



2024-2025  
Parent  
Handbook

Revised September 2024



## Table of Contents

|                                     |       |
|-------------------------------------|-------|
| • Family Letter                     | 1     |
| • A3 Mission & Values               | 2     |
| • Program Description               | 3     |
| • Enrolling Your Child              | 4-5   |
| • Emergency Contacts                | 5     |
| • Absences                          | 5     |
| • Check In and Out                  | 5-6   |
| • Withdrawing your Child            | 6     |
| • Custody and Visitation            | 6     |
| • Withdrawing your Child            | 6     |
| • Program Hours                     | 7     |
| • Tuition Rates                     | 7     |
| • Late Pick up Policy               | 7-8   |
| • Tuition Payment                   | 8     |
| • Aft3r Daily Schedule              | 9     |
| • HISD and SBISD Holiday Schedule   | 10-11 |
| • Natural Disasters and Emergencies | 12    |
| • Illness Policy                    | 12    |
| • COVID 19 Policy                   | 13    |
| • Outdoor Play                      | 14    |
| • Snacks and Dinner                 | 14    |
| • Personal Belongings               | 14    |
| • TV and Other Passive Media        | 15    |
| • Discipline Policy                 | 16-17 |
| • Suspension                        | 17    |
| • Student Accidents                 | 18    |
| • Medical Requirements              | 18    |
| • Medication (Administering of)     | 18    |
| • Emergency Medical Transportation  | 19    |
| • Transportation Statement          | 19    |
| • Reporting Child Abuse             | 19    |
| • Non-Discrimination Policy         | 20    |
| • Resolution of Disputes            | 20    |
| • Policy Changes                    | 21    |
| • Contact & Location Info           | 22    |

## Family Letter

**Dear Aft3r Families,**

We welcome you and your child to the After 3 After School Program. At Aft3r we realize that the importance of open communication between families and our A3 team is essential to fully meet your child's needs. We look forward to developing a strong and positive relationship with you and your child.

**Aft3r** is committed to providing a professional, well- trained, responsible, happy and child centered team. Our educational environment is one that centers around the creation of the child as a whole. We believe in the appreciation of each child's uniqueness and individuality.

Our administrative and site-based teams are eager to know if there are ways our program might better serve your needs. As a family enrolled in our program you are encouraged to participate in activities and events with your child. if you ever have any suggestions or concerns, please feel free to talk about them openly with our team.

We look forward to a long and rewarding relationship with you. The purpose of this handbook is to share information and ideas with families, promote a better understanding of our programs and to foster a spirit of cooperation between families and our team. We hope you will find it useful as an orientation to both our policies and our services. If you have any questions, please ask your A3 Site Director, or email us at [info@after3asp.com](mailto:info@after3asp.com).

## **Our Mission**

The Aft3r After School Program is committed to providing the highest quality of care for students in a safe environment with an emphasis on the importance of respect for self and others, and for the community in which we all live. We strive to nurture each student's social and emotional growth.

## **Our Values**

“The Golden Rule” is our core value.

We treat everyone with respect and kindness and expect that in return.

## **Aft3r is more than after school care!**

Our after-school program provides an engaging, well supervised, organized, and safe environment for students after school hours. We provide a daily rotational schedule that includes time for students to complete homework with assistance, and participate in free exploration, enrichment opportunities, active play, and A3's hands on daily S.T.E.A.M. based activities.

Our A3 S.T.E.A.M. project-based activities promote character building, teamwork, personal accountability, and informed decision making.

## Program Description

Aft3r seeks to enhance both the families and the communities we serve. We strive daily to enrich the lives of children by providing a safe, supportive, and structured environment that supports our student's overall social and emotional growth.

We offer quality academic, recreational, and character-building programs that promote the building of individual strengths and interests necessary for life-long success.

In a system driven by testing and accountability Aft3r offers students an opportunity to obtain access to lessons that the world has to offer them. We want to help create global citizens.

Our goal is to be the premier after school child-care provider in the state of Texas. Aft3r operates with its focus upon genuine care, respect, and courtesy for children, each other, and our world.

Aft3r programs operate out of space determined by the school and state licensing. The programs often include multi-age groups and follow state and child/teacher ratios under Aft3r supervision.

Aft3r programs are designed for children to be supervised, but self-monitoring. We build skills necessary to promote student's independent function within the program's environment.

## |||| ENROLLING YOUR CHILD

Aft3r welcomes all children from 3 years through 14 years of age depending on licensing and program specifications. Aft3r does not discriminate on the base of race, gender, color, national origin, religion, disability status, or any other status protected by law. All parents/ guardians seeking enrollment for a child are required to complete all enrollment agreements prior to enrollment approval, whether the child has special needs.

