



2023-2024

PARENT HANDBOOK

Revised (2023)



Alliance for Women & Children

1350 N. 10th St.

Abilene, TX 79601

325-677-5321 ◊ 325-673-1162 fax

www.allianceforwomenandchildren.org



**United Way
of Abilene**

Mission Statements

The Alliance for Women and Children provides quality programs to empower all women and children by educating and assisting women to be health-conscious and self-sufficient and providing a nurturing and safe environment for school-age children.

The Alliance After School Care (ASC) mission is to reveal the value of each child by providing a safe and positive environment that guides children on their journey to discovering their unique potential while supporting their basic learning needs.

Alliance After-School Care Elementary Locations Four school districts and charter school

AISD Alcorta	AISD Purcell
AISD Austin	AISD Taylor
AISD Bassetti	AISD Thomas
AISD Bonham	AISD Ward
AISD Bowie	Clyde CISD
AISD Long Early Learning Center	Jim Ned CISD
AISD Ortiz	Merkel ISD
AISD Purcell	TLCA

Hours of Operation

The hours of operation for ASC are from the school release time, **including early release days**, until 6:00 p.m. ASC follows the school district calendar. For example, when school is closed for Thanksgiving, ASC will also be closed. If school is closed/delayed due to inclement weather, ASC will be closed/delayed. Please listen to local radio and television stations for closure information. Additionally, in the case of an emergency, staff, and children will evacuate the building following the emergency evacuation plan located at each site.

Camp Hours

Holiday and Spring Break Camps are typically between the hours of 7:30 am to 6:00 pm. The camp location is the Alliance for Women and Children facility located at 1350 N. 10, Abilene, TX 79601. Check our website for a schedule of camps at www.allianceforwomenandchildren.org. Camp fees are not included in regular tuition.

Liability Insurance

The Alliance for Women and Children carries liability insurance in case of an accident or injury to a child during care. Should your child require medical attention due to an incident that occurs while the child is in our care, please call 325-677-5321 for complete details and proper documents.

Reporting Changes and Attendance

Parents MUST contact 325-677-5321 promptly to report enrollment changes such as an address, phone numbers, pick-up lists, adding medication or medical updates, work changes, and Non-attendance.

ASC Program Operational Guidelines

Licensing Regulations and Child Safety

ASC locations are licensed by the Texas Health and Human Services, Child Care Regulation Division. ASC is committed to strictly adhering to the childcare licensing laws set forth by the Administrative Procedure and Texas Register Act, Under the law (Chapter 42) Minimum Standard Rules for School-Age and Before or After School Programs. The minimum standards were developed with the assistance of child-care operations, parents, stakeholders, and other experts in a variety of fields and reflect what the citizens of Texas consider reasonable and minimum. A copy of the minimum standards can be found [online](#), at each school location, and the AFWC office. The ASC program adheres to the regulations and each staff is trained on the contents of the laws and expected to honor these guidelines to ensure your child's safety.

Parents are welcome to visit the child's site at any time and review the most recent licensing inspection reports.

TXHHSC Contact Information

Child Care Licensing 512-424-6500

Child Abuse Hotline (DFPS) 1-800-252-5400

TXHHSC Website: www.hhs.texas.gov

Additional Safety Guidelines

ASC will comply with all PPE requirements that may apply to licensed childcare.

ASC reviews each of the bulletins and notices issued by the United States Consumer Product Safety Commission regarding unsafe children's products and sees that there are no unsafe children's products in use or accessible to children in the child-care program.

Criminal activity is prohibited in any area within 1000 feet of a child-care center that is a gang-free zone, in which criminal offenses related to organized criminal activity are subject to harsher penalties under the Texas Penal Code (TPC).

