

Calallen After School Care Operational Policy

Director Name: Bobbie Grooms

Facility Address: 13122 IH37 Corpus Christi, TX 78410

Phone: 361-222-4124

Website: www.calallenafterschoolcare.com

Hours of Operation:

Monday-Friday 7:00am-6:00pm

Holidays:

CASC will be closed on nationally recognized holidays. After School program will offer all day camp for CISD school breaks.

New Years EVE/Day Good Friday Labor Day Christmas eve/day/dayafter Thanksgiving day/day after

Our Mission:

Calallen after school care is committed to provide a fun, educational, and safe environment for a child's developmental growth. Our facility has a variety of different themed rooms that will provide a balance to learning and fun through a variety of experiences. The curriculum includes help with homework, snacks, gaming room, movies, library, arts and crafts, playroom, music, dancing, board games, and an outdoor space for a variety of activities.

How to Enroll:

To enroll in any of our programs you must come in person or visit calallenafterschoolcare.com for the admission packet. This includes ACH form, Review our policies and procedures, Enrollment agreement. This director will complete an assessment of child to determine likes/dislikes as well as individualized needs of each child. We require a 50.00\$ annual application fee due at the time of taking the application. Tuition must be made prior to start of care. Enrollment starts when the application packet is filled out and returned not on child's start date. Pre-Kinder has an annual curriculum fee of 45.00. Toddlers have an annual supply fee of 45.00. These fees are due prior to start of care.

Tuition:

All Day Care:

18months-36 months 165.00 per week

3 years-4 years 155.00 per week

5 years – 12 years 150.00 per week

After School Care

Kinder- 12 years 65.00 per week

Drop In Care: 5-12yrs 55.00\$ per day

Payment Options

Payments will be made via ACH and automatically initial payment must be paid prior to start of care. If payment is returned parents will have a 20.00 late charge. If payment is not made or if it is returned child cannot attend care until payment is made in full including any fees.

Withdrawals

CASC requires a full calendar month written notice of withdrawal for each child. This is not the same thing as a 30-day notice. There is no proration of the last months tuition. The notice period is the tuition month in which CASC has written withdrawal notice on or before the first calendar day of that month: the final tuition payment always will be through the last calendar day of the month of withdraw. Parents are responsible for all tuition and fees, including late and other assessed fees until satisfactory notice is provided. Parents who remove children without notice will not receive a refund for the month and will be charged for the time not notified. Parents who have a declined payment and did not give a notice will not be allowed to return to care until all payments and late fees are made and can be subject to legal actions. Tuition is nonrefundable regardless of withdrawal date. CASC will not change this policy regardless of the reason for withdrawal. Ex) loss of job, family issues, pandemic, natural disaster

Annual Enrollment:

50\$ per child per year. If paid as a wait list deposit, will be credited as the first year's annual enrollment fee. Annual enrollment fees are due each year the first week of August.

Child Eligibility for care:

Must be 18 months-12 years old. Child must be able to maintain responsibility of his/her hygiene if they are over the age of 4 years. If an accident occurs child must be able to change soiled clothing. Child must be able to follow rules/direction of staff.

Discipline and Guidance

We follow the standards provided by Texas Department of Family and Protective Services:

Discipline must be:

1. Individualized and consistent for each child.
2. Appropriate to the child's level of understanding.
3. Directed toward teaching the child acceptable behavior and self-control
4. A positive method of discipline and guidance that encourages self-esteem, self-control, and self direction, including the following:
 - A) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - B) Reminding a child of behavior expectations daily by using clear, positive statements;
 - C) Redirecting behavior using positive statements. Using brief supervised separation or time out from the group, when appropriate for the child's age, which is limited to no more than one minute per year of the child's age.

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

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet;
9. Requiring a child to remain silent or inactive for inappropriately extended periods of time for the

child's age, including requiring a child to remain in a restrictive device.

Suspension:

If child cannot maintain a safe responsible behavior parents will be notified immediately to pick up child.