All enrollment is done online via EZ Child Track. Enrollment can be located at <https://www.after3asp.com/enroll>

Program enrollment and participation begins 24 hours after receipt and approval of the completed enrollment form thru EZ Child Track. Aft3r will review completed enrollment forms and will either approve or reject them. You will receive email notification within 24 hours of enrollment of your application status. If your application is rejected for any reason, you will receive an email with an explanation for the rejection. If your application is rejected due to the site being at maximum licensing capacity, your enrollment application will automatically be placed on a waitlist in order of which it was received. All past due tuition is due upon enrollment for the 2024-54 school year.

We appreciate the individuality and uniqueness of each child we serve. When a child with special needs seeks enrollment, the director will work in cooperation with the parents and with HISD/SBISD/STM special education services to determine the best placement for the child. Aft3r's practice is to accept children in compliance with the Americans with Disabilities Act (ADA), its implementing regulations and any other applicable federal, state, or local laws pertaining to the provision of services to persons with disabilities.

Aft3r reviews each child's situation on a case-by-case basis to determine if the Aft3r setting can meet the child's needs. Aft3r will make allowable and reasonable accommodations based upon a student's IEP or Section 504 Modification Plan, to make its services available to those with disabilities and/or behavioral issues.

There may be situations in which the Aft3r setting is not appropriate for some students. Your child's site director will be in communication with you if they see this becoming an issue. Documentation will be maintained regularly and systematically. You will be informed regularly of progress or regression. If the determination is made that the setting is not suitable, we will schedule a parent conference with you.

Aft3r may terminate childcare services for any child at any time as deemed necessary or appropriate in its sole discretion with, or without, prior notice if the child poses a safety risk to them self or others or has violated terms of agreement as outlined in the Aft3r EZ Child Track Enrollment Forms.

Parents of special needs children are encouraged to contact Abigail Fernandez at [mscyn toys@after3asp.com](mailto:mscyn toys@after3asp.com) to discuss your child's specific needs ahead of enrolling.

### EMERGENCY NOTIFICATION CONTACTS

Emergency contacts are kept on file thru EZ Child Track and on site in our Emergency Procedures binder.

In case of illness, injury or emergency, these contacts are used to notify you and advise you, or the person(s) designated by you, of the child's status.

It is extremely important that the information be kept current with correct phone numbers. If your information changes at any time, please update it in your EZ Child Track account, notify your site director, or notify us via email at [enrollment@after3asp.com](mailto:enrollment@after3asp.com)

### ABSENCES

If your child is scheduled to attend the program and does not report to the program, the staff will make every effort to verify the absence with the school staff and family. If these efforts fail, you may be contacted to help locate your child. (Parent/guardian's habitual lack of communication regarding a child's change of schedule may result in additional fees or termination of enrollment).

### CHECK IN & CHECK OUT PROCEDURES

Aft3r staff members will check in students electronically each day of program attendance.

Parents/guardians are required to sign their child out of the site each day utilizing our EZ Child Track system and their PIN #. If someone other than the child's custodial parent, legal guardian or persons designated on the enrollment form will be picking up the child from the program prior authorization in writing must be given. Email notification is fine.

The parent or legal guardian is the only person who can authorize the site to release the child to another individual. The parent or legal guardian needs to provide the names, phone numbers and addresses of at least two other adults (must be 17 years of age or older) who have permission to pick up the child in case of an emergency. If 16 years or younger an additional permission form will need to be filled out by the parent/guardian. You can request that form from your Site Director.

Aft3r staff members will ask for proper identification before releasing a child to an unfamiliar person. Please have photo ID with you or advise any others that may be picking up to carry theirs,



in case a staff member requests it. Please be patient with us as your child's safety is always our priority.

Parents/guardians are required to inform the site staff, in writing, of any outside activities that the child is scheduled to attend during program hours which necessitates the child arriving late and/or leaving early from the program. This includes, but is not limited to, sport practices, tutoring sessions, music/band practices, and/or helping classroom teachers. This does not include enrichment programs offered and run through Aft3r.

## IIII CUSTODY AND VISITATION

Our enrollment agreement asks that you note any custody or visitation legal restrictions for your child. Aft3r requires that you provide the program with any court documents supporting those restrictions. We will strictly comply with the instructions provided in the legal documents until the expire, are revoked or we receive a subsequent order to replace it.

If you have legal documents that have been provided to ensure you and/or your child's safety, we must have a copy on file at the main office and in the student's file on campus. If there is ever a question of custodial possession the district police will be called in to settle the matter.