ASC is Texas Rising Star Provider

The Texas Rising Star program is a quality rating and improvement system (QRIS) for childcare programs participating in TWC's CCS program. Childcare and early learning programs that achieve Texas Rising Star certification offer quality care that exceeds the Texas Health and Human Services Commission (HHSC) Child Care Regulation (CCR) minimum health and safety standards and are in a better position to positively affect the physical, social-emotional, and cognitive development of children. As programs advance through the levels of Texas Rising Star certification, they are increasingly able to positively affect the development of the children they serve daily.

Parents can view their child's program star rating at each site. Ask your On-Site director for that information or contact the Program Director for Alliance After School Care.

Enrollment and Registration Guidelines

REGISTRATION

All new enrollments must be received 48 hours before the date that care is scheduled to begin. Parents **MUST** complete enrollment forms, health forms, participation agreements, and the application fee. An enrollment fee per school year of \$ 25.00 for the first child and no more than \$ 50.00 for two or more children along with the monthly fee **MUST** be paid before the child's first day of care. Alliance is not set up to provide part-time or daily drop-in care.

Each parent will be required to sign a copy of the enrollment form for the site their child is attending. Accounts **MUST** be paid in full before enrolling for the next school year.

FEES

Our monthly fee is the same each month for consistency and predictability for our families. This rate has been selected by averaging the days of care throughout the year over 9 months. The month of August is provided free of charge.

Enrollment fees do not apply to CCS families. CCS (Child Care Services, formerly CCPO) clients **MUST** provide proof of being approved for CCS before receiving enrollment benefits through Alliance ASC

BILLING/PAYMENTS

As a Texas Rising Star Program (a quality-based childcare rating system of childcare providers participating in the Texas Workforce Commission's subsidized child our rates have increased to **\$ 203 per month for 1 child**. To best support our families, we offer an "on-time discount" to deeply minimize costs for our families. If your payment is made **before the 10th of the month** the rate for one child is discounted to **\$160 a month**. Payments are due on or before the **first day of every month**.

Fees can be paid by a direct draft from a bank account, cash, check, money order, or online. If you select direct draft as your form of payment, it will be **drafted from checking or savings on the 4th business day of the month, and/or the 15th of the month**.

If you are NOT enrolled in the draft program the primary parent/guardian listed on the enrollment form is responsible for paying fees on or before the **first day of the month**.

Payments made by **check or money** order can be **mailed** to the Alliance for Women & Children at 1350 N. 10th, Abilene, TX 79601, or can be dropped off any time at this address as well. Office hours are 8:30 – 5:00 Monday – Friday. However, there is a drop slot in the front door if these times are not convenient (please ensure both **parent name and child name are included with payment**).

If payment is NOT received by the 15th of the month, the client is at risk of suspension or withdrawal. ASC encourages Direct Drafting from your checking account. **Direct Draft families will receive a \$5 monthly discount** (excluding CCS and Scholarship).

CCS clients **MUST** pay co-payments in advance of the service rendered. The Alliance reserves the right to report CCS Clients to CCS for non-payment and care can be suspended or withdrawn from the program.

Online payment is available at: www.AllianceForWomenAndChildren.org

Post-dated checks are NOT accepted.

RETURNED CHECKS AND DRAFTS

A returned check for insufficient funds will be regarded as non-payment. A returned check/draft fee of \$25.00 will be added to your account.

CANCELLING DIRECT DRAFT

If you are having your monthly fee drafted from your bank account, you must come to the Alliance for Women and Children office **48 hours before** the draft date and complete a **“Cancel Draft Form”** to stop the bank draft. The Alliance is not responsible for any late fees or overdraft amounts that occur as the result of a draft. Payment will be drafted from checking or savings on the 4th business day of the month and/or the 15th of the month.

WITHDRAWAL POLICY

To withdraw your child from the program, you must call the main office or complete paperwork at the Alliance for Women & Children. Verbal withdrawal at the site will not be accepted. A parent may withdraw his/her child(ren) at any time. Withdrawal by the Alliance for Women & Children may also occur due to repeated behavior problems with a child, harassment towards our staff by the parent, or non-payment. If your child is withdrawn on or before the 15th of the month, ASC will reimburse you a portion of your monthly payment. There will be no reimbursement for withdrawals made after the 15th of the month. If your child is withdrawn three times for nonpayment, your child may be permanently withdrawn.

