children could result in immediate dismissal from the school.

## 10.PARENT’S RIGHT TO IMMEDIATE ACCESS

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at a The Child Development Center program, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) The Child Development Center must be provided with a **Certified Copy** of the most recent order and all amendments thereto. See section **13** for more information on Court Orders.

**In the absence of a court order** on file with The Child Development Center, **both** parents shall be afforded equal access to their child as stipulated by law. The Child Development Center cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, The Child Development Center suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. The Child Development Center staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Afterschool Director and are allowed on the campus only at the discretion of the Afterschool Director. An employee of The Child Development Center will accompany visitors at all times, throughout the campus.

The Child Development Center will dismiss any child whose parent is prohibited from entering upon CDC and AISD property. Due to the parents’ right to immediate access policy, as well as state and federal regulations, The Child Development Center cannot have a child in a CDC program when the child’s parent is prohibited access.

The Child Development Center will not agree to any request to maintain a child’s enrollment even if the parent agrees to stay out of the afterschool site. Such an agreement is a violation of the law and will not be entertained.

## 11. DISMISSAL

Every effort will be made to resolve differences. However, circumstances that can result in a child /family's dismissal from the program, include, but are not limited to:

Behavior aspects of a child:

- Any child who is not yet ready for the group experience or whose needs cannot be met in a group setting (i.e.-cannot get along with other children, unable to follow site rules and teacher instructions, requires one-on-one attention from the teacher for a majority of the day),
- A child who continually places the safety of him/herself, other children, or staff members at risk,
- A child with behavior problems so severe that they cannot be accommodated within the scope of the regular program and regular staff-child ratio, or lack of a written plan or instructions from a psychiatrist, psychologist, counselor, or therapist specializing in young children.

Parental disregard for Center policy:

- Tuition is 30 days in arrears and there is not a written plan for payment of back tuition,
- Failure to pay the tuition according to the written plan,
- Consistent disregard for the hours of operation,
- Failure to treat the CDC staff and children with respect.

The Child Development Center reserves the right to dismiss any family immediately if the Executive Director deems it necessary. Although families can be dismissed immediately, when possible, the Center endeavors to follow the procedure below:

- Parents will be notified of problem by teacher or office staff as soon as possible,
- Parents and teacher or office staff will set up conference for discussion of problem within 48 hours,
- A follow-up conference will be scheduled for 2 weeks later,
- If significant improvement is not observed, parents will be asked to seek professional counseling to aid in a solution,
- After a reasonable time, if a solution cannot be reached, the Executive Director may communicate dismissal.

Any past due balances must be paid at the time of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the agency's legal counsel for collection.

Ultimately, continued enrollment will be at the sole discretion of the Executive Director. A parent who wishes to appeal a dismissal from school may do so by arranging a

meeting with the Board of Directors at which the Program Director and Executive Director will outline attempted modifications and discuss their effectiveness. The parent may request further or alternative modifications. However, the Board will not overturn the decision of the Executive Director unless it is shown that she has acted in a biased or unprofessional manner during the dismissal process.

The Executive Director or designee will assist the parent in gathering his/her child's belongings at the time of dismissal and parents are required to leave CDC property in a calm and respectful manner, immediately. The Child Development Center will request assistance from local police should any parent become disruptive and/or uncooperative while gathering his/her child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Executive Director if they wish to return to CDC Afterschool site following a dismissal. Appointments are made at the discretion of the Executive Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with The Child Development Center by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by The Child Development Center.

## 12. WITHDRAW

Upon enrollment, parents will sign a contract agreeing to give at least a one-month notice of withdrawal by filling out the CDC Withdrawal Notice Form, effective the last day of the month. For example, if a child's last month will be the end of January, the CDC withdrawal form must be turned in no later than December 31. **Children may not withdraw in the middle of a month.**

The Child Development Center after school withdrawal notice must be submitted to the center no later than that last day of the month.