***It is your responsibility to update those court documents as necessary. These documents can be securely uploaded to EZ Child Track, and/or emailed to [mscyntoya@after3ap.com](mailto:mscyntoya@after3ap.com)***

Aft3r requires a valid court subpoena before providing copies of any records to use in court proceedings.

## IIII WITHDRAWING YOUR CHILD

You may withdraw your child at any time. Two weeks prior written notice is required. You can provide notice through email at [info@after3asp.com](mailto:info@after3asp.com) or through EZ Child Track.

You are still liable for any tuition owed at the time of withdrawal. **There is no refund for over payment of tuition paid at the time of withdrawal.** If you are moving or changing jobs and you will be transferring to another Aft3r site, please let us know and we will transfer your child's records electronically in EZ Child Track to the new site. No registration fee will be charged for transfers to other sites.

***Aft3r reserves the right to disenroll any child who presents a risk to the health or safety of other children or staff, or any child whose needs cannot be met in our program.***

Occasionally disenrollment may occur when a family or child’s needs cannot be met with reasonable accommodations in place.

Children who repeatedly leave the common area without permission or attempt to run from the school site pose a risk to themselves and others. These children will be disenrolled based on the site director’s discretion.

Refusal or inability to follow Aft3r policies and terms of agreement on the part of the family or child can also result in disenrollment.

Aft3r strives to foster and maintain a safe and nurturing environment for all children, as well as a professional and caring environment for staff and families. Loud or abusive language or inappropriate conduct on the part of a parent, guardian, custodian, or other visitors will not be tolerated and will be grounds for disenrollment.

We encourage families to resolve issues with us amicably, professionally, and privately. A good example should always be set for the children.

**|||| PROGRAM HOURS AND TUITION RATES**

**OPERATING HOURS**

**Aft3r ASP** operates in HISD and at STM from school dismissal until 6:30 p.m. on all scheduled school days.

**Aft3r ASP** operates in SBISD from school dismissal until 6:00 p.m. on all scheduled school days.

|  |  |                 |
|--|--|-----------------|
| <b>Aft3r ASP COST</b>                  |  | \$315 per month |
| <b>MONTHLY After School Care</b>       |  |                 |
| <b>Enrichment Only/Occasional Care</b> |  | \$25 per day    |

**|||| LATE PICK-UP POLICY**

A late pick-up fee of \$20.00 for each incremental period of 10 minutes will be assessed when a child is left beyond the program’s operating hours. The amount will be invoiced automatically to your EZ Child Track account.

The late pick-up fee does not constitute an agreement to provide after hour services, nor will the late pick-up fee be applied to regular monthly tuition.

Chronic lateness at program closing time will be grounds for termination of service.

***Children left in Aft3r care for over one hour after closing will result in a call to the authorities and a referral to Children's Protective Services.***

## **|||| TUITION PAYMENT**

Tuition payments are due on the 1<sup>st</sup> of each month. Invoices are auto generated and emailed at least 5 days prior to the due date. Should the 1<sup>st</sup> of the month fall on a weekend, payment is due in full the very following business day and will be considered late on the fifth business day of the month.

A late payment of \$20 per week will be added to all accounts not paid accordingly. Accounts falling one month, (30 days or more), past due will result in account suspension. This includes late payments for enrichment clubs.

Upon suspension your child will not be able to attend the Aft3r ASP until payment is made. If you need financial assistance, or a payment extension, please call our office. We will always try to assist you.

Enrichment club payments are due by the first scheduled day of the club. If payment is not received by the start of the club, your child will be disenrolled.

After 3 offers Auto Pay for your tuition. You may select this option directly through your EZ Child Track parent portal account or call our main office directly at 713-269-5936 to set auto pay up.

Aft3r accepts electronic checks and all major credit cards. Please make sure to keep your card information updated. You can update expiration dates, address changes and forms of payment through the EZ Child Track parent portal, or by notifying our main office.

Any returned electronic or paper check/IPN/ACH will be issued an NSF fee of \$30.00 that will be assessed through EZ Child Track. Future payments must be made by money order or credit card on any account that has incurred more than two returned/NSF payment.

All credit card transactions will be assessed a fee of \$3.00 per transaction.

More than one household may be paying on some tuition accounts. For billing purposes, we must designate one primary person responsible for payment, however you may split payments into percentages and designate the responsible parties directly through your EZ Child Track account. Please call our office for assistance in setting up this feature.

All tuition must be paid in full for every child regardless of school days missed due to personal illness, illness, positive COVID testing, vacation, natural disasters, weather, school days, or force majeure.

It is the account holder's full responsibility to inform Aft3r of changes in your child's enrollment or withdrawal from the program. Two weeks written notice via email to [info@aftr3asp.com](mailto:info@aftr3asp.com) is required.

