



After School Parent Handbook

Dear Parents,

Welcome to Powersports Afterschool!

We are glad your child is enrolled in our Afterschool program. It is our hope that together we can make this a positive and enriching experience for everyone involved. This handbook was developed to inform parents of the Afterschool policies and programs. Parents will be given a new copy each year as well as be informed of any policy changes in writing as they occur throughout the year. Parents are expected to read and be familiar with the information contained within this packet. Note that this document serves as a contract between you, the parent, and Powersports stating that you are aware and agree to abide by our policies and procedures.

You must acknowledge this handbook when registering your child in our Afterschool Program. By checking the box at registration, you acknowledge receipt of this handbook and agree to abide by ALL of our policies and procedures.

Our Mission

It is our mission to meet the needs of the community by providing a safe and fun afterschool program.

Our Staff

The typical Powersports After School counselor is carefully selected from a variety of applicants. Our staff members are typically students with Texas A&M University or Blinn College, and a majority of them are education majors seeking to become teachers. We maintain a camper to counselor ratio of 15 to 1 ensuring that your child is always supervised, and enabling our counselors to better get to know your child.

You can find an up-to-date staff list posted near the pick-up area at Powersports.

Hours of Operation:

Front Desk: Monday – Friday, 10:00am - 7:00pm

Powersports Afterschool September - May: Monday – Friday, 3:00pm – 6:45pm

After School – It is very important that you inform the front office/leave a message by **2:30pm** if your child will be absent from the program so we can ensure that the routes run as smooth as possible. It is up to the child to make sure that they are ready to go when the bus arrives. In order to maintain a schedule, the bus cannot be delayed by counselors having to go into the school to find a child. Parents understand and agree that if a child misses the Powersports Bus, Powersports **WILL NOT** return to the school and it is the parent or guardian's responsibility to find transportation for the child.

Late Pick-up & Fees - Should you have to pick up your child late, please contact the front office as soon as possible. A late pick-up fee of \$1 per minute will be applied after the program pick-up time. Note that exceptions can and will be made as to whether or not the late fee is applied. One-time offenders may or may not be charged the late fee, but persistent tardiness will result in late charges to be paid before your child can attend another day.

Releasing Children:

1. **We will not release your child to anyone not authorized on his/her registration form.**
2. PLEASE REMEMBER TO COMPLETE THE APPROPRIATE REGISTRATION FORM (separate from your portal), before your child's first day of After School.
3. Make sure all your child's belongings are together and have their names or initials clearly labeled on them.
4. By state law children must be signed in/out on the attendance record.

Pick-up:

When picking up your child we ask that you please follow these steps:

1. Sign your first and last name in the appropriate space provided on the sign-out sheet. If someone is picking up your child who is not authorized on their registration form then a notification from the parent/guardian must be provided to Powersports. All persons picking up children must have a valid photo ID. **WE WILL NOT RELEASE YOUR CHILD UNLESS THE PICK UP PERSON IS AUTHORIZED ON YOUR CHILD'S REGISTRATION FORM or PROPER NOTIFICATION HAS BEEN GIVEN BY THE PARENT/GUARDIAN.**
2. Make sure all your child's belongings are together and accounted for, and most importantly that they are **their** belongings. Although our staff will help each child gather up their belongings, please note that you as the parent are allowed to step back into our facility and assist your child in packing up their belongings as well as helping our staff find anything they may have misplaced throughout the day.

