



Parent Handbook After School Program

**10955 Eagle Drive
Mont Belvieu, TX 77523
Chamberscountychildrensmuseum.org**

Contents

Welcome to Chambers County Children’s Museum After School Program.....	page 3
Administrative Policies.....	pages 3-5
Hours of Operation	
Enrollment Procedures	
Tuition and Fees	
Penalty fees	
Parent Responsibilities.....	pages 5-7
Sign in and Release	
Parent Protocol	
Parent Code of Conduct	
Parent Notifications	
Confidentiality	
Questions or Concerns	
Discipline and Guidance Policy.....	page 7
Health and Safety Policies.....	pages 7-8
Child to Staff Ratio	
Illness and Exclusion	
Medication	
Sunscreen	
Procedures for Handling Emergencies.....	pages 8-11
Emergency Preparedness Plan	
Inclement Weather Policies	
School Safety Policies	
Immunization Requirements/Well Checks	
Food Service and Preparation	
Transportation.....	page 12
Photographs	
Cyber Identity	
Regulatory Items	
Minimum Standards.....	pages 12-13
Child Abuse Reporting Law Requirements	
Parents Right Form.....	page 13

Welcome to Chambers County Children's Museum

Afterschool Program (CCCM)

Welcome to Chambers County Children's Museums After School Program. We are excited to offer an after-school program for your child to experience quality after school care with homework support and daily activities for your children while enjoying the interaction in the museum. The museum will be offered to the children once the museum closes for the day so the children can enjoy individual play. We look forward to a great new school year. Thank you for choosing CCCM!

CCCM does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

CCCM is licensed and regulated by the Texas Department of Human and Health Services. The following policies are required by Child Care Licensing per The Minimum Standards for Child Care Centers 746.501.

Administrative Policies

Hours of Operation

CCCM After School Program operates Monday-Friday, from 3:00pm-6:00pm. We are closed for all major holidays and follow Barbers Hills school schedule.

Weather: CCCM will follow Barbers Hill ISD for bad weather closing.

Note: CCCM will not accept children when released early for bad weather.

Professional Development/staff days: CCCM will not accept children for professional development or staff days.

Holidays and breaks: CCCM will not accept children for holidays and breaks such as spring, fall, or Christmas breaks.

Enrollment Procedures

Upon selecting Chambers County Children's Museum After School Program, you will need the following for enrollment. The enrollment form needs to be completed in its entirety and signed before the first day of enrollment.

- Enrollment Form
- Immunization records/if exempt from an immunization you must complete an affidavit form.

Acceptable documentation: a signed statement from the parent/guardian stating the child's immunization record is current and on file at the school your child attends. The statement must be dated and include the name, address, and telephone number of the school listed in the statement.

Tuberculosis examination: the state of Texas does not require children who attend a school to have a tuberculosis examination.

-Photo release: a photo release statement is included in the enrollment packet. Check yes or no if your child can/not be photographed.

Parents will be notified within 30 days of any policy change in writing. Signatures from parents may be required.

Tuition and Fees

Monthly tuition: \$400.00. Payments will be made through a link sent to the email you provided before the first of every month. One primary email will receive the link for payment.

Tuition is due on the first day of every month. Tuition is considered late if not paid by the end of the third day and a \$10 late fee will be added to your account.

All tuition must be paid prior to attending CCCM. Prepayment of two weeks' tuition is required at the time of enrollment. This prepayment will be held and applied to your last two weeks of enrollment if you give CCCM a 2-week notice of withdrawal from our program. There are no refunds for days missed due to illness, vacations or school closings due to inclement weather.

Registration fee:

A non-refundable \$50 annual registration fee is due at the time of enrollment.

Supply fee:

A non-refundable \$50 annual supply fee is due at the time of enrollment.

Enrollment Fees:

Monthly tuition: \$400.00

Prepayment of two weeks: \$200.00

Registration fee: \$50.00

Supply fee: \$50.00

Total registration fee is due at time of enrollment: \$700.00

*Registration covers the first month's tuition and the last two weeks of enrollment.

Late fee:

CCCM is licensed by the state Monday through Friday from 3:00pm to 6:00pm. CCCM is licensed by the Texas Human and Health Services to care for children during these specified times only. If you are late picking up your child, a \$1 PER MINUTE late penalty will be charged to your account. Our late fee will start at 3 minutes for \$1 PER MINUTE.