You will still be held liable for any tuition owed at the time of withdrawal, including any unpaid enrichment clubs. You may also withdrawal directly through your EZ Child Track account. Failure to withdraw your child does not except you from liability for tuition incurred during such time that proper notice was not provided to Aft3r, or withdrawal was not done on EZ Child Track by the parent or legal guardian.

Any delinquent accounts will be turned over to a collection agency in December and June of the 2024-20245 school year. You will not be allowed to enroll for the upcoming school year without payment in full for any past due tuition owed.

### **|||| AFT3R DAILY SCHEDULE (Sample)**

|             |                     |
|-------------|---------------------|
| Dismissal   | Check in with Aft3r |
| 3:00 – 3:30 | Unwind/Snack Time   |
| 3:30 – 4:15 | Rotation 1          |
| 4:15 – 5:00 | Rotation 2          |
| 5:00 – 5:45 | Rotation 3          |
| 5:45 – 6:30 | Rotation 4          |

*Enrichment clubs typically run from 3:30 – 4:30 every day including early dismissal days. Upon return to Aft3r your child will reenter the program and rotation with their group.*

## HOLIDAYS AND SCHOOL CLOSURES

Aft3r operates from school dismissal until **6:30 p.m.** on all scheduled school days in **HISD and at STM**. Aft3r operates from school dismissal until **6:00 p.m.** on all scheduled school days in **SBISD**.

We adhere to the HISD, SBISD and STM school calendars.

### **HISD first day of school Monday, August 12, 2024**

#### **HISD Holidays 2024-2025**

|                       |  |                                 |
|-----------------------|--|---------------------------------|
| September 2 & 3       |  | Labor Day, Prof. Dev Day        |
| October 3 & 4         |  | Prof. Dev Day, Fall Holiday     |
| November 8            |  | Prof. Dev Day                   |
| November 25-29        |  | Thanksgiving Break              |
| December 23-January 6 |  | Winter Break                    |
| January 20            |  | Martin Luther King, Jr. Day     |
| February 14 & 17      |  | Prof. Dev Day & President's Day |
| March 10-14           |  | Spring Break                    |
| March 31              |  | Chavez Huerta Day               |
| April 18              |  | Spring Holiday                  |
| May 26                |  | Memorial Day                    |
| June 4                |  | Last Day of A3/school           |

### **SBISD first day of school Thursday, August 15, 2024**

## SBISD Holidays 2024-2025

|                       |  |                    |
|-----------------------|--|--------------------|
| September 2           |  | Labor Day          |
| October 11            |  | Prof. Dev Day      |
| October 14            |  | Holiday            |
| November 5            |  | Holiday            |
| November 25-29        |  | Thanksgiving Break |
| December 23-January 6 |  | Winter Break       |
| January 6             |  | Prof. Dev Day      |
| January 20            |  | MLK Jr. Holiday    |
| February 17           |  | Prof. Dev Day      |
| March 10-14           |  | Spring Break       |
| April 18 & 21         |  | Holiday            |
| May 26                |  | Memorial Day       |
| May 29                |  | Last day of A3     |

## SBISD Early Dismissal Days

**September 25, October 24 & 25, December 20, February 6 & 7, May 29**

*\*A3 is on campus at school dismissal on ALL early dismissal days. We provide care from dismissal until 6:30 p.m. on these days. Enrichment clubs run as scheduled and start at 3:30.*

**STM first day of school Wednesday, August 14, 2024**

**STM (St. Thomas More) Holidays 2024-2025**

|                       |  |                    |
|-----------------------|--|--------------------|
| September 2           |  | Labor Day          |
| October 11            |  | Prof. Dev Day      |
| October 21            |  | Holiday            |
| November 25-29        |  | Thanksgiving Break |
| December 23-January 6 |  | Winter Break       |
| January 20            |  | MLK Jr. Holiday    |
| February 17           |  | Prof. Dev Day      |
| March 10-14           |  | Spring Break       |
| April 18 & 21         |  | Holiday            |
| May 26                |  | Memorial Day       |
| May 23                |  | Last day of A3     |

**STM Early Dismissal Days**

September 18, September 27,  
November 6, November 22, December  
20, January 29, February 7, March 26,  
April 17, May 22, May 23

*\*A3 is on campus at school dismissal on ALL early dismissal days. We provide care from dismissal until 6:30 p.m. on these days. Enrichment clubs run as scheduled and start at 3:30.*

### **IIII INCLEMENT WEATHER POLICY**

During inclement weather conditions it may be necessary to delay and/or close schools and Aft3r sites entirely if the district cancels after school activities. You will be notified via email from EZ Child Track and by your site director and/or the district as soon as we are made aware.

