

# **Child Care Handbook**

## **Policies and Procedures**

### **2020-2021**

## **After-School Child-Care Program**



## **Hill Elementary School**

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## About the Program

The Hill Elementary After-School Child-Care Program provides a safe place for children after school before going home. The program is directed by campus administration. The Hill Child Care Program is open 3:00p.m. to 5:45p.m. Snacks are provided. The Program offers full-day child care on some Staff Development Days from 7:45 a.m. until 5:45 p.m. Expect the Program to be closed to children on some Staff Development Days so that we can provide training to our Staff. The Program is closed on all Staff holidays. A schedule of days and times when the Program is closed is provided every month.

## Enrollment

The Hill Child Care Program is open only to children enrolled in Hill Elementary School. Admission is on a first-come first-serve basis as openings occur. If there are no current openings, a child's name may be placed on a waiting list. Parents are notified as space becomes available. Part-time care is not available.

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

- ✓ Application Form
- ✓ Signature Form
- ✓ Registration Fee, non-refundable

Enrollment in the Hill Child Care Program is not complete until all registration forms with required information have been completed and submitted along with the required **non-refundable registration fee**. Forms and payments must be returned to the main office. The 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. Withdrawing a child from the Program may be done verbally or via email. If a child is withdrawn mid-month, a refund for the partial month will not be issued. If a child is withdrawn and re-enrolls, he/she may be placed on a waiting list.

## Tuition and Fees

The Hill Child Care Program is a site-based Program that is entirely self-supported. A **non-refundable** registration fee of \$100 per child is due at enrollment. Tuition is paid monthly. It is due on the 1<sup>st</sup> of the month, and no later than the 5<sup>th</sup> of the month. You may pay your tuition by cash, check (payable to "Hill Elementary"), money order, or online at [austinisd.schoolcashonline.com](http://austinisd.schoolcashonline.com). Tuition is a fixed amount even if there are holidays within a month. Tuition received after the 5<sup>th</sup> of the month is considered late and a late fee will be charged. Payments after the 5<sup>th</sup> accrue at a **\$5.00 per day late charge**. If tuition is not received by the 16<sup>th</sup> of the month, after-school care services may be terminated. If a check is returned for nonpayment, the bookkeeper may determine that we will no longer be able to accept personal checks and will require a money order or cashier's check as payment for the remainder of the school year.

Please save your receipts for tax purposes. To request a tax letter, please call or email the Administrative Assistant.

## **Schedules**

The daily schedule is flexible, depending on the weather and other circumstances. Activities may include snack time, homework, computer lab, outdoor play, arts and crafts projects, games, and movies. Children are served a light, nutritious snack each day. Parents should notify the Program of any food allergies or dietary issues. Parents may send a special snack when a medical condition exists. The Program designates certain times daily for children to work on homework. Children are expected to take out their homework and start working without disrupting others. If a child is being disruptive during homework time, he/she will sit in the Office with the Administrative Assistant. A child who has difficulty concentrating in a large group format may sit in the Office with the Administrative Assistant to read/study. Parents are responsible for checking homework for completion and accuracy.

## **Assignment of Children**

Classroom assignments are based on the age and development of the children, but are not strictly separated by grade. The campus administration creates the rosters and Staff assignments for groups of children. Child Care Leaders have primary responsibility for the same children within a group. They create meaningful activities and communicate with parents for those children assigned. They provide support to colleagues in caring for all children within the Program.

## **Release of Children**

Children are not allowed to leave the Program without permission from parents or guardians. Until a Child Care Leader recognizes parents/babysitters from sight, persons picking up children may be required to show a photo ID. Normally, children are released only to individuals listed on the Application Form designated by the parent. When special circumstances arise, parents may give permission either verbally or by email to the Staff for someone else to pick up. Staff will ask the new pickup person to show photo ID. 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. When parents make contact with their child, supervision of that child shifts to the responsibility of the parent. Parents/babysitters should keep them in their 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/guardian at all times. This is for the safety and health of all children at our school. If parents are picking up a child from the playground, they must notify the Child Care Leader when removing them from the Program. Children are not allowed to return to their school classrooms located in portables, if they have forgotten belongings or homework. As custodians clean the portables, alarms are set. The Hill Child Care Program requires written permission for a school-age child to walk from school or to be

released to the care of a sibling who is under 18 years, and be approved by campus administration.

### **Late Pick Up Fees**

The Program closes at 5:45 p.m. each day and children must be picked up by this time. At 5:45 p.m., remaining children are walked to the office. The parents and everyone on the authorized pickup list are called until arrangements have been made for pickup. Late fees will be charged per child for children picked up after 5:45 p.m. Parents are asked to call if there is a situation that will cause them to be late in picking up a child. Late pick-up fees are still applied. When children are picked up late, campus administration is notified. **Late pick up fee of \$10 plus \$1 per minute per child. Late pick up fees are enforced and due upon arrival at pick up.** Care may be terminated for excessive late pickups and/or nonpayment of late pickup fees. Three late pick-ups are considered excessive.