3. By state law children must be signed in/out on the attendance record.

Illness & Exclusion Criteria

We ask that parents please keep your child home if he/she has:

1. A temperature of more than 100 degrees Fahrenheit in the morning. Children should be free of fever for 24 hours (without medication) before returning to preschool.
2. Conjunctivitis, an eye infection commonly referred to as Pink Eye. The eye is generally red with some burning and there is thick yellow drainage being secreted.
3. Bronchitis; hoarseness in the throat, cough, and slight fever.
4. Rashes that you cannot identify or that have not been diagnosed by a physician.
5. Impetigo of the skin (reddish pimples). A blister may form and then burst leaving the skin surface irritated and raw.
6. Vomiting, must not have vomited in the last 24 hours before returning to school.
7. Diarrhea, must be diarrhea free for a full 24 hours before returning to school.
8. A severe cold with fever, sneezing, and/or a runny nose.
9. A contagious disease (measles, chicken pox, Mumps, etc.). Please let us know if your child becomes ill with a communicable disease, we are required by law to notify the parents of other children attending our preschool. Privacy will be kept.
10. Been diagnosed by a doctor as having an ear or throat infection. Children must be medicated for at least 24 hours before returning to the preschool.
11. Head lice; a child must be free of **head lice/eggs** before returning to class. A doctor's note and assessment by the Childcare Director or Program Director will be required upon your child's return. This also applies to **ringworm**.

*If a condition develops during the day, a parent will be notified and the child **MUST** be picked up within 1 hour of being notified of illness. A sick child will be attended to and kept comfortable in the coordinator's office until the parent arrives. **It is required by law that any child sent home due to illness may not return until they have been symptom free for 24 hours.**

***Prescription medications and "emergency medications" prescribed by a doctor (i.e. asthma, insulin, Epi-pen, etc.) will be administered by Powersports employees. You MUST fill out and return a "Permission to Administer Medication" form before any Powersports employee can administer prescription or over-the-counter medication to your child. You MUST also fill out as "Allergic Reaction Allergy Action Plan" form, if your child has any allergies that require medication, treatment, or action from our staff. Please do not send your child to camp with medication for them to dispense to themselves. All Powersports Camps and Childcare Programs are licensed by the state and we adhere to Minimum Standards regulations.**

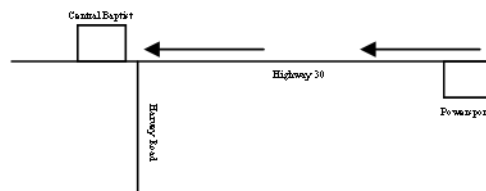
Medical Emergency Procedures:

*Powersports is extremely concerned and cognizant of our role in correctly managing situations that require first-aid and/or emergency care. Our staff is required to be certified in CPR and basic first-aid training. Specific safety and emergency procedures are posted throughout our facility and within the staff handbook. Fire drills occur once a month and severe weather drills are held each session.

MEDICAL EMERGENCY: In the event of an actual medical emergency, EMS (911) will be called and first-aid protocol will be followed. If transportation is necessary the program director or director's assistant will accompany the child to the hospital. Parents will be notified by phone at the number specified on the enrollment form and/or sign-in sheet.

EMERGENCY PREPAREDNESS: In the event of an actual evacuation due to fire, severe weather, flooding, terrorist attack, etc., all parents will be notified and given one hour to pick up their children. All children left after one hour will be transported to our emergency shelter located at Central Church in one of our school buses. Once at Central Church, the staff will do a name to face roll call every 15 minutes using the daily attendance records brought from our facility and the director will communicate with CCL, local authorities, and parents using a personal cell phone or a land line provided by the church. In addition, all parent emergency contact numbers, authorizations for emergency medical care and registration forms will be transported and available for use.

**Central Church
1991 FM 158 Rd.
College Station, Texas 77845
(979) 776-9977**



SEVERE WEATHER/SCHOOL CLOSINGS: In the case of severe weather, please check social media and stay tuned to local media outlets for announcements of school closures or delays. If College Station ISD is closed or delayed, Powersport will also be closed or delayed. If severe weather occurs during the afterschool program, every precaution will be made to keep your child safe. Shelter in place and severe weather drills are conducted quarterly throughout the year. Children are not allowed outside when lightening is present in the area. Powersports may use its own discretion to close the school based on the utmost concern for the safety of our students.

SHELTER IN PLACE/LOCK DOWN PROCEDURE: In the event of an actual shelter in place/lock down due to severe weather or other threat, all children will be moved to designated safe areas and exterior doors will be locked. Parents will be allowed to pick up once the childcare director has been given the all clear by authorities.