LATE PICK-UP FEES & PROCEDURES

If a child remains at the ASC site after 6:00 p.m., there will be a late fee of **\$1.00** for every minute thereafter. This fee will be added to your bill, and you must pay at the Alliance for Women & Children office the next day. **Payments are not accepted at your child’s after-school care site.** Every parent who has a child enrolled in ASC is subject to a late fee even if they are on financial aid, CCS, or scholarship.

We are **NOT** licensed to keep children after 6:00 p.m. Late pick-ups could result in ASC losing its license with the state. **If you have three late pick-ups, your child(ren) may be withdrawn from the program. If a child is not picked up by 6:30 p.m., local law enforcement will be contacted.**

ALLIANCE FINANCIAL ASSISTANCE (AFA)

Financial situations happen. Scholarships and payment plans are available to those who qualify. For more information, please call (325) 677-5321 or come by the Alliance main office at 1350 N. 10th St. The Alliance for Women and Children is committed to providing a positive, nurturing after-school experience at a reasonable price.

ENROLLMENT INFORMATION

Accurate and up-to-date information is crucial on each child’s enrollment form. Please contact the Alliance for Women & Children offices immediately should enrollment form information change such as home phone number or address, work location, and phone number, or designated pick-up person(s). Oftentimes, instances arise where parents or guardians need to be contacted concerning their child and their safety. The primary parent/guardian must provide the parent’s password to change or add information to the enrollment form. This can be done online or by calling the Alliance office. The KinderSmart Connect system will allow parents to easily update information; **HOWEVER**, the main office must be aware of changes. Permanent or daily changes help family and program stay connected.

ALLIANCE & PARENT COMMUNICATION

The AFWC reserves the right to share information on all matters concerning ASC and the children enrolled with school personnel and state officials as needed by state guidelines.

PARENT COMMUNICATION

Parents/guardians will be notified in writing of any ASC policy changes. Throughout the year, we will invite you to provide feedback through surveys. We encourage parents/guardians to read any newsletters, information postcards, and all other printed material that is distributed by Alliance.

Parents are encouraged to have open communication with program staff and directors about policies, procedures, and more. Contact information can be found at the end of the parent handbook. Constant Contact allows parents/guardians to receive emails including pertinent information from the ASC Director. By providing your email on your enrollment form, you are giving the Alliance permission to include you in our Constant Contact emails. You can unsubscribe at any time. We will unsubscribe you upon withdrawal during the year from both Constant Contact.

Parents can also receive information and message staff through the Kinder Connect System.

MEDIA/PHOTO PERMISSION

The ASC Program Director will often take pictures at the schools, camps, and events for newsletters, Facebook, and other marketing opportunities. On occasion, Alliance will film or photograph children for the website or promotional material. Your child's likeness will not be used unless you have given us permission on his/her enrollment form.

WAITLISTS

The Alliance for Women and Children's office will start a waiting list once ASC has reached maximum capacity at a particular site. As spots become available, we will proceed down the list on a first-come, first-serve basis. If your child is withdrawn for any reason from a site with a waiting list, and you wish to re-enroll, your name will be added to the bottom of the waiting list.

PERSONAL BELONGINGS AND ALLIANCE OF SCHOOL PROPERTY

The Alliance for Women & Children is not responsible for lost or stolen items from the site. It is recommended that toys, games, and any other personal belongings are to be left in children's backpacks. Alliance for Women and Children is not responsible for lost, damaged, or stolen electronic devices. Parents may be held responsible for the destruction of Alliance or school property outside of normal wear and tear. Please remember to send your child a jacket or seasonal clothing as the seasons change. Because of CCR, screen time is limited, and device use must be monitored. Students WILL NOT be permitted to use personal electronic devices during the hours of ASC.