### 13. COURT ORDERS EFFECTING ENROLLED CHILDREN

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) The Child Development Center must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order on file with Circle C Child Development Center administration, both parents shall be afforded equal access to their child as stipulated by law.** Circle C Child Development Center can not, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Circle C Child Development Center suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, The Child Development Center is obligated to follow the order for the entire period it is in affect. Employees of The Child Development Center can not, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. The Child Development Center will report any violations of these orders to the court.

## 14. ARRIVAL PROCEDURES

A designated AISD staff associate escorts Pre-K and Kindergarten children to the afterschool program after regular school hours. Children in grades 1-5 walk to the afterschool program on their own. Staff members take attendance daily.

### 14.1 Notification of Absence

It is imperative that you contact your site director or the CDC if your child will be absent from the program for any reason. If your child is ill, we request that you notify the site director or CDC not only of the absence, but also of the nature of the illness. This enables our staff to keep track of any illnesses, which may occur in our program. This information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the CDC office, so that the parents of the children in the school may be notified that a communicable disease is present. See section **23.4** for more information on Communicable Diseases.

### 14.2 Center’s Right to Refuse Admission

The Child Development Center reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. Staff deems the child too ill to attend.
2. Domestic situations that present a safety risk to the child, staff or other children enrolled in the program if the child were to be present at the center.
3. Parents’ failure to maintain accurate, up to date records.
4. Parents’ failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

## 15. PICK UP PROCEDURES

Parents or other authorized adults are required to sign their child out of care on the sign-out sheet. We encourage all children to give their teacher a high five prior to leaving. Once a parent signs his/her child out, the parent is then solely responsible for supervising their child while on school premises. The parent may not allow a child to wander through the hallways, bathrooms, classrooms, and/or playground. Parents are required to handle all business issues prior to signing out their child and are required to directly exit the building once they have signed their child out of care.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The Site Director will be able to briefly discuss the matter with you or another authorized adult at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the site director is responsible for supervising the remaining children in the program. A telephone conference may be scheduled for later in the day or for the next day if the parent(s) is unable to meet during the course of the day.

### 15.1 Late Pick-Up

Please be considerate of our teachers by picking up your child by the appropriate time. You will be charged \$10.00 per child for the first minute for late pick-up. You will be charged \$2.00 for each additional minute. This fee will be paid to the CDC office. Please note that the afterschool programs close at 6:00 (Clayton and Baldwin) or 6:30 (Kiker, Bear Creek and Cowan), therefore late fees will accrue up until the time a family leaves the building.

It is the parent’s responsibility to ensure that someone (either a parent or Authorized pick-up person) is available to pick up the child on time.

### 15.2 Persons Appearing to be Impaired by Drugs/Alcohol at Pick-Up

The staff of The Child Development Center will contact local police and/or the other custodial parent should a parent appear to the staff of The Child Development Center to be under the influence of drugs and/or alcohol. The parent’s right to immediate access does not permit the Center from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, The Child Development Center staff will delay the impaired parent as long as possible, while contacting the other parent, the local police, and Child Protective Services.

Any other authorized person who attempts to pick-up a child and appears to the staff of The Child Development Center to be under the influence of drugs and/or alcohol will be



denied access to the child. The staff of The Child Development Center will contact the child's parents, local police and Child Protective Services to notify them of the situation.

### **15.3 Extracurricular Activities**

If your child participates in extracurricular activities during afterschool hours, we will need written permission to release your child from our program and a schedule of your child's activities.

### **15.4 Emergency Contact & Authorized Pick-Up People**

At enrollment, parents will be presented with an Admission Information form. Parents are required to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from the afterschool program. In an emergency the child's parents will be called first. If they cannot be reached staff will call the Emergency Contact. State regulations require each family to have at least one Emergency Contact and one Authorized Pick-Up Person.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed as an Emergency Contact or Authorized Pick-Up Person. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

The persons on the Admission Information form will be required to provide a Government issued photo ID prior to the site director releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Admission Information form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

The Child Development Center reserves the right to refuse/ban any person listed on the Admission Information Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Admission Information Form of the policies/procedures contained herein.

## **16. TRANSPORTATION**

The Child Development Center does not provide transportation at any time.