Parental Notification Procedures:

Medical Notification: Parents are notified of any accidents. Accident reports are filled out by the attending staff member and signed by the director or supervisor. Parents are also asked to sign the accident report as proof that they were notified. Although accidents do unfortunately occur, safety is our number one priority in all of our activities.

Notification of Policy Changes: Parents will be notified in writing of any change to our operational policies and enrollment agreement. Once changes have been enacted parents will need to sign a form indicating they are aware of the changes that were made.

Discipline and Guidance Practices:

Redirection/Discipline: One of our goals at the Powersports is to help develop and build a child's self-esteem and confidence. We believe that every child should learn to take ownership of their actions and learn to make appropriate choices before acting.

Our teachers follow a 3-step process when disciplining a child.

1. **A verbal** correction is given followed by telling the child the correct behavior.
2. **A second verbal** correction is given by the counselor and the child will sit out from the activity for 1 minute times the age of the child (i.e. a 5 year old would sit out for 5 minutes). When the time is up the counselor will communicate to the child why they were sitting out from the activity, what the right choice should have been, and what they can do next time to prevent acting in the wrong behavior.
3. **A third verbal** correction is given by the counselor, the child will be placed at the director/coordinator's desk to help the child reset and give the director/coordinator an opportunity to communicate further with the child about their actions.
4. If the behavior persists then a written warning or a write-up will be given. The director/coordinator will call the child's parent to discuss the behavior.
5. Parent may be required to pick-up their child.

Dismissal: While it is always regrettable to dismiss a child from the Afterschool program there are times when such an action is necessary. After a child's initial write-up, the consequences for further misbehavior are as follows.

1. Second write-up
2. Third write-up
3. Fourth write-up, a parent conference is held, accompanied by a one- week suspension.
4. Fifth write-up, a parent conference is held (if requested), and the child is expelled from the program.

*During a parent conference the parent is expected to work with the director and other counselors in helping to address the behavioral issues of the child, so as to avoid any further suspensions and ultimately expulsion from the program. Powersports is deeply committed to seeing your child grow in their time here and we want to greatly avoid having to use these more serious discipline actions. Please be aware, we do hold the right to bypass any of these steps and act immediately with the more severe consequences such as suspension and expulsion.

Children with Special Needs

Powersports provides services for children with disabilities whose limitations can be reasonably accommodated. With assistance of families and health professionals, our program is designed to help meet children's individual needs on a reasonable basis. Please be open and honest with the director/coordinator about any physical or developmental concerns you may have about your child upon enrollment in our program. Only through open communication can we provide the best care and education possible. Communication with parents of students with special needs is very important to Powersports. Maintaining up to date treatment and behavioral plans are imperative to ensuring the success and safety of our students. Parents are requested to provide records and treatment plans from the time of original diagnosis through the end of their time at Powersports to ensure continuity of care and treatment.

We make every attempt to work with families to make reasonable accommodations for their children, on rare occasions, we may not be able to meet the child's specific needs.

In such cases, we may request that the parent withdrawal their child from our program. Typically, we will provide parents at least one week notice to make alternate childcare arrangements. However, certain circumstances may result in immediate termination of services.

Meals and Food Practices

******WE ARE PEANUT FREE******

Snack:

Powersports Afterschool will provide your child a healthy, pre-packaged snack each day.

Note: Powersports will provide children with water or lemonade to drink during snack.

Food Allergies:

The safety and wellbeing of our participants is our number one concern. We must not only keep this in mind during our planned activities, but as well during our meal times. Due to some children's severe allergic reactions to nuts and other food allergens, all children will be required to wash their hands before/after each and every meal time. **If your child has a food allergy please make sure to note it on their registration form as well as provide Powersports with any medication meant to treat a reaction (i.e. Benadryl, Epi-Pen).** We MUST have a **Permission to Administer Medication Form and Allergic Reaction Allergy Action Plan Form on file for your child.**

*During meal times children with food allergies will be sat separately at a table without any food that is harmful to them.