In the event of an early dismissal, due to inclement weather, children attending the Aft3r program will remain at the program under the care and supervision of the staff unless the district mandates immediate closure. Parents will be contacted by text, phone, and e-mail.

Services will continue until parents arrive to pick up their children. Parents must make every effort to pick up their child, or arrange for pickup of their child, by the district's specified campus closure time, to ensure the safety of our staff members.

### **IIII NATURAL DISASTERS AND EMERGENCY CLOSURES**

In the event of a natural disaster or emergency our staff will follow the emergency/natural disaster plan developed by the school. Aft3r will schedule and carry out emergency drills monthly to prepare the children to react properly in any given situation.

Your site director will have information on your site's emergency closure procedures. This information will include the location where the children will be taken in the unlikely event the school must be evacuated.

### **IIII AFT3R IS NOT AVAILABLE IN THE EVENT OF SCHOOL CLOSURES**

Please regularly check the local news and HISD/SBISD portals for school closure information. If the school is closed; Aft3r is closed. Additionally, Aft3r will send out an email and text blast to all active account holders notifying them of program closure. We are not liable for refunds due to a force majeure.

### **IIII EMERGENCY PREPAREDNESS PLAN**

Aft3r participates in emergency drills that cover natural disasters, as well as, emergency lockdown procedures and orange drills, (in the event of a missing child). Each school has a plan specific to that school site. Aft3r follows this plan when participating in drills. Emergency Procedure Plans can be found on the licensing board at each operation, or in the Site Director's licensing binder. These are available for review upon your request at each site.

### **IIII ILLNESS**

Children who are ill with a contagious disease/virus or fever may not attend the site. If your child becomes ill while attending Aft3r we will call you to pick your child up.

The Site director will determine if a child is too ill to remain at the program. Any child experiencing the following symptoms will be sent home:



- |||| A fever of 100 degrees Fahrenheit or higher
- |||| Contagious skin or eye infection
- |||| Diarrhea three times in the course of two hours
- |||| Vomiting
- |||| Profuse bodily discharge of any kind

If your child is sent home due to illness, he/she must be free of any of the above symptoms, without the aid of medicine or fever reducers, for at least **24 hours** before returning to the site.

State law requires that we notify families of children who become exposed to certain contagious diseases/viruses. This will be done through a notice posted at the site, and online through EZ Child Track Bulletins. If your child should become infected with a contagious disease, please notify the site director immediately so we can notify families and other children who may have been exposed to the contagious disease.

### |||| **ILLNESS and COVID POLICY**

#### COVID PROCEDURE 2024-2025

The Center for Disease Control (CDC) now recommends that all individuals treat COVID-19 like any other respiratory viruses such as the flu and RSV. That means the CDC is no longer recommending a minimum 5-day isolation period for everyone with COVID -19.

The Guidance says people who are sick with a respiratory virus, including COVID-19, should stay home and away from others until at least 24 hours after both their symptoms are getting better overall, and they have not had a fever (and are not using fever-reducing medication).

Because some people may remain contagious after this period, the CDC advises that people should take additional preventive steps for five days after returning to normal activities, “such as taking more steps for cleaner air, enhancing hygiene practices, wearing a well-fitting mask, keeping a distance from others, and/or getting tested for respiratory viruses.” The CDC reminds us that “Enhanced precautions are especially important to protect those most at risk for severe illness, including those over 65 and people with weakened immune systems.”

In addition to staying home while sick, the CDC continues to recommend that everyone use “core prevention strategies,” including staying up to date with immunizations, practicing good hygiene, taking steps for cleaner air, and seeking appropriate treatment.

The new guidelines can be referenced at <https://www.cdc.gov/media/releases/2024/p301-respiratory.virus.html>

Typical COVID Symptoms to look for are:

- |||| Feeling feverish, or having a measured temperature greater or equal to 100 degrees Fahrenheit
- |||| Cough
- |||| Shortness of breath, or difficulty breathing
- |||| Chills
- |||| Muscle Pain
- |||| Headache
- |||| Sore Throat
- |||| Loss of Taste or smell
- |||| Diarrhea and/or vomiting
- |||| Known close contact with a person who has been lab confirmed to be positive for COVID

### |||| OUTDOOR PLAY

Aft3r students typically have access to the school's outdoor equipment at the site. Aft3r students are expected to follow the same rules and procedures for equipment use that are enforced during the school day. Outdoor play equipment is property of the school and may not meet all state licensing regulations.

Aft3r is not legally liable for any accidents that may occur in or on the school site.