**17. SCHOOL CALENDAR (Subject to change dependent on AISD)**

**AUGUST 2021**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9-13: In-Service  
All Program Closed  
17: CDC First Day of School

**FEBRUARY 2022**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

21: Staff In-Service  
All Programs Closed

**SEPTEMBER 2021**

S	M	T	W	T	F	S
		1	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

5: Labor Day  
All Programs Closed

**MARCH 2022**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	26	26
27	28	29	30	31		

14-18: Spring Break  
All Programs Closed

**OCTOBER 2021**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11: CREW All Day

**APRIL 2022**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

15: CREW All Day

**NOVEMBER 2021**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

22-23: CREW All Day  
24-26: Thanksgiving Break  
All Programs Closed

**MAY 2022**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

27: Last Day of Classes

**DECEMBER 2021**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20-22: CREW All Day  
23-31: Winter Break  
All Programs Closed

**JANUARY 2022**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-4: CREW All Day  
17: CREW All Day

## 18. EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION

In the event of an emergency closing and/or inclement weather, our program will follow the same instructions as AISD. Parents will be notified of the closing by the inclement weather message on The CDC main line and The CDC and AISD websites. You can also sign up for text alerts (instructions will be given upon registering for the program).

Should the program need to close before the scheduled time, the program staff will first attempt to reach the children's parents to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the Admission Information form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person, at the time of the call of the pick-up location should the children need to be evacuated from the center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

If AISD cancels all district wide afterschool programs and events the same day, CDC will close all afterschool programs for the day and:

- Contact parents as soon as AISD makes the announcement via email.
- Parents will pick up students no later than AISD dismissal time of 2:57.

Please understand AISD makes closure decisions for the safety for all students, families, and staff. CDC has no control over decisions made by AISD.

Should the program need to close for any reason, tuition will not be refunded or reduced for closures of less than 15 school days.

### 18.1 Pandemic Emergency Response

#### *Pandemic*

1. *(of a disease) prevalent over a whole country or world*
2. *An outbreak of a pandemic disease*

In the event of a pandemic, The Child Development Center will follow guidelines and directions implemented by the Centers for Disease Control and Prevention, Federal and Local Governments, and the Texas Health and Human Services Commission (Child Care Licensing).

To ensure the safety of children, families, and staff, the school will monitor the situation and take into account the guidance and suggestions from the authorities on the situation. Decisions made by the center will consider the safety of children, families, and staff. Decisions may include:

- Closure of the center
  - Length of closure to be determined by The Executive Director, The Centers for Disease Control and Prevention, Federal and Local Governments, the Texas Health and Human Services Commission.

- Adjusted hours of service
- Daily health checks of children and staff
- Limited entry into the building
- Limited access to the property
- Limitations on what the children may bring into the program

The Child Development Center will communicate these plans through a variety of methods such as mass emails and Constant Contact.

### **Tuition Policy during a School Closure**

Should the program/center need to close for any reason, tuition will not be refunded or reduced for closures of less than 15 school days.

Should AISD close the schools and our CREW program is not available no tuition will be charged. The no refund policy for paid tuition for closures up to 15 days will still apply.

### **Withdrawal Notice during a Center Closure**

The policy stated in this handbook (Section 12) will remain in effect at all times.

## 19. CURRICULUM INFORMATION

**Snack and Roll Call** – The CDC provides each child a healthy snack to enjoy for an afterschool energy boost. Our snacks are free of all nut allergens to ensure the safety of all students. Please disclose all allergies and specific diet preferences of your child upon enrollment. If a child is not present at sign in, and our staff did not get prior notice of an absence, parents will receive a courtesy call from our teachers to confirm the whereabouts of your child.

**Homework Time** – Students will receive a minimum of half an hour to complete homework Monday-Thursday. We aim to help students develop positive study habits to help them be successful in the classroom. Students are encouraged, but not required, to complete their homework during the designated homework time unless requested by parents. Parents can also request additional homework time by filling out the Homework Sign-Up Sheet. Students that choose to do homework at home must be respectful to other students doing their homework. They can read, draw, or free write in their journal quietly until the group transitions to the next part of the day.