PARENT PARTICIPATION

Parent Participation Parents/Guardians authorized to pick up their children from ASC are welcome to visit the program during operating hours and are encouraged to participate in any special events/parties that are scheduled. We ask that you notify the on-site director of your presence. Parents must sign in and communicate their intentions beforehand; we also must abide by the protocol for visitors on school campuses.

PROGRAM SUPERVISION & STAFF

ON-SITE DIRECTOR

The On-Site Director or OSD provides direct care to children in the program, as well as supervision to the ASC Mentors at the site. The OSD is responsible for program activity, adhering to the daily schedule, child safety, and ensuring the excellence of the site. The OSD is responsible for maintaining positive communication with parents and guardians regarding child safety and other issues. The OSD works closely with the school principal and other school personnel to ensure the environment is safe and operates smoothly. The OSD is responsible for distributing all parent communication materials as directed by the ASC Program Director.

MENTORS

An ASC Mentor is a direct care staff member who provides care to children in the program. He/She is responsible for the supervision of the children at all times while appropriately engaging, providing a safe environment, and disciplining as necessary in compliance with Alliance and Child Care Licensing standards. Mentors demonstrate appropriate behavior and lead SEL (Social Emotional Learning) to help children discover their unique skills and foster friendships.

ASC SITE DIRECTOR

The Site Director is responsible for stewarding the program under the direction of the Program Director. The two positions form a leadership team. Directors are managers overseeing the supervision of their assigned schools, guiding the OSD, scheduling staff, and ensuring compliance and ethical practices are consistent, and licensing issues and student issues are handled promptly. Site Directors perform routine evaluations and observations. Site Directors exercise good judgment and maintain positive relations with community partners to create a FUN, safe, and learning environment.

ASC PROGRAM DIRECTOR

The Program Director is the visionary. The Program Director oversees the entire program and is responsible for the supervision, program growth, fiscal management, community partnerships, overseeing Child Care Regulations, and TX Rising Star. The Program Director is responsible for overall communication, correspondents, and resolving issues. The Program Director is committed to maintaining positive, healthy relationships among parents, staff, students, school officials, and the community.

ENROLLMENT COORDINATOR

The Billing Coordinator maintains client registration and billing. The coordinator assists the Program Director with administrative responsibilities and phone calls. The Billing Coordinator plays an important role in maintaining open communication with parents and the ASC leadership team.

PROGRAM POLICIES & PROCEDURES

The staffing team at each site will have at least one person always trained in CPR/First Aid. All staff are required to be CPR/First Aid trained within the first 30 days of employment. All ASC staff must have 8 hours of pre-service training and receive a minimum of 16 additional hours of training related to childcare each year. On-Site Directors have at least 30 hours of training and 6 months of experience before being put into that position. This is a requirement set forth by the Texas Health & Human Services Commission.

Staff ratios are set by Child Care Licensing at 1 staff per 26 students; however, Alliance ASC maintains an average of 1 staff per 15 to 18 students. In small schools, all children K-5th grade are kept together for most of the afternoon. In larger schools, children have generally split K-2nd and 3rd – 5th depending on the numbers in each grade level.

The safety of the children, as well as licensing regulations, is always considered when combining groups of children.

SCHEDULE

Although it may vary slightly by school, your child's day will follow this schedule.

3:15-3:30-Sign-in Recharge Activity

3:30-3:45 Handwashing

3:45-4:00 Snack

4:00-4:15 In-focus Mentoring

4:15-5:00 Enrichment Learning

Homework

5:00-5:45 Physical Health

Enrichment Learning

5:45-6:00 Board games, reflection time

SNACK

Children enrolled in ASC will be offered a healthy snack and beverage every afternoon. Please note on your child's enrollment form any food allergies that he/she has. Snacks are provided in accordance with the Federal FP Assistance program. If a parent chooses to provide a snack from home for the child, the parent will be responsible for the nutritional value of the snack. For more information, you may visit their website at <http://www.fpassistance.org/>

Children will be asked to reserve candy and sugary snacks to consume AFTER the program. Parents, please help your child understand, sharing personal snacks is NOT permissible. Because of allergies, sharing food is a danger.

