

School Age
Child Care
Pre-K – 5th

Center Point Independent School District
Community Education School Age After School Program
2022-2023

Parent Handbook

Center Point Independent School District Community Education
School Age Child Care After School Program
Parent Handbook

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Dear Parents:

Welcome to Center Point ISD Community Education's School Age After School Program. Our after school program is open to CPISD students enrolled in pre-Kindergarten through fifth grade who are capable of **functioning independently** in a group setting. The program runs immediately after school to 6:00 PM throughout the CPISD School year; as defined by the CPISD School Calendar. We are closed on all CPISD student and staff holidays.

A variety of activities are offered. Indoor and outdoor recreation, games, academic enrichments, creative play, homework assistant, and free time for the children to pursue their own interests in a safe, supervised, and caring environment.

The program follows the policies and procedures of Center Point ISD and is administered through the CPISD Community Education program. Policies, staff, curriculum, accountability, and finances are all monitored by CPISD's Community Education Program. The program does not receive tax dollars and is a self-sustaining. Salaries, supplies, and administrative expenses are supported entirely by registration fees and tuition not by CPISD or specific school supported funds.

School Age Child Care (SACC) Programs that are under the auspices of TEA accredited school districts are exempt from licensing by the Texas Department of Protective and Regulatory Services.

Community Education works in cooperation with the assigned teacher's community education coordinator, superintendent, and principal from the school site regarding discipline, staff, and ongoing monitoring of the program. The Community Education Department insures an appropriate snack for children enrolled in the program.

On your child's first day in the School Age After School Program, please send a note reminding the regular classroom teacher that your child is to go to the after school program immediately after school.

Center Point ISD does not discriminate on the basis of race, sex, age, religion, color, national origin, in providing education services, activities, or programs. It is the intent and policy of this district to conduct its activities in compliance with all Federal and State Laws prohibiting discrimination on the basis of race, sex, age, religion, color, national origin. All students must be able to function 100% on their own as we do not have a 1 to 1 ratio for teachers and students.

Have a great year!

HOURS OF OPERATION

CPISD After School Care opens immediately after school is released and closes at 6:00 PM (SHARP) which includes any early release days as well.

PROGRAM ELIGIBILITY

Students currently enrolled in CPISD

Pre-Kindergarten through fifth grade

Students **capable of functioning 100% independently** in group settings

Students that **do not require one-on-one staff attention**

REGISTRATION AND ENROLLMENT

Children that are enrolled in Pre-Kindergarten through fifth grade at CPISD School are eligible for the CPISD Community Education School Age After School Care Program. Parents must complete a CPISD School Age After School Care's enrollment process before sending their children to the program. Drop-ins are not accepted. Children who are enrolled in the program may not bring friends with them. Registration for the school age after school program is ongoing during the school year if space is available. If space is not available you will be kept on a waiting list and at that time offered the space at that time if you are still interested.

To complete enrollment:

Print forms from https://cpisd.net/340145_2 or pick up at the Elementary Office and return to the Elementary Office.

Attn: Lisa May, After School Care Coordinator.

Before attendance (no exceptions):

1. All forms must be completed
2. Registration fee received payable to Center Point ISD.
3. Payment for the first month's tuition at registration time.

Please keep all forms current. Parents must promptly provide new information to Brittany Redfern, CPISD Business Office Clerk or Ms. Lisa May, After School Care Lead Teacher, regarding changes such as emergency contacts, authorized pick-up persons, employers' phone numbers, and changes in attendance, and any other information that affects the safety of your child.

PLEASE NOTE: All questions or concerns regarding payments or amounts previously paid must be addressed to Brittany Redfern, CPISD Business Office Clerk or Ms. Lisa May, After School Care Lead Teacher. The CPISD Community Education Coordinator cannot make exceptions to rates, policies, and procedures; however your suggestions and concerns are always welcome. Written suggestions will be given appropriate consideration during the times set aside for policy/procedure changes.

INCOME TAX RECORDS

Please keep all of your receipts, canceled checks, etc. in a safe place. Statements will be available from the CPISD Business Office at the end of the year. W-10's will be provided upon request.