Children who are well enough to attend our site must be well enough to participate in all activities, including outdoor play. Please be sure your child has adequate outdoor clothing. On extreme temperature days, staff will follow state licensing and school guidelines.

### |||| SNACKS | DINNER

In accordance with state licensing requirements Aft3r plans snacks/dinner to meet the nutritional requirements of children. To allow children to grow and take responsibility for themselves all snacks are self-served. All snacks are served individually and are pre-packaged. You are welcome to send your own snacks for your child.

Notification of all food allergies must be disclosed upon enrollment or immediate, and initial discovery of the issue. A FARE Allergy/Medical form outlining the allergy, the symptom of exposure and medication to be administered is required by Aft3r and state licensing to plan for any possible exposure or emergency.

FARE plans are due on your child's first day of attendance. If we do not have this form by the end of the first week of your child's attendance, you will be disenrolled until we receive the form from you.

### |||| PERSONAL BELONGINGS

All children share the toys and educational materials at Aft3r as part of the learning experience. The site has an ample supply of equipment and materials.

Aft3r does not assume responsibility for loss or damage to any personal possessions including electronics and cell phones children bring to the site.

Children are encouraged to leave their personal belongings at home or always keep them in their backpack unless they are utilizing them for learning within the Aft3r ASP, or we are having an electronics day.

### **IIII TV AND OTHER PASSIVE MEDIA**

It is Aft3r policy is to limit the use of television, films, videotapes and other passive media to specific age groups and circumstances. Media materials are used to enhance educational pursuits and are previewed by staff members prior to use. These materials are used infrequently, and children are offered other activity options. They should never exceed one hour in length per state licensing guidelines.

Please report violations of this policy to the Aft3r administrative offices by emailing us at [info@after3asp.com](mailto:info@after3asp.com)

## AFT3R DISCIPLINE POLICY

### IIII POSITIVE PROGRESSIVE GUIDANCE (A3 DISCIPLINE POLICY)

Aft3r believes that all children should experience success. We strive for a setting that provides children with opportunities to explore their environment within consistent, age-appropriate limits. We believe that engagement in tasks and genuine interest in activities discourages behavior issues. We also believe very strongly in adequate supervision of all children. Within this atmosphere most, behavioral issues are prevented.

If behavioral issues occur our philosophy is to help children learn human values and problem-solving skills. Children need to take responsibility for their own actions. Aft3r uses the following positive guidance techniques:

- IIII **Ignoring:** Some negative behavior is produced by a child to get attention. It can be stopped when it does not get the attention desired. We will use this strategy unless safety is involved.
- IIII **Redirection/Distraction:** We offer alternatives to children engaged in undesirable behavior by suggesting a new activity, engaging the child in an activity with a teacher or another child, or encouraging independent play.
- IIII **Verbal Intervention:** The teacher explains to the child the inappropriate behavior and shows him/her the appropriate way to handle the situation with words. We encourage students to talk to each other and solve their problems together.
- IIII **Logical Consequences:** The teacher helps the child understand the logical consequences of his/her actions by removing the object or activity the child is engaged in.
- IIII **Cool Down:** The child is separated from the group to allow him/her to relax and calm down, and to help him/her not be influenced by peers. The child will have access to activities and will be supervised while in cool down mode. The child may return to the group when the negative behavior stops or is reduced significantly. If cool down occurs more than two times in one day families will be notified. This is not considered "Time Out."

If these positive guidance techniques are not working effectively and inappropriate behavior persists, Aft3r will use the following progressive procedures.

- We will observe and record the child’s behavior and what we have done to try to change the behavior.
- Parents/guardians will be asked to participate in a parent/site director conference in which a specific action plan will be developed to address the behavior. The action plan will outline all steps the staff will take to try to change the behavior, all steps the families will take, and the steps towards dis-enrollment if the behavior persists.
- If inappropriate behavior continues, families will be asked to keep the child home for two days.
- If the behavior continues after the child is kept home on one or more occasions After 3 will dis-enroll the child.

Aft3r may temporarily suspend, and/or immediately dis-enroll any child whose behavior creates a significant risk of harm to the health or safety of other children or staff without following the guidance steps outlined above. These decisions are based upon the school district’s codes of student conduct. This includes but is not limited to students who repeatedly leave the area without permission.

The director upon notification to the parent may suspend or terminate all participation in the After 3 program for the following misconduct of a child or their parent/guardian.

Leaving the Aft3r program without permission, or going into unauthorized areas,

Refusing to follow check in or check out procedures,

Refusing to follow basic rules of safety,

Refusing to remain with a supervised group,

Intentionally injuring another student or staff member,

Being rude or disrespectful to staff,

Cursing, stealing or defacing school property,

Bringing or using illegal items or substances,

Fighting, taunting and/or teasing other students

Fighting, possession of a weapon.