FOOD AND ALLERGY PLAN

To remain in care if a food allergy is present, the family must abide by this Child Care Licensing Standard: **"You must have a food allergy emergency plan for each child with a known food or non-allergy that has been diagnosed by a healthcare professional. The child's healthcare professional and parent MUST sign and date the plan before the child can attend afterschool care. The center must keep the plan in the child's file located at the school site."** Parents can obtain the Allergy form from our Alliance office or on our website.

ENRICHMENT

The Alliance After-School Care Program provides continuous learning through SEL and play-based learning activities. Daily students experience Art, STEM, Social Studies, LitLeague (AR), Leadership, and Physical Health powered by FUN!

Alliance offers several enhancement programs throughout the year. We are fortunate to have partnerships with local organizations such as Abilene Public Library, Abilene Martial Arts, The Grace, Texas Tech School of Pharmacy, Junior Achievements, and BCFS. This allows us to provide access to programs that children may potentially not otherwise have access to.

Alliance After-School Care Program is a Texas Rising Star Provider and works hard to ensure we provide a program that reflects (QRIS) measurements. Our enhancement decisions are influenced by evidence-based research for school-age children.

HOMEWORK

ASC will provide an opportunity for the children to do their homework for a minimum of 30 minutes each day. While our staff will support the homework process, they are not responsible for the completion or correctness of homework. If a child chooses not to work on homework or does not have homework, alternative activities of a similar nature to homework are allowed, such as reading. We want to remind parents that our daily enrichment program covers basic academic principles. We will provide an AR (Accelerated Reader) program at participating campuses to support the children's literacy goals at their schools.

Tutoring is available 1-3 times per week depending on the schedule for your child's site. Children may attend tutorials with their schoolteacher if the parents have completed the ASC Tutorials Form. ASC does not assume responsibility for children who attend tutoring before check-in. The teacher will sign your child into care. Your child can be dismissed during the program to attend tutoring; at the time of departure, the teacher MUST sign your child out and is responsible for the child during that time. Upon returning, the teacher must sign your child in and ACare staff will resume responsibility.

FAMILY CONNECTION INITIATIVE

Alliance After School Care puts on at least two major programs each year. In October, we participate in activities such as Boo at the Zoo and the Mall of Abilene Fall Festival. Our Alliance Got Talent Show or Family Fling Carnival is in the spring. Other family-focused events may be offered throughout the year. We love connecting with our families and spending time having fun together.

NON-DISCRIMINATION POLICY

ASC will not discriminate based on race, religion, sex, or national origin. If you have a child who is considered a special needs child, we will use our discretion to determine whether to accept enrollment. Prior to enrollment, we may ask you to discuss the child's needs to determine our ability to appropriately care for the child. **Our program is only licensed to handle children who can toilet themselves.**

We will try our very best to accommodate your child in every way. We reserve the right to withdraw a child with special needs if we feel that we cannot provide adequate care for the child. While our staff does receive training for special needs children, they do not have the level of education and experience to handle all situations. The parents/guardians will be contacted to discuss various options. Individual need profiles will be generated for all accommodations and placed in the enrollment binder. Persons providing care can access the information to ensure the child receives adequate assistance to participate in the program.

HARASSMENT

Harassment is defined as unwelcome or unsolicited verbal, physical, or sexual conduct. This type of conduct will not be tolerated. The Alliance for Women & Children expects all staff, parents/guardians, family members, pick-up persons, and children to always show respect and will not tolerate the use of profanity, threats, or intimidation.

The Alliance for Women & Children is committed to protecting the rights and dignity of each child we serve and of every ASC employee.

