



**AFTER SCHOOL Care**  
always SERVING CHILDREN

**2021 - 2022**

**Parent Handbook**

*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-aged children.”*

### **After School Care Mission Statement**

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 (ASC) Sites**

ASC operates a total of 16 sites in four school districts, serving children in Pre-k through 5<sup>th</sup> grade. The Abilene ISD schools that participate in the program are: Alcorta, Austin, Bassetti, Bonham, Bowie, Long Early Learning Center, Ortiz, Purcell, Taylor, Thomas, and Ward. Alliance ASC also operates on the campuses of Buffalo Gap and Lawn Elementary in Jim Ned CISD, Merkel Elementary in Merkel ISD, and Clyde Elementary, Clyde Intermediate in Clyde CISD and TLCA in Abilene. Children must attend After-School Care at the school where they are enrolled, except for Clyde Elementary where children are bussed to Clyde Intermediate.

### **Licensing Regulations & Your Child’s Safety**

ASC centers are licensed by the Texas Department of Family and Protective Services, Child Care Licensing Division. ASC staff is committed to strictly adhering to the childcare licensing laws set forth by the Department of Family & Protective Services in the Minimum Standard Rules. The Minimum Standards are a product of contributions from many people and groups and thus reflect what the citizens of Texas consider reasonable and minimum. A copy of minimum standards can be found online, at each school location, or the Alliance for Women & Children office.

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 center.

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

Our staff will adhere to the policies written in the DFPS Childcare Licensing Minimum Standards to ensure your child’s safety.

Alliance After-School Care will comply with all PPE requirements that may apply to licensed childcare.

### **Liability Insurance**

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

### **Hours of Operation**

Alliance for Women & Children’s main office business hours are from 8:30 a.m. to 5:00 p.m. Monday through Friday.

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 also 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.

ASC also offers some holiday and in-service camps at our facility at 1350 N. 10<sup>th</sup> – camp hours are 7:30 a.m. to 6:00 p.m. **Care is ONLY provided for select holidays.** Please check our website for a schedule of camps at [www.allianceforwomenandchildren.org](http://www.allianceforwomenandchildren.org). *Camp fees are not included in regular monthly fees.*

### **Registration**

Enrollment forms, Application fee and Health forms must be completed and received by **10:00 a.m.** on the day that care is to begin. An enrollment fee per school year, of \$25.00 for the first child and no more than \$50.00 for 2 or more children, along with the monthly fee must be paid prior to the child's first day of care. If enrolling after the 15<sup>th</sup> of the month, the first month's fee will be prorated at a daily rate for the remainder of the days in the month. Alliance ASC is not set up to provide part time or daily drop in care.

Each parent will be required to sign a copy of their enrollment form at 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.

\*\*CCS (Child Care Services, formerly CCPO) clients must provide proof of being approved for CCS before receiving CCS benefits through the Alliance. CCS clients are not required to pay an enrollment fee.

### **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). Often times, instances arise where parents or guardians need to be contacted concerning their child and their safety. The primary parent/guardian must provide the parent password in order to change or add information on the enrollment form. This can be done online or by calling the Alliance office.

### **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.

### **Waiting Lists**

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.

### **Playground**

Our outdoor playground is public school property. Therefore, the outdoor play equipment may not meet licensing standards.

### **Outline of Organization**

**Counselor** – An ASC Counselor is the direct care staff member who provides care to children in the program. He/She is responsible for 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

**On-Site Director** – The On-Site Director or OSD provides direct care to children in the program, as well as, supervision to the ASC Counselors at the site. He/She is responsible for on-site activity, adhering to the daily schedule, child safety, and ensuring excellence of the site. He/She is responsible to maintain positive communication with parents and guardians regarding child safety and other issues. He/She is responsible for distributing all parent communication materials as directed by the ASC Program Director.

**Site Coordinator** – The Site Coordinator assists the ASC Director in ensuring excellence at the ASC sites. He/She supports the ASC Director in organizing and evaluating the execution of the ASC Program. He/She assists the On-Site Directors with building relationships with school staff and parents. He/She provides staff communication, coordination, evaluation, and support to assigned schools, as well as, providing enhancement activities throughout the school year.

**ASC Program Director** – He/She is responsible for program direction, staff leadership and program /financial management. He/She is direct responsibility for overseeing supervision, scheduling and staff compliance issues for all ASC program staff.

### **Schedule**

Below is the ASC Daily Schedule. Although it may vary slightly by school, your child’s day will follow this schedule.