If a child is suspended from Aft3r, they may not attend enrichment clubs, or other extracurricular activities they may be enrolled in at the time of the suspension and/or disenrollment.

Aft3r does not permit the following forms of discipline; corporal punishment, withholding food, light, warmth, clothing, or medical care; ridicule, embarrassment, or humiliation, demand that students stay quiet for an amount of time not consistent with their age, and/or physical restraint, other than the restraint necessary to protect a child or others from harm.

Aft3r does not remove recess/free play as a discipline measure unless the behavior was specific to the play itself.

## IIII BULLYING

Texas anti-bullying laws and regulations include the following definitions of bullying and cyberbullying.

### “Bullying”

- A. means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the applicability requirements provided by Subsection (a-1), and that:
  - i. has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property.
  - ii. is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
  - iii. materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
  - iv. infringes on the rights of the victim at school; and
- B. includes **Cyberbullying**.

“Cyberbullying” means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

If you believe that your child is being bullied per any of the above defined law and regulations, please report your concerns immediately to your site director. We will take swift action to prevent continuation of the behavior.

It is crucial that you teach your children to alert the adults in charge of any bullying behavior towards them. It is also important that other children who witness these types of behaviors report it to the adults in charge. Remember to teach them – if you see something, say something!

## IIII SUSPENSION FROM SCHOOL

When a child is suspended from school due to behavior/discipline issues, Aft3r will honor the school's decision. The child may not return to the Aft3r program until he/she is allowed to return to school upon completion of the suspension. This policy applies to any enrichment clubs run through Aft3r that the suspended child may attend.

### **IIII STUDENT ACCIDENTS**

If your child is injured at the site, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you and/or the doctor you have chosen to treat your child. In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until we can reach you.

We are dedicated to providing a safe environment for the children in our care, but please know that when working with children, accidents will typically happen.

### **IIII MEDICAL REQUIREMENTS**

We adhere to state regulations regarding immunization records for your child. Immunization records must be provided upon HISD/SBISD school enrollment. Validated proof of immunizations should be submitted as your child receives new immunization or booster shots. If you do not subscribe to immunization requirements, proper legal documentation must be on file with HISD/SBISD. As a participant in the Aft3r program, your child's immunization records may be subject to review by The Texas Department of Health and Human Services.

Aft3r does have a required vaccine preventable illness policy for our employees. We recommend they maintain immunizations for TB, influenza, and meningitis and strongly recommend they receive their COVID immunization.

Upon enrollment, it is your responsibility to include, and keep updated, the medications prescribed to your child for long term use; limitations or restrictions on the your child's activities, and special care needs required including: any reasonable accommodation or modification, any adaptive equipment provided for your child, and its use, and or symptoms or indications of potential complications related to a physical, cognitive, or mental condition that may warrant prevention or intervention while the child is in Aft3r's care.

## **IIII MEDICATION**

Aft3r does not administer anything but LIFE SAVING medication to students. To do so, we need to have the FARE Allergy/Medical report for your child on file with Aft3r.

Parents/guardians may come to the site and administer prescription and/or over the counter medication to the child, or may authorize in writing, the emergency person(s) listed on the enrollment agreement to do so. It is required the parent/guardian or person administering the medication sign a medication form documenting the name of the medicine, dosage, date, time and who administered the medicine.

Topical applications, such as suntan lotion, sun block or insect repellent, can be administered with the parent/guardian's consent. We will follow the directions provided on the manufacturer's label. All containers should be clearly labeled with the child's name.

If your child requires medication for life threatening conditions such as asthma, allergies, bee stings, etc., the Food Allergy and Medical Emergency (FARE) form AND the prescription MUST be kept at the Aft3r site to be administered when necessary for as long as the child is enrolled with the Aft3r After School Program. We do not share medications with the school.

The child's parent/guardian and physician must sign an authorization form. Expired medication will be returned to the parent/guardian.

Members of our staff are trained in CPR/AED and certified in first aid in the case of an emergency. In all situations we will follow the instructions of the poison control center or physician in providing first and procedures and/or administering emergency medications. Our staff members are trained in the use of epi-pens and inhalers.

## **IIII REPORTING CHILD ABUSE**

We are required by law to report any suspected incidents of possible child abuse or neglect. In some cases, we are directed by the state's child protective agency not to notify the families of the report. Please understand that we are legally obligated to comply with these guidelines.