PARENT/GUARDIAN SIGN-IN/OUT POLICY

There is Kinder Connect Kiosk to sign in/sign out at each site. The parent or authorized pick-up person **must personally check each child out daily**. A person arriving to pick up a child must be listed on the child's enrollment form and bring a photo I.D.

The enrolling person may be called to verify who is authorized to pick up the child. The Kinder Connect system is equipped to add a digital photo; please ensure you utilize this feature. This helps us increase safety measures.

All pick-up people, please be prepared to show your I.D. at the beginning of the school year and in the event of any staff changes at your site. Older siblings are allowed to pick up younger siblings if they are in high school, have a photo school ID or driver's license, and are listed on the enrollment form. Parents/Guardians, please introduce your older sibling to our staff the first time they pick up your child.

ABSENCE POLICY

If your child is going to be absent from ASC, please call the Alliance offices at 677-5321 or submit the absence notice online **BEFORE 10:00 am**. This ensures that our staff will know of your child's absence. If you have not notified the Alliance office of your child's absence, the ASC staff at the site will follow the following steps to ensure that your child is safe:

1. Check with the school secretary to see if the child was absent or was picked up early.
2. Call the parent/guardian, and then call the emergency pick-up list.

TRANSPORTING CHILDREN

Clyde Elementary is the only school that will bus children to an ASC site. The Clyde Elementary students are bussed to Clyde Intermediate via a CISD bus.

CHANGES OF CLOTHES

Parents at Long Early Learning Center and parents of Pre-K students at Clyde, Merkel are expected to send a change of clothes in case of accidents which will be kept at the site. Your child(ren) must be toilet trained to attend ASC. A child wearing "pull-ups" or other training pants is not considered toilet trained.

All parents should consider sending an extra change of clothes for their child. If we call you to report your child has had a bathroom-related incident. The expectation is that you be prepared immediately to bring your child a fresh set of clothing or pick the child up.

PROGRAM QUALITY CARE

The Alliance for Women and Children has a certified Texas Registered Trainer on staff. The Alliance also utilizes other qualified professionals abroad and local experts to ensure our staff has the tools needed to provide quality care. In addition to orientation and pre-service training, the following are met throughout the year.

1. Ongoing minimum standards for after/before school centers.
2. Center's operations policies & procedures, including discipline, guidance, and the release of children.
3. An overview of your policy on preventing, recognizing, and reporting child maltreatment.
4. Supervision & Safety
5. Understanding building and physical premises safety such as electrical hazards, bodies of water & vehicular traffic.
6. Risk Management and site emergency preparedness plan.
7. Inclusion for Children with Special Needs
8. Preventing and responding to food or an allergic reaction emergency.
9. Administering medication
10. Cultural Diversity
11. Professional development
12. Planning development and age-appropriate activities.
13. Communication with Families
14. Time and Stress Management

AUTHORIZATION TO DISPENSE MEDICATION

If your child will be receiving medication at ASC, an "Authorization to Dispense Medication" form must be filled out by the parent before the child will be given the medication. This form may be picked up at any ASC location or the Alliance for Women & Children office. If the child requires medication during care, medicine must be in the ORIGINAL container with instructions on the front.

We are unable to handle medications that require refrigeration. ASC refuses to serve the first dose of medication to a child. ASC does not provide sunscreen or bug spray to be applied before going outside. If you would like your child to be sprayed with either sunscreen or bug spray, please provide an aerosol can of the product to be used.

COMMUNICABLE DISEASES

If a child displays health risks or conditions, the parents/guardians will be notified and told that the child needs to be picked up. The child will be separated from the group of other children and supervised by staff until the parent/guardian picks them up. These conditions include but are not limited to, chickenpox, head lice, Hepatitis A, measles (Rubella), mumps, ringworm of the scalp, rubella, scabies, streptococcal (sore throat), scarlet fever, and others. The child will not be allowed to return to ASC until the condition has been treated and/or the child is no longer contagious.