Parent Responsibilities

Sign In and Release

Per Texas state laws, parents have a right to access their child at any time. In the event that a parent is unable to pick up their child, they may authorize another legal adult to pick up. Children will not be released to a minor. Authorized adults must be listed on the enrollment form to pick up and the authorized adult must bring a picture ID. Children will not be released to adults without a picture ID.

Children must be signed in and out by the custodial parent or adult person approved by the parent(s). If you have designated someone to pick up your child and they are on the pickup list, a signature is required. Please understand that due to liability issues and for the safety of your children, staff members of CCCM are not permitted to take children home from our facility.

Parent Protocol

Parent Concern Form:

- Communicate any concerns regarding our program on your child immediately by filling out a parent concern form. The site director will have the form available for you. Once

Parent Handbook

you fill out the form you may turn it in to the site director. If you have checked that you would like to be contacted about the concern, the Director will call you to discuss the issue.

Parent Code of Conduct

Please understand, young children are present in our building. Some adult language is not appropriate for young children. CCCM prohibits swearing or cursing on our property.

Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. CCCM reserves the right to terminate care in the event of disruptive behavior from a parent or guardian.

CCCM must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for After School Programs. All adults, including parents, must follow these rules while on our property.

The Texas Department of Family and Protective Services does not allow smoking on the premises, either indoors or outdoors.

Parent Notifications

Open communication with parents is very important to children's success. CCCM has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed below are ways that CCCM may communicate with parents:

- Through email notifications
- Social media sites such as Facebook
- CCCM's website
- Cell phones/phone calls

Confidentiality

While your child is enrolled in our program, parents may come across confidential information about our program, our staff, and sometimes other children. All information received from CCCM remain confidential at all times. Breaching confidentiality may lead to disenrollment.

Questions or Concerns

If parents have questions or concerns about our program, we encourage you to have open communication with the Site Director. Through open communication, we can ensure that all parties are well informed and working as partners in the child's best interests.

Discipline and Guidance Policy

CCCR staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are praise and encouragement of good behavior instead of focusing only upon unacceptable behavior: reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors.

Unacceptable Behavior: If behavior issues cannot be resolved the child will be dismissed from the program.

Research has shown that positive guidance teaches children skills, which help them cope in their physical and social environment. The aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. CCCM reserves the right to terminate care of a child for discipline problems at any time.

Health and Safety Policies

Child to Staff Ratios

CCCM provides teacher/children ratios that are equal to or less than required state ratios in all classrooms. State ratios for each caregiver:

Age	Number of Students per Teacher
6 – 12 years	26

Illness and Exclusion

Children who are ill should not attend CCCM. CCCM observes the standards set by the Texas Human and Health Services for ill children. The most common standards for exclusion are:

- a. Illness that prevents the child from participating in activities, ***including outdoor play***.
- b. The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.
- c. Oral temperature of 100.5 or armpit temperature of 100.
- d. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea.

If a child becomes ill while in our care, we will contact the parent immediately. We will care for the child apart from the other children with proper supervision and give extra attention to hand washing and sanitation practices.

Parents need to pick up children immediately of notification. In the event of *severe* illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, CCCM staff may call for an ambulance at the parent's expense.

If a child is sent home sick from our program, they may not return until the child is symptom-free for 24-hours.

Medication

CCCM does not administer medication.

Sunscreen

In the event that we have outside time, parents will need to provide sunscreen for their children with the child's name written on the bottle. Sunscreen will be applied according to the directions on the bottle.

Procedures for Handling Emergencies

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of the emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. **All children have an emergency medical release form on file (enrollment form) in case of such an emergency.**

If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center 1.800.222.1222.

Inclement Weather Policies

CCCM will not open during inclement weather. Check the following websites for more information:

- Home page of website Chambers County Children's Museum
- Barbers Hill School District
- Local weather channel for information concerning your area

In case of serious emergencies such as hurricanes, fire, storms, or loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive. There are no refunds for days missed due to inclement weather.