**Outside Time** – Allowing the kids' time outside to run and play is a focal point of our daily afterschool schedule. Social, emotional, and physical development through play is paramount in the lives of young people and is a staple of our afterschool programs. Teachers are encouraged to facilitate organized games that emphasize teamwork, sportsmanship, and skill development. Whether kids are engaged with an organized game or free play around the playscape, our kids are outside running. Our teachers work together and actively supervise our students while outside. If weather permits, we always have a group of kids outside.

**Clubs and Student Lead Productions** – Our teachers lead engaging activities during designated club times in our afterschool schedule. Clubs are designed to keep students engaged, explore new talents, discover new hobbies, and challenge students to build on known skills. Club activities are always age appropriate and well planned. Club activities include, but not limited to sports, arts and crafts, creative painting, science and engineering, gym games, sewing, and cooking. CREW Program productions are organized throughout the school year and directed by the students. Afterschool productions include holiday celebrations, music videos, film festivals, talent shows, and carnivals. CREW also partners with other nonprofit organizations throughout the year for community outreach projects.

### 19.1 Water Activities

Water activities are not offered at our afterschool program. If there is ever a special event that involves water play, families will be notified and asked to sign a permission form in advance.

## 19.2 Field Trips and Animals

The afterschool program does not go on field trips during the school year. Animals are not permitted in the afterschool program.

## 19.3 Daily Schedule of Activities

The activities for the day will vary, based on the needs of the individual child and the importance of providing a variety of activities and quiet times in a child's day. A complete daily schedule of activities for each group is posted on the parent board. Generally, you and your child can expect the day to include snack time, recess, homework time, small group activities, large group activities, and club time. Teachers balance the schedule to include both indoor and outdoor experiences.

## 19.4 Birthday and Holiday Celebrations

We are pleased to celebrate children's birthdays or similar special ethnic and/or cultural days. Please inform us in advance of these events and we will be happy to assist you. Please be aware that we have many families with various levels of nutrition consciousness and many children have allergies. Your child's teacher can suggest treats that will work for all of the children or give parents of children with allergies a "heads up" to bring an alternate treat (i.e.-gluten-free cupcake, dairy-free pizza, etc.).

The Child Development Center regards the exploration of different cultural traditions and celebrations as an important part of education. We strive to observe as many different celebrations as possible. The CDC takes the position that an informed respect for other cultures and celebrations is the best way to counteract prejudice and its negative effects. Consequently, families are encouraged to share their cultural celebrations with other children and their families. Such activities should be undertaken in the spirit of enriching the CDC's Afterschool program and should be devoid of any proselytizing. Families wishing to share their traditions are encouraged to arrange with their child's teacher and site director.

## 19.5 Conflict Resolution Policy for Children

At The Child Development Center, we assume that...

1. Conflict can be healthy and can foster growth, learning, responsibility, and trust.
2. Helping children resolve conflict gives children control of their environment and their relationships with others. It also fosters their social and personal growth and maintains self-respect and respect for other children.

3. Children's ability to resolve conflict is influenced by multiple factors, including developmental stages, cultural expectations, models from family and significant others' experiences, and the media.
4. Teachers' approaches to conflict are influenced by their knowledge of their students through observations, parental input, previous experiences, and the understanding that each child learns in a different way over time.
5. Children are capable of taking responsibility for their actions, and they are able to come up with creative, positive solutions. They can be empathetic to peers and are able to understand the consequences of their actions.

In response to these beliefs, our afterschool programs will be safe places where everyday conflict is used as a teachable moment to build children's self-reliance, self-esteem, problem-solving skills, trust in peers, empathy, and compassion. Teachers participate as facilitators, allowing children to practice their evolving conflict-resolution skills in varied ways.

(This conflict resolution model was adapted and taken from: Carter, M. & Curtis, D. (1998), *The Visionary Director*, Redleaf Press: St. Paul, MN.)



## 20. DISCIPLINE AND GUIDANCE

### ***Discipline shall:***

- Be individualized and consistent for each child
- Be appropriate to the child's level of understanding
- Be directed toward teaching the child acceptable behavior and self-control

### **Positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction shall be used, including:**

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirecting behavior using positive statements
- Using 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 age of the child

### **There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:**

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods for the child's age.