It is extremely important that you list any medical issues your child has so as to better keep our staff informed.

Powersports Enrollment

Enrollment Information:

During the enrollment process parents must completely fill out their child's registration form and emergency contact forms online at www.powersportskids.com. If you have any questions you may contact the front desk at 979-776-0018. The parent handbook must be read and the "Acknowledgment of Handbook" must be signed and dated at the time of registration.

All registration fees and paperwork must be completely filled out and turned in to the front office before your child may attend any of our programs. This includes the Registration Form completed online, Emergency Contact Form, Parent Handbook Acknowledgment, current immunization records, Health Statement Form from your child's doctor stating that they are cleared to participate in our program.

Powersports Afterschool is program is for school-aged children ages 5 and up.

Afterschool Program Costs:

Tuition - \$160 per month (August-May)

Monthly Tuition: All tuition is to be paid by the 1st of the month. Any tuition not paid by the 5th will result in your card being charged automatically.

Registration Fee: \$30 (1st child); \$25 (for each additional child) due at the time of registration and is good through end of summer

Discounts: Additional family members will receive a 10% discount off their tuition.

Refund Policy: There are no refunds or proration of tuition for missed days.

Tuition/Fees EIN#74-2883497

Tuition will remain the same every month. Holiday and vacation time are already factored into monthly tuition and will not be refunded or prorated.

There will be no refunds for missed days nor will we transfer credit from one day to another.

A 30 day written notice must be sent to office@powersportskids.com to withdraw your child from any Powersports program and will be effective at the end of the 30 days.

Powersports Afterschool observes the following holidays for 2019-2020:

Labor Day	September 2
Thanksgiving	November 28th & 29th
Christmas & New Year's Break	December 23rd - January 3rd
Spring Break	March 9th - March 13th
Good Friday	April 10th
Memorial Day	May 25th

Parental Visitation

Powersports offers an open-door policy for parents to come in and visit their child.

*If visiting while at the Powersports facility, you must sign in at the Afterschool desk. We do ask that while visiting your child you do not distract from any activities going on. See the Afterschool bulletin board for daily schedules.

*Aside from snack visits, excessive visitation within a period of time (longer than 30 minutes) is not allowed, unless you fill out and pass a criminal background check. We strive to provide a safe and secure environment for your children, this is why our staff are thoroughly screened and trained. If you would like more information on filling out paper work please see the Director/Coordinator or front office.

Miscellaneous Information

Transportation: We only transport children from their school to Powersports on preplanned bus routes. ONLY upon medical emergency or evacuation will your child be allowed to be transported to a different location.

IMPORTANT: When picking up your child, please make sure that all items are accounted for. Please check lost in found for misplaced items. All contents within the lost and found will be discarded once a month.

Questions/Concerns:

One thing we value is the feedback from parents. If you have any questions or concerns regarding your child please communicate them through the following contacts:

1. If you have questions about your child's class please contact your teacher. Please call (979)776-0018 to speak with them directly or to leave them a message.
2. If you have questions or concerns about the Afterschool Program please contact the Childcare Director at (979)776-0018.
3. If you have questions about tuition or payments please contact the front desk at (979)776-0018.

State Licensing Contact:

Viewing of the Minimum Standards Rules and Licensing Reports: A copy of the Minimum Standard Rules for Licensed Child-Care Centers and the latest report from the Department of Child Care Licensing is displayed for view of bulletin board located in the hall close to the main entry. A copy of either document can be provided upon request. Additional copies of the Minimum Standards are kept with the director and owner.

It is our top priority to keep your child free from harm. In Texas each person is required by law to report even the suspicion of abuse or neglect. The Child Abuse Hotline is 1-800-252-5400. The local licensing office number is 979-774-6779, and the website is www.dfps.state.tx.us. Please remember anytime you see something that appears suspicious, makes you feel uncomfortable, or violates policy; please bring it to the attention of Childcare Director.