WITHDRAW POLICY

When withdrawing your child from the program, a withdrawal form/letter must be completed and received by the CPISD Community Education Coordinator before the process is official. If a parent withdraws their child and wants to return to the program; this can only be done if there is space available. If space is not available you will be placed on a waiting list and contacted on a first-come/first-serve basis. Having paid a registration fee earlier in the year, prior to withdrawing does not guarantee a space should you want to return. If payment has not been received for the month in advance, your child will be automatically withdrawn and unable to return to the program.

PROGRAM FEES

August 2022 – May 2023

Registration Fee: \$15.00 per child

Tuition: \$35.00 per child per week \$45.00 for 2 children

(full month payment due in advance regardless of attendance, per the payment schedule provided)

Additional Child/Children: \$10.00 per extra per week per child in the same family

PAYMENT POLICY

One month tuition is due by said payment due date on the set calendar schedule that is provided. Any payment received after said due date before the current week of care will be considered late and charged a late fee.

Tuition:

- Payment must be paid a month in advance as per the yearly payment calendar
- **Late payments are charged \$5.00 per day not paid in full by posted due date**
- If mailed, CPISD After School Care Program c/o Lisa May, PO Box 377, Center Point, Texas 78010
- Payments will not be refunded or credited if a child is suspended or assigned to ISS
- Payments must be made by check, money order (payable to Center Point ISD), or **exact** amount of cash

RETURNED CHECKS

After the CPISD Community Education School Age After School Care Program has received two returned checks it is required that the family pays with a money order or exact cash amount. A \$30.00 returned check fee for all returned checks will be enforced.

DISCIPLINARY DISCHARGE

Children are entitled to a pleasant and harmonious environment at the program; therefore the program cannot serve children who display behavior that:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children, themselves, or staff members
- Ignores or disobeys the rules which guide behavior during the program
- If a child cannot adjust to the program setting and behave inappropriately, then the child may be discharged from the program.

STUDENTS ASSIGNED TO “ISS” or “OSS”

Students assigned to ISS (In School Suspension) or OSS (Off School Suspension), and who are also enrolled in the CPISD School Age After School Care Program may possibly still attend the program depending on the severity of the incident which put the student in ISS or OSS. This will be decided by either/or the principals, superintendent, after school care teacher, or after school care coordinator on a case by case matter.

SIGNING OUT

Parents (or designated person) are required to sign-out each day their child is picked-up. All persons who pick up your child must be listed on the enrollment form. Family members who are not listed are not considered authorized to pick-up the child. Changes must be in writing. **All authorized persons signing-out a student must be prepared to present their driver's license or picture I.D. for identification purposes.**

Should an emergency arise and a person not listed needs to pick-up the child, the parent/guardian must fax a letter of authorization listing the individual's name and phone number. The program reserves the right to ask the pick-up person to wait while verifying the change in arrangements with the parent. No child may be held from a natural parent unless custody papers are on file with the CPISD Community Education School Age After School Program. *We apologize for any inconvenience this may cause; it is done for the safety of your child.*

LATE PICK-UPS

If you have an emergency please make arrangements for another authorized person to pick-up your child.

When a child is not picked-up by 6:00 PM a late fee of \$1.00 per minute is charged which will be invoiced.

If we have not heard from you or an authorized person has not picked-up your child by 6:05 PM, emergency contacts are called. Be advised that at **6:20 PM our SRO Officer or the Sheriff's Department** will be called if no one can be reached. If a child is left late more than twice, we may suspend child care privileges.

ABSENCES

If we are not notified of a change in your child's schedule we are required to follow the most recent written instructions we have. Notes to your child's classroom teacher are insufficient. Always contact the CPISD Community Education School Age After School Care Program Coordinator or after school care teacher directly when your child will not be attending as scheduled.

We also need to know the date your child will return to the program following an absence.

If it is determined that a child has not arrived at the program as intended, the on-site senior associate will contact the parents or guardian. If the parents can't be reached, the senior associate will contact the designated emergency contacts on the enrollment form.

PLEASE REMEMBER: If a child is absent and we haven't been notified, much concern and time may be spent searching for the child. Without proper notice of changes in your child's schedule we may be obligated to detain the child at the program although that was not your intention.

EMERGENCY CLOSINGS

You must keep your school's front office informed as to how you want your child sent home if school is closed early due to unexpected emergencies.

Unscheduled closings – There will be no program on days when safety is compromised due to water problems, electrical problems, weather, or other situations that make travel or the use of the building unsafe. If problems occur after the program has opened for the day, you will be called to pick your child up. For your child's safety, please comply immediately. If you cannot do this or if you cannot be reached, your emergency contacts will be asked to pick your child up.