Ex) Tantrums/Anger that staff cannot control, Physically/Verbally abusive behavior that cannot be redirected. Parents must follow our policies and procedures, if parents are in violation of our policies/procedures we will suspend the child from care. If your child is expelled or suspended no refunds will be granted.

Daily Health Checks:

Each morning when a child comes to the center, they are checked for any physical marks, etc. For documentation in the file. This helps caregivers and parents when there are questions from parents, caregivers, licensing. These inspections are done as early as possible upon entering the classroom. Please alert caregivers if there are any marks or injuries that you are concerned about.

Head Lice:

Children may not attend the center with head lice. Parents must treat and remove all lice and nits before child can come back to care. Teachers will be monitoring signs of headlice Ex) itching, visible nits

Potty Training:

We currently do not accept children who are over the age of 3 and a half and not potty trained unless your child/children fall under the guidelines of type II or type III ADA Act.

A potty-trained child is a child who can do the following:

- 1) Be able to tell the adult they must go potty before they must go. They must be able to say the words 'I have to go potty' before they must go.
- 2) Be able to pull down their underwear and pants and get them back up without assistance.
- 3) Be able to wipe themselves
- 4) Be able to get off the potty
- 5) Be able to wash and dry hands
- 6) Be able to go directly back to the room without directions
- 7) Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the facility.

Drop off- pickup

For all day care/ day camp all students must be dropped off by 9am unless they have a doctor's note. Children will only be released to authorized adults that parents put on the admission form. They will be required to provide an ID or DL for identification. Parents are not allowed to call/text to add someone to the pickup list. Parents must add them in person and initial. If a child is picked up after closing parents will be charged 1\$ per minute and payment is due at pick up in cash. Frequent late pickups can result in suspension.

Food and Nutrition

If parents are choosing to provide a meal and snack from home, you understand by signing below that CASC is not responsible for its nutritional value or meeting the child's daily needs.

Illness / Medication Administration

We follow the standards provided by the Texas Department of Family and Protective Services:

Parents will be notified, and children must go home if the following occur:

1. An oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
2. A tympanic ear temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness
3. An axillary armpit temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill
5. A health care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate the child is no longer contagious. A child who was ill may return to your child-care center when:
 1. The child is free of symptoms of illness for 24 hours;
 2. You have obtained a health care professionals statement that the child no longer has an excludable disease or condition. We will administer medications only when the parent fills out and signs authorization form. Medication must have child's name, date of birth, and dosage on it.

Parent Initial _____

Medical Emergencies

In the event of a medical emergency, we will call emergency medical services, provide first aid or CPR, contact the parent and contact the health provider.

Immunizations

Parents will be required to sign an immunization form stating that all immunizations are current and on file at the child's school. If immunizations are not current, we cannot enroll your child until they receive them or the proper exemption forms.

Transportation

We will provide transportation from the school to our facility and for field trips during camp. Parents must sign an authorization form with admission packet for the children to be authorized to be transported. Parents must notify staff by noon if child will be absent from care. IF parents do not notify staff you will receive a curtesy call prior to the car leaving the school. IF you do not answer we will have to leave the school. If parents frequently do not notify staff that child is absent, then a notice will be given to the parent with a concern and if parent continues to be non-compliant child will no longer be able to receive transportation. There are not refunds for absenteeism.

Physical Activity:

CASC will ensure that toddlers will receive 60 mins of physical activity daily and Pre-K and up will receive 90min of physical activity daily. For promotion of Gross and Small muscle movements.

Personal Property:

Children can bring electronic devices if they are kinder and up. Children will only be allowed to use them during the designated electronic time. Children cannot share devices with other children or record/photograph any children. We are not responsible for any lost, broken, or stolen personal property.

Emergency Preparedness Plans

Our main goal is to provide a safe environment for your child. We will follow standards provided by DFPS. We have a plan that outlines our facility and where the children will relocate in the event of an emergency. There will be a copy posted in the hallway and parents may request a copy for them to keep. Our emergency phone number listed with TDFPS is 361-222-4124. In the event we will need to communicate with local authorities we will use the center phone to call 911.