## 21. ITEMS FROM HOME

Your child should not bring candy, toys, or money from home except on designated FUN FRIDAYS. All fun Friday items must be labeled with your child's name and remain in your child's backpack during the school day. This policy prevents hurt feelings and lost or broken belongings. Electronic devices such as iPad's, tablets and cell phones are not permitted during FUN FRIDAY time. Children who bring these items to school will not be allowed to remove them from their backpacks during FUN FRIDAY activities.

## 22. DRESS CODE

Children should be dressed according to the AISD Dress Code. Please make sure that your child is dressed appropriately for the current outdoor weather as playtime outside will be included daily. The Child Development Center is not responsible for any damage or stains on children's clothing.

## 23. HEALTH AND SAFETY

### 23.1 Mandated Reporting of Suspected Child Abuse and Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities.

ALL EMPLOYEES of The Child Development Center are considered mandated reporters, under this law.

Employees are required to report their suspicions of child abuse/neglect to the Texas Health and Human Services Commission Child Abuse Hotline at 1-800-252-5400. The Child Development Center requires employees to inform the Director prior to making the report.

The employees of The Child Development Center are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report, under the Act. Mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at The Child Development Center take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

#### **GUIDELINES ON CHILD ABUSE**

The following pages contain information relating to child abuse. It is extremely important to make yourself familiar with the information, especially the parts pertaining to the characteristics of battered children and the indicators of child neglect. If you have any suspicions or concerns regarding a child, please get in touch with the Executive Director and begin to keep a written anecdotal record of the child abuse indicators including dates and descriptions.

#### **CHARACTERISTICS OF BATTERED CHILDREN**

Abused children endure life as if they are alone in a dangerous world, with no real hope of safety. Feeling unprotected, an abused child tries to protect himself in all the ways he can.

When a child has been injured and is brought for treatment, the child usually appears to:

*Have no close feelings or affect with parents or other people. Be fearful. Be quiet. Show no reaction to pain or expectation of being comforted.*

Having had violent physical contact with adults in the past, the child is often:

*Wary of physical contact initiated by an adult.*

When admitted to a hospital ward, the battered child:

*Seems less afraid than other children and settles in quickly.*

When other children cry, the battered child:  
*Becomes apprehensive and watches them with curiosity.*

The battered child will also become:  
*Apprehensive when an adult approaches the crying child.*

While in a new situation, the child:  
*Seeks safety in sizing up the situation and being alert for danger.*

Children who have been battered do not behave as typical children do:  
*They display many adult-like reactions.*

#### **INDICATORS OF CHILD NEGLECT**

There are various characteristics that can describe child neglect in general, but for clarity, neglect can be divided into two subgroups: physical and emotional neglect. These two aspects contribute to each other and rarely occur separately. The following are characteristics that may indicate physical neglect:

1. *Malnourished*
2. *Ill-clad or dirty*
3. *Overcrowded or unhealthy sleeping arrangements*
4. *Receiving inadequate supervision*
5. *Totally unsupervised*

Many of the above-mentioned characteristics are also indicative of emotional neglect, along with the following:

1. *An insecure child, seemingly withdrawn or overaggressive*
2. *Failure to attend school regularly*
3. *Constant friction in the home*
4. *Exposure to unwholesome and demoralizing circumstances*
5. *Denied normal nurturance*

#### **REPORTING CHILD ABUSE IN TEXAS**

In Texas, the Health and Human Services Commission investigates reports of suspected child abuse, and neglect. THHSC Employees are available to receive referrals at the Child Abuse Hotline at any hour (1-800-252-5400). Calls received at the hotline during normal working hours are immediately referred to the appropriate office. THHSC accepts all reports of suspected child abuse and neglect and other referrals by telephone or online from all sources including identified sources, news media, anonymous sources, sources that have incomplete information, and referrals from the child or parent himself.