Sign-in & Opening Activity:	3:15 – 3:30
Homework Time:	3:30 – 4:00
Wash hands/Snack:	4:00 – 4:35
Gym/Playground/Enrichment Time:	4:35 – 5:10
Gym/Playground/Enrichment Time:	5:10 – 5:40
Gym/Playground/Enrichment Time:	5:40 – 6:00

### **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. Snack is provided in accordance with the Federal FP Assistance program. If a parent chooses to provide snack for 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/>

### **Food Allergy Emergency Plan**

In order 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.

### **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, alternate activities of a similar nature to homework are allowed, such as reading. 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 school teacher if the parents have completed the ASC Tutorials Form.

### **Enrichment**

Alliance offers several enrichment programs throughout the year. We are fortunate to have partnerships with local organizations such as Abilene Public Library, Abilene Martial Arts, The Grace, and Texas Tech School of Pharmacy to name a few. This gives us the opportunity to provide access to programs that children may potentially not otherwise have access to. Additional enrichment is provided through our *Leader in Me Curriculum* Initiative! Alliance ASC is also a Texas Rising Star certified program through which we provide the FAB 5 curriculum to encourage physical fitness and healthy lifestyle.

### **Screen Time Policy**

The AAP recommends limiting children's total media time to not more than one to two hours of quality programming per 24-hour period. Studies have shown a relationship between television viewing and increased risk of obesity in children. ASC will limit media time to Fridays only, with exceptions for special circumstances.

### **Additional Programs**

Alliance After School Care puts on 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 is in the spring. Each school selects a talent to perform as a group. Parents and loved ones are invited to attend.

### **Parent Participation**

Parent/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.

### **Staff Pick-up**

Each day the staff will go to the classroom to pick up **ONLY** the kindergarten children enrolled in the program. All other ASC children are responsible for getting to the ASC site in a timely manner. Children will be signed in once they enter the designated ASC area. Alliance After School Care staff are not responsible for ASC children that are not signed in.

### **Parent/Guardian Sign In/Sign Out Policy**

There is a sign in/sign out sheet at each site. The parent or authorized pick up person **must personally sign each child out on a daily basis**. 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. All pick up persons 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. Parent/Guardians, please introduce your older sibling to our staff the first time they pick up your child.

### **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 or not to accept enrollment. Prior to enrollment, we may ask you to discuss the child's needs in order to determine our ability to appropriately care for the child.

Our program is only licensed to handle children who are able to 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.

### **Harassment**

Harassment is defined as unwelcomed 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 show respect at all times 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 individual it serves and of every ASC employee.

### **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 10:00am**. 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 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.

### **Change 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 in order to attend ASC. A child wearing "pull-ups" or other training pants is not considered toilet trained.

### **Staffing**

Each site will have at least one person trained in CPR/First Aid at all times. 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 a minimum of 30 hours of training and 6 months of experience before they are put into that position. This is a requirement set forth by the Department of Family & Protective Services, Child Care Licensing Division. Staff ratios are set by Licensing at 1 staff per 26 students; however, Alliance ASC maintains an average of 1 staff per 15 students. In small schools, all children K-5<sup>th</sup> grade are kept together for the majority of the afternoon. In larger schools, children are generally split K-2<sup>nd</sup> and 3<sup>rd</sup> – 5<sup>th</sup> 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.

### **Payment/Billing**

As a Texas Rising Star Program (a quality-based child care rating system of child care providers participating in the Texas Workforce Commission's subsidized child care program), our rates have increased to \$188 per month for 1 child. To best support our families, we are offering an "on time discount" which will deeply minimize cost for our families. If your payment is made before the 10<sup>th</sup> of the month the rate for one child is discounted to \$145 a month.

Payments are due on or before the first day of every month. Fees can be paid by direct draft from 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 4<sup>th</sup> business day of the month, and/or the 15<sup>th</sup> 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 into the Alliance for Women & Children at 1350 N. 10<sup>th</sup>, 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 15<sup>th</sup> of the month, client is at risk of suspension or withdrawal. The ASC monthly fee can be prorated at a daily rate if your child is enrolled after the 15<sup>th</sup> of the month.

ASC encourages Direct Drafting from your checking account. Direct Draft families will receive a \$5 monthly discount (excluding CCS and Scholarship).

**Post-dated checks are not an acceptable form of payment.**



Online payment is available at [www.AllianceForWomenAndChildren.org](http://www.AllianceForWomenAndChildren.org).