Fire plan is in every room and the hallways. In the event we must evacuate the building, we will relocate in the grass area to the left back of our building. Teachers will follow the fire plan posted in the classroom for the students to be evacuated the safest way. Students will walk to the safe zone located on the left back of CASC. Staff first responsibility it to take roll and count of the classroom and use radio to notify director or person in charge that their class is accounted for. Then staff will be responsible for entertaining children to keep the focused and together in a group. If required, we will then call parents for pickups. We have every parents/emergency contact information on the Procare App

Designated Safe Area Offside

In the event of an emergency the first responsibility is for the staff to move the children to our emergency site. This will be in the open field to the left of the childcare center. Children will walk to the area. The first responsibility for teachers will be to take roll and count all students. Then they will use the radio to notify director or person in charge that all students are accounted for. They will then play a game to keep children engaged and together. At that point, the director and teachers will us the tablets in the rooms and the center phone to being to call parents and notify them via the ProCare connect parent engagement app.

Active Shooter

Children will be moved into the safest possible area. Each classroom has a safe zone and will be moved to another area if needed. Staffs first responsibility is to count students and ensure they are accounted for with online attendance records as well as using ProCare connect for parents' information to being calling parents to pick up students. We also have a paper copy of children's records on the front desk and the receptionist or assistant will grab the binder before going to the safe zone. Teachers will have students play a quiet game so they can ensure they remain calm and distracted.

We follow the minimum standards by the TDFPS regarding carry of firearms. §746.3707 clarify that peace officers and commissioned security officers who are trained to carry firearms may have firearms and ammunition at the center. For all other persons, firearms and other weapons are prohibited at the center; however, this prohibition does not apply to personal vehicles;

Pandemic/Natural Disaster Policy:

CASC is an essential business. We will not close our doors regardless of what other businesses do unless we are told by our Local Leaders that this is a requirement. Tuition/Withdrawal Policy remains in effect regardless of Natural Disasters/Pandemic or any other environmental factors that may present themselves. If CASC must close its doors it will be up to the OWNER/DIRECTOR on if tuition will be placed on hold.

Childcare Non-Discrimination Statement

In accordance with state family childcare licensing regulations, childcare services are available without discrimination based on sex, race, color, creed, disability, sexual orientation, national origin or ancestry. Enrollment discrimination issues should be referred to: Department of Workforce Development (DWD) Equal Rights Division - (608) 266-6860.

Disability Non-Discrimination Statement

Reasonable accommodation will be provided for qualified children with disabilities upon request, as specified under the Americans with Disabilities Act.

Americans with Disabilities Act discrimination issues should be referred to: OFFICE ON THE ADA CIVIL RIGHTS DIVISION, US DEPT OF JUSTICE, PO BOX 66738, WASHINGTON DC 20035- 9998, (202) 514-0301.

Staff to Parent Notification

We will provide parents in writing of any events or changes coming up. Parents will be required to review, and sign contact information provided for each child; to ensure all information is up to date.

Complaint Procedures:

It is our intent to resolve any concerns parent have about CASC operations. We encourage parents to notify receptionist that they have a concern and will like the director to call them, or parents may email. the director for a meeting at calallenafterschoolcare88@gmail.com. Our staff will be unable to answer. questions regarding care during hours of operation. Any parents who become rude or unreasonable while children are in care will be asked to leave and will not be allowed to return.

Minimum Standards:

Parents may review a copy of the most recent licensing inspection report the main office. Minimum standards are available online at <https://www.dfps.state.tx.us/childcare>.

Important Phone Numbers

Reporting Abuse and Neglect 1-800-252-5400

Nearest Child Care License Office: 361-878-3451

Directors Number: 361-222-4124

Cal allen After School Care 13122 IH37 Access Road Corpus Christi TX

Parent Signature/Date: _____

Director Signature/Date: _____

Parent Initial _____