Alliance will comply with all regulations of the Health and Human Services regarding the use of PPE.

ILLNESSES AND EXCLUSION CRITERIA

In accordance with licensing guidelines, the Alliance may not admit an ill child for care if one or more of the following exists:

- 1) The illness prevents the child from participating comfortably in program activities, including outdoor play.
- 2) The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of other children in care.
- 3) A healthcare professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate the child is no longer contagious.
- 4) The child has one of the following unless medical evaluation by a healthcare professional indicates:
 - (A) Oral temperature above 101 degrees and accompanied by behavior changes or other signs or symptoms of illness.
 - (B) Armpit temperature above 100 degrees and accompanied by behavior changes or other signs or symptoms of illness; or
 - (C) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, a rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may

The Alliance must follow the communicable disease exclusions required for schools. These conditions include but are not limited to, chickenpox, head lice, Hepatitis A, measles, mumps, ringworm, rubella, scabies, streptococcal (sore throat), scarlet fever, and others. More information is available through the Texas Health and Human Services (TXHHS) in 25 TAC §97.7 (relating to Diseases Requiring Exclusion from Schools).

Personnel with a communicable disease or fever will **NOT** be present at the childcare operation to protect the children. Additionally, currently, Child Care Licensing and the Alliance do not mandate adult vaccines but recommend the annual flu vaccine and a commitment to a healthy lifestyle.

If a child incurs a minor injury causing a scrape or cut, staff will apply a medicated ointment to the site. If at some point, the parent does not want the medicated ointment applied to the injury site, it is the responsibility of the parent to inform the staff of this immediately.

EMERGENCY EVACUATION PLAN

When elevated danger is present, Alliance staff will perform our “lock-down” procedure in which the staff will lock all doors, turn off lights and secure the children in a safe place. If in the cafeteria, they will retreat to their “designated space,” as far away from the potential threat. For a detailed location, please call and speak with the Program Director.

EVACUATION PLAN

Alliance After School Care will follow the Emergency Evacuation as designated for each school district.

IMMUNIZATION PLAN

An additional copy of your child's immunization record is **NOT** required because the record is on-site at your child's school.

ACCIDENT REPORTS

ASC staff will notify parents or guardians of any accident/injury to the child and will contact licensing if the injury requires the attention of a healthcare professional. Accident reports will be filled out when a child requires medical attention, or first aid, if he/she injures their head, or if they fall off of playground equipment. We ask that accident reports be signed by the parent upon check-out of your child for the day. The Department of Family & Protective Services may contact you for further information regarding your child and the accident.

MEDICAL EMERGENCIES

If a child is seriously injured while in ASC care, the parent/guardian will be notified immediately after the Emergency Medical Services have been contacted (by minimum standards licensing policies). The Alliance for Women and Children holds liability coverage and will act as secondary coverage to the family's insurance policy.

Please contact our office as soon as possible if an accident at ASC requires medical attention.

DISCIPLINE POLICY

ASC will adhere to all the minimum standard rules for discipline set by the Department of Family & Protective Services. Discipline will be approached positively. Children are expected to follow the rules set forth by the ASC staff.

STEPS TAKEN IF INAPPROPRIATE BEHAVIOR OCCURS:

1. **Timeout:** A place will be designated as a "timeout" area for children who are removed from center activities. Staff will talk with children placed in "timeout" to review their behavior. Per Licensing Regulation timeouts maybe 1 minute per age of the child, with a 10-minute maximum, however, the staff is encouraged to not exceed 5 minutes.
2. **Communication Reports:** Given to the parent once the staff has addressed an issue so that the parent has been made aware of the incident. Often the parent will be asked to help address the incident with the child at home so that the behavior does not escalate or become an ongoing problem.
3. **Behavior Reports:** For severe offenses or repeated misbehavior, staff will complete "behavior reports". Once a child has received his/her third behavior report, he/she may be suspended. These reports will be signed by staff, children, and parents. These forms are then sent back to the ASC Program Director for review. At this time, depending on the severity of the behavior, the ASC Program Director will determine if a meeting with the parents is appropriate and if an individual behavior management plan is needed.