Emergency Preparedness Plan

In the event of a fire or severe weather evacuation, all children are taken to their rally points, then relocated to the parking lot. When all children are accounted for and safe, parents will be contacted to pick up their children. If an evacuation is needed, children and staff will follow predetermined and frequently practiced plans for emergency situations that may occur during care hours.

Parent Handbook

Evacuation routes/exits:	Evacuation routes are posted in the classroom by the doors. And by the exit doors. Children are to follow staff to evacuation exits. <ul style="list-style-type: none">● Children will be evacuated together.● Staff will have the emergency binder with student information.
Evacuation Sites:	<ul style="list-style-type: none">● Parking lot: children will be taken to the front of the museum parking lot. 10955 Eagle Drive Mont Belvieu, TX 77523● Offsite evacuation: Specific locations will be communicated verbally and by phone call to parent/guardian in the event this plan is necessary.
Notifications:	<ul style="list-style-type: none">● Parents will be notified when an evacuation has taken place.● If we are unable to go back into the building, parents will be called to pick up their child.● Notifications will be sent by email and phone calls.
Release:	<ul style="list-style-type: none">● Children will only be released to contacts listed on the child's form with proper identification.

Shelter-In-Place: In case of the need to stay put due to a tornado or notification from authorities, predetermined and practice procedures will be followed. Children will be taken to an interior location.

Lock Down: In case of the need to lock down for a violent or threatening person, predetermined and practiced procedures will be followed. Doors will be locked immediately. No one is allowed to come into the facility unless it is an emergency official. Parents will be notified to pick up their child once the lockdown has been lifted.

School Safety Policies

Parents need to physically come inside to check their child out. Siblings under the age of 18 are not allowed to pick up.

The site director will check your child in when the bus arrives.

Parent Handbook

Our facility is equipped with a fire sprinkler system and fire drills are practiced monthly.

You will be notified of any incidents other than minor scrapes or bumps with a phone call. A written report will be given to the parents at pick up time. First aid will be applied to minor incidents. In the event medical attention is required, we will notify you immediately. Parents are responsible for all medical fees.

Immunization Requirements/Well Checks

Immunization records must be current for all children enrolled in CCCM. A copy must be in the child's file. It is the parent's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations may lead to disenrollment.

A well check is conducted at the time of entry to the facility. Anything out of the normal will be documented.

From time-to-time CCCM may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children.

Immunization records must be current for all employees. Employees are not required to have a flu shot.

Food Service and Preparation

CCCM will provide snacks for the after-school program students. Please inform the director if your child has an allergy that needs to be documented.

Transportation

School-age children will be transported from Barbers Hill ISD by the Barbers Hill transportation system. It is the parents' responsibility to contact BHISD and the bus transportation department to get their child transported to the Chambers County Children's Museum. Once you have the information from BHISD transportation, you can contact the CCCM with the child's name and time of drop off. CCCM is not responsible for transportation.

State law requires:

- Vehicles transporting children shall be in safe operating condition and drivers shall have a current Texas Driver's License.
- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.

Photographs

CCCM believes in the benefit of using real life pictures in our program. Parents are required to fill out our photo release form at the time of enrollment. We will use these photos of the children for our website, Facebook, and other advertisements with parent approval.

Cyber Identity / Social Networking

Cyber identity and social networking are very exciting these days. However, please understand that employees of CCCM are prohibited from participating in social networking with children that are enrolled in our program. This includes, but is not limited to, Facebook, Twitter, etc.

Regulatory Items

Minimum Standards for Child Care Centers

CCCM is licensed and regulated by the Texas Department of Human and Health Services, and we follow the Texas Minimum Standards for Child Care Centers. Parents may review a copy of these standards in our front office or view the standards online at www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp

Child Abuse Reporting Law Requirements

CCCM staff are **REQUIRED** by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receives annual training on recognizing and preventing abuse and neglect, including sexual abuse. CCCM has made a commitment to help increase awareness and prevention techniques to

Parent Handbook

employees and parents through training, memos and monthly newsletters. CCCM will also coordinate with community organizations on strategies to prevent abuse and neglect.

The staff may not notify parents when the police or CPS are called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect are leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html

The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

Parents Right Form

This form will be provided to parents to review their rights upon enrolling their child.
See Attached form 2987.