Please let us know if you want to review your state's mandatory reporting requirements. We encourage open communication and if you have any concerns in this area or suspect abuse, neglect, or any other inappropriate behavior, please bring those concerns to our attention.

The DFPS child abuse hotline is 1-800-252-5400, or suspected abuse can be reported online at <https://www.txabusehotline.org>



### **IIII EMERGENCY MEDICAL CARE/TRANSPORTATION**

In the event you cannot be reached to make arrangements for emergency medical care transportation, upon enrollment you authorized the Aft3r person in charge to take your child to the physician and/or hospital listed on your enrollment form, or the nearest emergency room. Your signature on your enrollment form gives consent for the facility to secure all necessary emergency medical care for your child.

Aft3r does not transport children except in the case of an extreme emergency, and with your consent.

### **IIII WEAPONS BAN**

Families, children, legal guardians, and guests are prohibited from possession of firearms or other weapons in Aft3r programs and at all events sponsored by Aft3r and/or the school district.

Any person authorized to carry concealed weapons, must leave the weapon in their vehicle during the short period of time when they drop off and/or pick up their child.

**Weapons are banned on all HISD/SBISD/STM campuses, as well as the Aft3r Main Office building.**

### **IIII HIRING STAFF TO BABYSIT**

We discourage you from hiring our staff to babysit outside of Aft3r program hours.

If you do ask our staff to babysit or participate in activities outside of any of our Aft3r program. Aft3r does not authorize, or take responsibility for, any services or contact that Aft3r employees may engage in outside for the Aft3r regular program hours, premises, or programs.

### **IIII NON-DISCRIMINATION POLICY**

It is the policy of After 3 to provide an environment that is free from unlawful discrimination of any type, including discrimination based on race, color, religion, sex, national origin, age, disability, veteran status, or any other classification protected by laws. This policy governs all aspects of Aft3r's operations.

### **IIII RESOLUTION OF DISPUTES**

In the event that you have a dispute arising from, or relating in any way to, the services provided by Aft3r pursuant to the enrollment agreement, and you are not able to resolve such disputes with management, you agree, on behalf of yourself (and your children), to participate in

mediation conducted by a mutually agreed upon third party. In the event that mediation does not resolve the dispute, or no third party can be agreed to, then binding arbitration will be governed by the commercial arbitration rules of the American Arbitration Association. You agree that any settlement of award by the arbitrators shall be final and enforceable in any court having jurisdiction over this dispute.

## **|||| WE WELCOME YOU!**

Our state licensing inspections and policies are always available for parent review. Please contact your child's site director if you wish to review the latest report for that campus. You may also access reports online at [https://www.dfps.texas.gov/Child\\_Care](https://www.dfps.texas.gov/Child_Care)

If a parent wishes to contact the local licensing office, to view our compliance history or file a complaint, they may do so by calling 713-287-3238, or by visiting the HHSC website at <https://www.hhs.texas.gov/providers/protective-services-providers/child-care-regulation>

Parents can review and discuss with the directory and questions or concerns about the policies and procedures of the operation via phone, email, or a scheduled campus conference.

Parents may review our operation's written records concerning the parent's child.

Parents may visit Aft3r during our regular hours of operation to observe their child, program activities, the building, the premises, and equipment without having to secure prior approval unless otherwise specified by the school district's safety guidelines.

Parents may participate in Aft3r activities unless otherwise specified by the school district's health and safety guidelines.

If visiting our program, parents may only engage with their child's group. Parents are not allowed to confront other students about any issues they feel may need addressing. Issues/concerns should be reported directly to your child's site director.

Parents have the right to have our operation comply with valid court order signed by a judge that prevents another parent from visiting or removing the parent's child from our operation.

View any video recordings of an alleged incident of abuse or neglect involving the parent's child as long as:

Video recordings of the alleged event are available and allowable through the school district and administration.

Parents are not allowed to retain any portion of the video depicting a child who is not the parent's child, and our operation has notified in writing the parent of any other child captured in the video recording, before allowing the parent to inspect the video recording.

Parents may request to view staff training records, in house training curriculum, and are guaranteed to be free from any retaliatory action by our operation for exercising any of their parent rights.

## **IIII POLICY CHANGES**

The Aft3r Parent Handbook is designed to promote an understanding of the programs offered through Aft3r and to foster a spirit of cooperation between our families and staff.

The handbook describes current programs, policies, and procedures of Aft3r. The childcare business is complex and dynamic. There may be times when Aft3r must change the policies, procedures, or programs with little or no notice to you. Aft3r reserves the right, in its sole discretion, to modify or change the policies, procedures, or programs in whole or in part, at any time. Nothing contained in the handbook shall be construed as a contract between Aft3r and any one or all its customers or students.

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