### **Behavior Policy**

In order to ensure that the Child Care Program is safe and effective, we need the cooperation of all the children, parents, and Staff. 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 Hill Child Care Program. Children are expected to take personal responsibility for their actions. 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 will be referred to the campus administration and may ultimately be dismissed from the Program. Child Care Leaders are responsible for documentation of disruptive behavior.

Children are expected to

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

Children may not

- Show rough play or physical aggression toward children 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
- Threaten children or Staff
- Disrupt the Program environment

- Fight, steal, cheat
- Use drugs
- Sexually harass others

Disciplinary Measures may include:

- A brief supervised separation or time out from the group
- Loss of privileges such as computer time during Child Care or recess during school
- Parental contact and a behavior contract may be developed.

Some behavior will be addressed the next day with a campus administrator. The Program has the right to terminate enrollment if a child consistently disregards the standards of behavior expected by the Program. In addition to disciplinary consequences, children are responsible for replacing or paying for damages or stolen property. Tuition is not refundable or pro-rated for a child who has been dismissed from the Program.

## **Illness and Accidents**

Sick children should not be sent to the Hill Child Care Program. **A registered nurse is not on duty after 3 p.m.** If a child becomes ill or gets hurt during Child Care, Staff will make the child as comfortable as possible and call the parent to pick up the child. Parents must pick up the child as soon as possible. Staff members administer appropriate first aid for minor injuries. If an injury is more than a cut, scrape, or minor bug bite, the parent is contacted immediately. If the parent cannot be reached, the designated emergency contact person will be contacted. If the emergency contact person cannot be reached, the child's physician will be contacted to determine what action should be taken. Should immediate medical attention be needed, EMS at 911 will be called to evaluate and/or transport the child to a medical facility.

## **Medications**

Medications given during the Child Care Program hours follow the AISD regulations for Parent Authorization of Medication at School. Children are not allowed to administer their own medications.

## **Children's Absences**

Anytime a child will not be attending the Program, parents are asked to call the Staff to inform them that the child will be out for that day. There are no refunds or credits of tuition for days a child does not attend the Program.

## **Staff Development or Teacher Conference Days**

On days when full day care is provided, parents must come in with the child. Parents may not leave a child at the Program unless a Staff member is present. Children may not be dropped off at the door. Children need to bring their own lunch and drink.

### **Special After-School Activities**

If a child belongs to a club or tutorial class 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, chess club). It is the responsibility of the other program to walk the child to the Hill Child Care classroom.

### **Children with Special Needs**

The Program accepts children with special needs when Staff members are able to attend to the child safely and still meet needs of all children enrolled in the Program. Due to Staffing limitations, the Program is not able to accommodate children who need one-on-one care.

### **Personal Belongings**

Children's personal belongings, such as games, cards, toys and other items brought from home, are not permitted unless arrangements have been made with Program Staff. Personal belongings may be permitted until they become a problem within the group. The Program is not responsible for lost or stolen items brought from home.

### **Animals**

No animals are allowed in Child Care.

### **Bad Weather Policy**

When the school closes before the scheduled dismissal time because of bad weather, or the district closes all after-school activities, the Hill Child Care Program will also be closed. School or Program Staff will notify parents if Hill Child Care is closing early. Parents must make arrangements for children to be picked up. If the school does not open for class for the day due to bad weather or other circumstances, the Hill Child Care Program will not be open. Tuition will not be pro-rated and is not refundable in the event of emergency cancellations.

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

In order to maintain the highest safety and security for children in care during Program hours, children not enrolled in the Program cannot participate in any activities, indoor or outdoor at any time. Staff may not babysit, care for children, or transport children other than those enrolled in the Hill Child Care Program.



## **Termination Policy**

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

- Failure of parents or children to comply with Program policies and procedures
- Failure of child compliance with disciplinary behavior
- Failure of parents to pay monthly tuition (three late payments)
- Consistent late pick-up of a child (three late pick-ups)

## **Employee Guidelines and Responsibilities**

Child Care Leaders are employees of the Austin Independent School District (AISD). They follow the AISD Employee Handbook, which addresses holidays, leave benefits, resignation, termination, corrective/disciplinary actions, grievances, payroll, health insurance, life insurance, teacher retirement, employee conduct, health and safety issues, and district communications. Employees also follow the Hill Elementary Staff Handbook.

Hill Child Care Leaders will supervise day-to-day operations for safety and security of children in the Program, maintain current C.P.R. and First Aid certification, and purchase equipment, supplies, and snacks.

The Child Care Program is mandated by Texas law to report any suspected case of child abuse or neglect. Any person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect is obliged by law to report (Texas Family Code, Sec. 261.101a).

**Complete and return the Parent Acknowledgement form.**

## **AISD After-School Child-Care Program Parent Acknowledgement Form**

I, \_\_\_\_\_  
acknowledge (PRINT NAME)

that I have received of the AISD Hill Elementary After-School Child-Care Program Handbook and agree to the terms stated in this handbook.

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

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