CHILD'S PERSONAL PROPERTY

Children's personal property (coats, clothing, school bags, etc.) must be cleared from the care area after each session of the program. Any personal property which remains after the session will be taken to the school's lost and found.

Although we attempt to help children stay organized, we are not responsible for lost or stolen property.

Cell phones may only be kept in the child's backpack and must be turned off. They may only be used in case of an emergency with the approval of the site senior associate.

ELECTRONIC DEVICES

Children are not permitted to possess such items as radios, CD Players, MP3 Players, iPads, video or audio recorders, DVD players, cameras, handheld electronic games or other devices unless prior permission has been given by the Community Education Office. In the event permission is given the program is not responsible for any damaged, lost or stolen devices.

HOMEWORK TIME

Students must come prepared to work on homework with assignments and materials needed. Students cannot return to their classroom once they have arrived at the after school program. Homework time will not exceed one hour to allow the child free time and is only offered at the designated time listed on the daily schedule. It is **not** the staff's responsibility to make sure a child does his/her homework and we cannot check students' backpacks. We can only work on an "honor system" with each child. Please make sure your child has their own homework materials to be used specifically at the after school care program since school materials are kept in the classroom.

DISTRIBUTION OF MEDICATIONS

Prescription medication schedules should be arranged with the school nurse so that medications are not taken during the after school program. This is for your child's safety. If a child must be given a prescription or over-the-counter medicine during program hours, the parent must provide the program senior associate with a completed and signed medication authorization. These can be obtained from the on-site senior associate or Community Education Coordinator. Medication can only be dispensed according to written instructions from the child's physician and from the appropriate container.

HEALTH AND SAFETY POLICY

If your child has a known medical condition (allergies, asthma, diabetes, seizure disorder, etc.), a written explanation and instructions from the child's physical must be given to the on-site senior associate. The physicians' letter must contain a medical explanation of the problem with emergency care instructions. It is not sufficient for a letter to say that the child can't eat a particular food. The letter must state that the child has an allergy to the food. Please make available any necessary emergency medication and complete the appropriate forms authorizing its use.

Parents will be notified to pick-up the child immediately if a child has any one of the following conditions: contagious disease, fever of 100 F, vomiting, diarrhea, lice, or an accident requiring medical attention. The program follows the school district's policy when determining whether or not to send a child home or allow a child to return who has a health problem.

The program doesn't have the facilities or clothing to change a child that has soiled his/her clothes. If the child doesn't have his/her own clothing and isn't capable of cleaning and changing themselves, the parents will be contacted to pick-up the child immediately.

If a serious accident occurs, the child will be taken to the local hospital by emergency vehicle for treatment and the parents will be called as soon as possible. Staff members are not allowed to transport children in their personal vehicles.

Staff is instructed that releasing a child to an intoxicated or impaired individual would violate Section 22.04 (Injury to a Child). If a parent/adult attempts to pick-up a child and the parent/adult appears to be so intoxicated or impaired that the staff has concerns about the safety of the child if released to the parent/adult, the child will not be released. The staff has been advised to call law enforcement immediately to come and make the determination whether the parent/adult is capable of driving the child anywhere unless they can confirm that there is another adult with the parent/adult who is not intoxicated or impaired and will be driving the vehicle used to transport the child. The program is required to report suspected cases of child abuse.

INSURANCE

The school district is not responsible for accidents.

Families will need to provide their own insurance coverage. Accident insurance for students is available during the school year through the school's front office if the child is not covered under a family medical plan.

DISCIPLINE PLAN

SCHOOL AGE CHILD CARE PROGRAM

School Age Child Care student responsibilities:

1. Report directly to the appropriate location and follow specified procedures for checking in
2. Sit quietly during roll call and announcements and await further instructions
3. Follow all rules as set by the CPISD School and Staff during all activities
4. Follow all instructions given by the CPISD After School Care Staff
5. Report to the CPISD Staff any sickness or injury
6. Show respect to all other children and the CPISD Staff at all times (including MS & HS Volunteers)
7. Treat other people's property with respect
8. Follow all school rules as applied during regular school hours
9. Clean-up and help put away materials before leaving an area
10. Refrain from using profane language, engaging in disruptive conduct, and insulting or threatening others
11. Ask permission before leaving a supervised area

Rules and Consequences:

The CPISD Staff at each site, together with the children in the program, will agree upon and post a list of rules. The rules at each site will be based on the following principles:

- Be considerate
- Be open-minded (accepting)
- Be honest
- Be respectful

The consequences for breaking rules are specific and made clear to the children so they know what to expect. All consequences will be logically related to the rule being broken. The consequence is a reminder of the rule, warning, and engaging the child in a plan for improving behavior.