\*CCS clients must pay co-pay amounts in advance of services rendered.

The Alliance reserves the right to report CCS Clients to CCS for non-payment. CCS clients are not responsible for enrollment fees.

The Alliance for Women & Children reserves the right to change the after-school rates as needed. Parents will be notified in writing of the new rates.

### **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 15<sup>th</sup> of the month, ASC will reimburse you a portion of your monthly payment. There will be no reimbursement for withdrawals made after the 15<sup>th</sup> of the month. If your child is withdrawn three times for non-payment, your child may be **permanently** withdrawn from the program for the remainder of the school year.

### **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 prior** to the draft date and complete a "Cancel Draft Form" in order to stop the bank draft. The Alliance is not responsible for any late fees or overdraft amounts that occur from the result of a draft. Payment will be drafted from checking or savings on the 4<sup>th</sup> business day of the month and/or the 15<sup>th</sup> of the month.

### **Financial Situations**

Financial assistance, 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. 10<sup>th</sup> St. The Alliance for Women and Children is committed to providing a positive, nurturing after-school experience at a reasonable price.

### **Late Pick-up Fees & Procedure**

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. 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 their 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.

### **Returned Checks and Drafts**

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

### **Personal Belongings and Alliance or 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 the children's back packs. Electronics are allowed on select Fridays only and at the discretion of the On-Site Director at each site. Alliance for Women and Children is not responsible for lost, damaged, stolen electronic devices. Parents may be held responsible for destruction of Alliance or school property outside of normal wear and tear.

Please remember to send your child with a jacket or seasonal clothing as the seasons change.

### **Reporting Abuse and Neglect**

It is our legal obligation to report any suspected abuse, neglect, or exploitation to the Department of Family & Protective Services or a law enforcement agency.

### **Communication with School and State Officials**

The Alliance for Women & Children reserves the right to share information on all matters concerning ASC and the children enrolled with school district personnel and state officials as needed in accordance with state guidelines.

### **Parental 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. Find contact info 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 Remind 101 and Constant Contact.

### **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 at 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, and 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.

### **Illness 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 health care 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 health-care 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, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.

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 Department of State Health Services (DSHS) 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 child care operation to protect the children. Additionally, at this time Child Care Licensing and the Alliance do not mandate adult vaccines but recommends the annual flu vaccine and a commitment to a healthy lifestyle.

In the event that a child incurs a minor injury causing a scrape or cut, staff will apply 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 Records**

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 health-care professional. Accident reports will be filled out when a child requires medical attention, 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 (in accordance with 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 in a positive manner. 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 may be 1 minute per age of the child, with a 10-minute maximum, however staff are 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 times 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 on-going 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 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), Running away from the group.

- 3. 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 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 a suspension. Each case will be reviewed before any action is taken.

\*\*\*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 gives permission for the child to continue attending ASC, the parent/guardian must provide the 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 Concerns/Complaints**

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 the ASC Program Director at the Alliance for Women & Children 325-677-5321.

You are welcome to e-mail Lindsey Stribling, the ASC Program Director, at [Lindsey@afwconline.org](mailto:Lindsey@afwconline.org) to discuss any concerns or to schedule a time to meet. Parent conferences with a program director are offered by request.



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

### **Additional Resources**

- Child Care Licensing (DFPS) 691-8232
- Child Abuse Hotline (DFPS) 1-800-252-5400
- DFPS Website [dfps.state.tx.us.gov](http://dfps.state.tx.us.gov)

### **Other Alliance for Women & Children Programs...**

#### **Playground Rental**

The playground behind the Alliance building at 1350 N.10<sup>th</sup> may be rented out by the public. It accommodates 30-40 children and is designed for children 12 and under. Call the office at (325) 677-5321 for additional information.

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.

**For more information about Alliance After-School Care  
and other Alliance for Women & Children programs go to:**

**[www.allianceforwomenandchildren.org/asc](http://www.allianceforwomenandchildren.org/asc)**



#### **Feel free to make contact at anytime:**

**After-School Care  
1350 N 10<sup>th</sup> St  
Abilene, TX 79601  
(325) 677-5321 Phone  
(325) 677-5230 Fax**

**Program Director, Lindsey Stribling**

**Email: [Lindsey@afwconline.org](mailto:Lindsey@afwconline.org)**

**Assistant Program Director, Crystal Windham**

**[Crystal@afwconline.org](mailto:Crystal@afwconline.org)**

**Alliance After-School Care is a recipient of United Way funding**