#### **IMMUNITY FROM CIVIL OR CRIMINAL LIABILITY AND/OR EMPLOYMENT ACTION:**

Any person, who reports abuse or neglect, pursuant to the law or testifies in a child abuse hearing resulting from such a report, is immune from any criminal or civil liability

because of such action. As mandated reporters, employees of The Child Development Center cannot be held liable for reports made to Child Protective Services, which are determined to be unfounded, provided the report was made in “good faith.” Further, the employee is immune from discharge, retaliation, or other disciplinary action for reporting under the Child Protective Services Act unless it is proven that the report is malicious.

### **PENALTY FOR FAILURE TO REPORT**

Any person who knowingly fails to report suspected abuse or neglect, pursuant to the law or to comply with the provisions of the law is a disorderly person and subject to a fine of up to \$500.00 or up to six months imprisonment or both.

### **Causes for reporting suspected child abuse or neglect include, but are not limited to:**

- ◆ Unusual bruising, marks, or cuts on the child’s body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts)
- ◆ Dropping off/Picking up a child while under the influence of illegal drugs/alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a child to school over-medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

### **23.2 General Health Guidelines**

If your child becomes ill at school, he or she will be given a rest mat and placed in a quiet corner of the room to rest until you can come to take him/her home. It is important for you to have alternate arrangements made for the care of your child during illness. The staff cannot allow a sick child to stay in the program.

You are asked to keep your child out of the program until all symptoms of illness have passed and the child is no longer contagious. The Center policy is to keep the child out of the program at least 24 hours after fever and other symptoms disappear.

### **23.3 Children with Severe Allergies**

For the safety of your child, parents are required to provide a signed copy of the Severe Allergy form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s) and must be updated as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form is included in the annual registration packet.

Parents must also execute a Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies form. This form releases The Child Development Center from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the Severe Allergy form, provided The Child Development Center exercises reasonable care in taking such actions.

### **23.4 Dispensing of Medication**

When you bring medications to the program for your child, you will be asked to complete the Permission to Administer Medicine Form. Childcare licensing requires that medications must be in their original containers, have current expiration dates, and in the case of a prescription, have been prescribed for the child receiving the medication, not a sibling. The label on the prescription must include the child's name, date, specific instructions on dosage and times to be given, and physician's name. We ask that you notify staff of any specialized instructions concerning the dispensing of your child's medication.

Any medication, which would ordinarily be a prescription but is a sample given to the patient by the doctor, cannot be administered unless a signed note accompanies it from the prescribing physician stating the type and name of the medication, the times and amounts to be given, and the date.

All non-prescription medication containers must be labeled with the child's full name and the date the medication was brought into the program. Non-prescription medication must be in the original container. The teacher will administer it according to label directions if approved in writing by health personnel or the child's parent. If the dosage instructions on the medication bottle do not apply to the child's age/weight, we will require written instructions from the child's pediatrician.

Parents and teachers are not allowed to administer any kinds of vitamins or medications by adding them to the child's bottle, cup, or thermos.

## 23.5 Communicable Diseases

The Child Development Center follows all health/communicable disease policies as outlined in the American Academy of Pediatrics. The Child Development Center does not require employees and staff to show proof of vaccines.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. The Child Development Center reserves the right to refuse to allow a child to return if the Afterschool Director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program 24 hours after their last bowel movement.



If your child has a communicable disease, we ask that you share the diagnosis with the center, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. The Child Development Center will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based on your decision to share, or not to share, the reason for your child's absence from school.

### 23.6 Alternate Safe Location

If evacuation is ever necessary, the alternate safe locations are outlined below. 911 will be called and staff will be responsible for making sure that all children are accounted for once children are safe and attendance is taken. Staff will carry cellular phones and call all parents to inform them of the emergency and advise parents to pick up their children if necessary.

**Baldwin** – Meridian Pavilion and Pool, 12225 Meridian Park Blvd (Espina Dr) Austin, TX 78739

**Clayton** – Circle C Community Center, 7817 LaCrosse Ave 78739 (Open until 5:00pm)  
After 5:00pm – CDC 5917 La Crosse Ave 78739

**Kiker** – CDC 5917 La Crosse Ave. 78739

**Cowan** – Bread Basket/Texaco, 8801 West Gate Blvd, Austin, TX 78748

**Bear Creek** - Circle C Avana Pool- 6610 Trissino Drive Austin, TX 78739

### 23.7 Medical Emergencies

Safety is our number one priority at The Child Development Center. All parents that enroll their child in our programs are required to disclose all current medical conditions and allergies and provide all necessary medical equipment needed to help aid your child in case of an emergency. CDC needs our own medical equipment as our teachers do not have access to the school front office or nurse rooms after 2:57pm.