Behavior reports are appropriate for the following: Repeated infractions, Violence (threat/physical), Sexual behavior (implied/actual), Bullying (verbal/physical), and running away from the group.

4. Suspension: Suspension can occur if a child physically injures another child. Punching, kicking, choking, and inappropriate touching may result in immediate suspension. The severity of the action will determine the length of the suspension. Suspension may last from 1 to 3 days. If a toy gun or knife is brought to Alliance After-School Care, it may result in a mandatory three-day suspension. Disrespecting a staff member or another student may also necessitate suspension. Each case will be reviewed before any action is taken.

Monitoring Progress: Parents are expected to meet face-to-face or by Zoom with the parent/guardian to discuss the action plan. Parents/guardians will work collaboratively to create expectations suitable for their child's return. When the child returns to the program, staff will adhere to the established conditions and parents will receive routine progress reports. Parents will be encouraged to allow the child to be a part of this process when creating expectations. We desire to empower children and foster confidence in making positive decisions that impact their life.

***If your child is suspended from school and/or attends RAC (Reassignment Center) or SAC (Student Achievement Center), they may not attend ASC without the permission of the school principal. If the principal permits the child to continue attending ASC, the parent/guardian must provide transportation back to the school campus. If the principal denies the child access to the school grounds, the parent/guardian must make other childcare arrangements for the time the child is attending RAC or SAC. There will be no money refunded to the parent during a child's suspension.

4. Dismissal: A child will be dismissed from the program immediately for bringing a real gun or knife to ASC. Children may also be dismissed for actions by the parents/guardians such as harassing, threatening, endangering, or intimidating the staff, ASC directors, and any other ASC personnel or persons involved with the ASC program. Dismissal from ASC is also a possibility after every effort has been made to help the child function in the program. Parents will be formally notified by the directors if this action must be taken.

**Severe or consistent behavior incidents may also necessitate withdrawal from the program. The ASC directors reserve the right to review all behaviors to determine if a suspension or withdrawal is necessary.

PARENT CONFERENCES

At the Alliance for Women and Children, we desire to collaborate with you in fostering growth and development in your school age. Our directors are available to help you and your child reach your growth goals. Parents can request a conference at any time throughout the year to discuss their child's progress in our program. We have an abundant amount of resources we can share with you.

Located at each campus is information regarding our program at the sign-in and sign-out areas. Monthly we display a resource that may be of interest to you, your child, or the family unit as a hold. To request a conference, you can speak with your on-site director or call the main office to talk with a Site-Director or the Program Director.

PARENT PRAISES/CONCERNS/COMPLAINTS

We would love to hear from you, please share with us the good experiences and other needs you feel our program can be of assistance. Your feedback is important and necessary for our success.

Please address concerns with the ASC Staff involved with the concern first. If the concern cannot be resolved or requires additional attention, please discuss the matter first with the On-Site Director at your site and then with the ASC Program Director at the Alliance for Women & Children 325-677-5321.

Available at the Alliance for Women and Children Facility

The playground behind the Alliance building at 1350 N. 10th St may be rented out by the public. It accommodates 30-50 children and is designed for children 12 years old and under. Call the office at (325) 677-5321 for additional information.

Direct Contact Information for ASC

Youlanda Hunter, Program Director
Email: youlanda@afwconline.org
325-677-5321 ext. 104

Amy Clayton, Site Director
Email: amy@afwconline.org
325-677-5321 ext. 103

Allison Bowling, Site Director
Email: allison@afwconline.org
325-677-5321 ext. 109

The Alliance for Women & Children is a non-profit organization serving Abilene since 1920, with the specific purpose of providing programs and services that empower the lives of women and their families.
The Alliance After-School Care is a recipient of United Way funding.