Positive reinforcement is given throughout the day and good behavior is rewarded. When necessary, a child will be separated from the group and the parents will be notified of the child's resistance to disciplinary measures. If a child is hurting others or endangering themselves the parent will be contacted and asked to promptly pick-up the child from CPISD. Depending on the severity of the behavior the child is subject to suspension from the program for a period of one day to one week or expelled from the program entirely. Parents will be asked to sign a discipline form.

If the child has not complied with the rules following the consequences, the staff member involved will write an incident report documenting the behavior and will conference with the parent upon arrival of the parent to pick-up the child. A child who receives three incident reports is subject to suspension from the program for a period of one day to one week, depending on the severity of the behavior, and may be expelled from the program entirely. When a child is suspended, the tuition for that period will not be refunded or credited.

Disciplinary action for fighting, drugs, alcohol, and weapons will follow the criteria as set forth in the CPISD Student Handbook and Code of Conduct.

Building, Playground and Dress Rules:

Program rules are the same as the CPISD School Rules.

SUSPENSION AND EXPULSION PROCEDURE

Physical Harm:

Any physical action that is done in an aggressive manner or inflicts harm on other children, themselves or staff

1 st Incident	Parent conference
2 nd Incident	1 day suspension
3 rd Incident	2 day suspension
4 th Incident	3 day suspension
5 th Incident	Possible Suspension from the program

Depending on the severity of an incident it may result in immediate suspension for up to (1) week or dismissal from the program.

Breaking of Program Rules or Policies:

1 st Incident	Reminder of rule and talk to the child about behavior
2 nd Incident	Parent conference

If behavior is not improving with reasonable intervention, on the:

3 rd Incident	Possible 1 day suspension
4 th Incident	Possible 2 day suspension
5 th Incident	Possible 3 day suspension
6 th Incident	Possible Suspension from the program

Parent Responsibilities:

1. Keep tuition payments current
2. Allow children transition and clean-up time when leaving
3. Notify the site senior associate or Community Education Coordinator of any changes concerning attendance by 11 AM on the day of change
4. Pick children up promptly in the event of an illness, serious injury, or in the case of an emergency early program closure due to weather/building conditions
5. Supply proper paperwork and containers for administering medications
6. Keep current all records pertaining to your child
7. Read and be aware of CPISD School Age Child Care Policies as stated in the Parent Handbook, which is given to parents at the time of enrollment
8. Cooperate with CPISD Staff and Community Education Coordinators in efforts to achieve and maintain a quality program
9. Respect the program's policies and make recommendations and complaints in an appropriate manner. CPISD Community Education reserves the right to refuse the use of the program to adults who confront staff members, other parents, or children in a threatening manner

Staff Members Responsibilities:

1. Be punctual and regular attendance to ensure consistency in the program
2. Be prepared for the activities of each day with appropriate plans and materials
3. Be in constant supervision of the children at all times
4. Provide opportunities for the children to use their own conflict resolution skills. Teach social skills and problem solving
5. Be consistent in explaining and enforcing rules to the children and parents
6. Serve as appropriate role models for the children at all times showing positive attitude and respect for all
7. Provide a safe, warm, supportive environment for the children in their care
8. When necessary, discipline the children with consequences that try to teach the proper behavior
9. Be consistent when carrying out the policies and procedures in the parent handbook

**Center Point Independent School District Community Education
School Age After School Care Program
Address**

CPISD After School Care Program
215 China Street
P.O. Box 377
Center Point, Texas 78010

After School Care Program Facility:
CPISD Cafeteria, Elementary Playground

Sample After School Care Schedule

(Subject to change depending on scheduled teacher)

3:30 PM – 3:50 PM – Attendance/Collection of students

3:50 PM – 4:10 PM – Snack

4:10 PM – 4:50 PM – Homework/quiet monitored activity, game & puzzle time

4:50 PM – 5:30 PM – Playtime, Closure, getting ready to go home

6:00 PM – After School Program Closed