In case your child has a severe medical emergency during CREW, such as: an allergic reaction, severe asthma attack, or severe medical injury our staff will react accordingly:

- Administer proper medical attention and medication we have on site for injured student. EMS will be called immediately if an Epi-pen or Diastat is administered.
- Call parents to inform you of the situation. If parents cannot be reached, our staff will immediately call the emergency contact person listed in student file. We will stay in contact with parents, or emergency contact, if we make phone contact.
- If symptoms subside, staff will continue to monitor student until the parents or authorized pick up person arrives.

- If symptoms/situation escalates, and our staff is unable to contact parents or emergency contact, our staff will call 911 for emergency assistance. After calling Emergency Response we will continue to try and contact parents.
- In situations where CDC staff has no medications on site, staff is required to call EMS if contacting parents is unsuccessful and symptoms continue to escalate.
- If parents arrive the same time as EMS parents have the right to refuse transport.

## 23.8 Surgery

Children may not attend school the same day that they have surgery. Young children recover quickly, but there is always a risk of reactions to anesthetics. The CDC does not have the materials or staff to react to such emergencies.

## 23.9 Incident/Accident Reports

Should your child be involved in an incident/accident during the Afterschool program, a staff member will complete an Incident/Accident Report.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children. A telephone conference may be scheduled for later if that is most convenient.

## 23.10 Food Policy

A simple snack is served every afternoon. You are welcome to provide your child with additional snacks from home. Children with food allergies should bring an alternate snack to eat in the event that he/she cannot eat the snack being served.

Cooking projects are sometimes a part of our program’s clubs. Parents of children with allergies or special nutritional requirements may ask that their child attend an alternate club.

All food items must be labeled with your child’s name. The Circle C Child Development Center does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor’s note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets).

The Child Development Center never uses food as a punishment. Children will never be denied participation in snack time for behavior reasons.

### 23.11 Lice Policy

Upon detection of live lice on a child, the CDC will contact the child's parent/guardian. The child may return to school after treatment with an over the counter or prescription medication and thorough combing has been completed. The class will be notified and information regarding steps for parents to follow will be sent home. Children identified with nits only, will have their parent/guardian contacted by the child's teacher to see if treatment has taken place. **Children with live lice and/or nits who have NOT been treated may not attend school.** Once a child has been treated for lice and/or nits and returns to school, frequent re-checks will be done to ensure that treatment was effective.

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. Head lice are a common occurrence among young children. Head lice spreads from person to person by direct contact with hair or by sharing items such as hats, brushes, etc.

### 23.12 Gang-Free Zone / Firearms and Weapons

Any area within 1000 feet of the school is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

At no time is any person permitted to carry any type of firearm, ammunitions, and/or weapon on center property for any reason. Violation of this policy will result in immediate dismissal from the program.

### 23.13 Playground

The outdoor play equipment we use belongs to the public-school facility and does not necessarily meet Licensing standards.

## **24. POLICY CHANGES & COMMUNICATION**

The CDC reserves the right, at its sole discretion, to change any policies through written communication with families.

The CDC utilizes e-mail as the prime form of communication (via Constant Contact). It is the parent's responsibility to ensure we always have an up to date e-mail address on file.

## **25. STAFF EMPLOYMENT BY CLIENT'S POLICY**

The staff of The Child Development Center is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ The Child Development Center staff will have their services terminated and any deposits will be forfeited. Staff who become employed by current or former clients of The Child Development Center will have their employment with The Child Development Center terminated.

Employment refers to any relationship outside of the agency's services which involves an employee of The Child Development Center to interact with a current or former client's of The Child Development Center. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

## 26. AGENCY CONTACT INFORMATION

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