



**BUILDING STRONG
BRIGHT FUTURES**

**PARENT HANDBOOK
2017-2018**
(Effective 08/01/2017)

Dear LAS Parents,

It's going to be a fantastic school year and we are glad you selected us to watch your children. Life After School @ Lake Highland Baptist Church offers after school enrichment programs, homework assistance, children's Bible Study and fun activities just for your children.

We will serve your children with compassion, patience, skill and respect. It is our desire that staff and parents become partners in youth development. In turn, we ask that you, as a parent, help us. Let us know of any ideas, thoughts or concerns that you may have regarding the care of your child.

All LAS Activities are designed to meet the following goals:

- Develop character values through Bible Studies
- Develop skills in leadership and group work
- Assist the child with homework
- Meet new friends
- Have fun!

SECTION ONE: LIFE AFTER SCHOOL

LIFE AFTER SCHOOL MISSION STATEMENT

Life After School is a mission of Lake Highlands Baptist Church and exists to provide affordable, safe, quality care for children. We will operate a program with principles founded upon the love of God and interaction between the staff and the student while providing age-appropriate activities, which focus upon the spiritual, physical, social and educational needs of our children

OUR PLEDGE TO PARENTS

- A PARENT has a right to be treated courteously, fairly, and with respect.
- A PARENT has the right to have knowledgeable and skilled people care for his/her child.
- A PARENT has the right to be made to feel important.
- A PARENT has the right to ask questions and not be intimidated by anyone.
- A PARENT has the right to compliment us when we do a good job.
- A PARENT has the right to complain when we do a poor job.
- A PARENT has the right to expect us to be enthusiastic and behind our service.

WHO IS WATCHING MY CHILD?

We feel confident that we have the best staff in town! Our staff is as diverse as our children and comprised of men and women who want to make an impact on their community and your child. Our staff is primarily made up of college students and graduates, although we do have some exceptional high school seniors too!

Staff members have been criminal background checked, are CPR and basic first aid certified, and receive regular childcare training. Additionally, three references are checked for each staff member. We do everything to make sure your child will be safe in the event of an emergency.

Most importantly, our staff is comprised of people who love kids. They want to spend their time playing, teaching, and working with children. They are good people with good hearts.

STAFF AND CONTACT INFORMATION

Life After School Office
642 Brookhurst
Dallas, Texas 75218

Church:	214.327.7393
Family Life Center	214.461.7253
Tax ID:	75-0939930

Eric L. Jones, Director LAS

Office	214.327.7393
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	Cell	469.247.5095
Amber Gutierrez, Asst. Director	Cell:	972.533.5028
Lake Highlands Baptist Church	Church:	214.327.7393
Pastor	Mark Farish	
Secretary	Maryann Farish	
	Kim Kelley	

SECTION TWO: GENERAL POLICIES

LAS CALENDAR/HOURS OF OPERATION

LAS will operate according to the Dallas ISD schedule. LAS will observe all DISD holidays, staff development days, and closures. Holidays includes:

- Labor Day
- Thanksgiving Week
- Christmas Break
- New Year’s Day
- Martin Luther King, Jr. Day
- President’s Day
- Memorial Day

Other days LAS will be closed include:

- Spring Break
- Fair Days
- Inclement Weather days
- DISD Early Dismissal days

LAS normal operating hours are from **3:00 pm – 6:00 pm**, Monday thru Friday. There will be a five-minute grace period for late pick-up. After the grace period, a late fee charge of \$1.00 per minute per child will be assessed and payable at time of pick-up. Continued late pick-ups will result in termination of service.

*****LAS will not open early when DISD releases their students for early release.***

FEES & PAY SCHEDULE

LAS will have a flat rate monthly fee per child. All payments are due by the 7th of every month. After the seven-day grace period, a late pay charge of \$15 per child will be assessed to your account.

Payments can be made by any of the following methods by cash/check:

- Online at lhbc.com - through online bill pay
- Payment drop box in Family Life Center
- Mail to LAS Office-642 Brookhurst Dr., Dallas, Texas 75218

Students can be enrolled full-time or part-time. Students attending LAS three or more days a week are considered full-time. Students attending two days or less are considered part-time. The fee for full-time students will be **\$200.00 per month** for the 2017-2018 school year and **\$100.00 per month** for part-time students.

Effective August 01, 2017, all clients seeking financial assistance must complete the Lake Highlands Baptist Church Benevolence Request Form and return to Las for approval by the LAS Committee. Form is available upon request.

Returned Checks- Tuition checks returned by bank are subject to a \$25.00 return check charge. If two checks are returned within a three-month period, payment by cash or money order will be required.

Late Pick-Up- It is imperative that all parents pick up their children between 3:00p.m. and 6:00 p.m. There will be a five minute grace period, after that, a late fee charge of \$15.00 charged and than \$1.00 per minute per child will be assessed and payable at time of pick-up. Continued late pick-ups will result in termination of services. (05/09/2016)

Collection Policy- All tuition must be paid by the 7th of the month to avoid further collection procedure. All accounts that remain unpaid after 30 days will result in your child's enrollment being terminated.

ENROLLMENT AND TEMINATION PROCEDURES

Life After School is for children Kindergarten through Sixth Grade. For enrollment, LAS requires that an information packet be completed for our files (application, allergy information, updated immunization records **(for Kindergartners only)**, etc.). **These forms must be on file before the child can be picked-up/left at LAS.** These forms must be turned in for each school year. Parents will be notified in writing of any policy changes one week before the policy will begin being enforced.

Pre-Registration begins in July. Children that are already in the program have the opportunity to register first. If there is available space after pre-registration, we will welcome new students. There are child/teacher ratio limits that are followed. We do not make exceptions to the rule. There is a non-refundable registration fee of **\$75.00** for the school year. Please refer to the rate chart at the back of the registration forms. The fees are also posted on our website.

Children benefit most when the program and the home have a similar philosophy of teaching and discipline. Should the time arise when either the Life After School

Program or the parent feels that the child is not benefitting from the program, either party may request withdrawal without prejudice with a two-week notice.

IMMUNIZATION RECORDS

LAS requires a copy of the child's immunization records for all Kindergartners. For students in first – sixth grade, a signed statement from the child's parent that the child's immunization record is current and on file at the school that the child attends. The statement must be dated and include the name, address, and telephone number of the school listed in the statement

LAS STUDENT ACCEPTANCE (effective 08/01/2017)

For the safety of our staff/kids, LAS has the right to refuse any student that the operation feels the staff is not thoroughly trained to handle.

Also, the parent should inform LAS of all conditions that may affect the quality of care of their child.

PARENT VISITATIONS/PARENT PARTICIPATION

Parents are welcome to visit our facility at any time during operation hours to observe their child, program activities, the building, grounds, and equipment without having to secure prior approval. Anytime during business hours when activities are occurring, parents are welcomed to participate in any scheduled activities.

MEALS & FOOD

Life After School will offer/serve a nutritious snack and drink daily. However, the parent may provide snacks for their child with the understanding that Life After School is not responsible for its nutritional value or for meeting the child's daily food needs recommended by the Texas Department of Family and Protective Services. Food and snacks provided by the parents **MAY NOT** be shared with other students.

SECTION THREE: CHILD SAFETY POLICIES

ARRIVAL & DEPARTURES

LAS will be responsible for picking-up your child (Hexter Elementary only) from school. For safety reasons, our staff will sign-in your child daily. We become responsible once your child is signed-in, and you resume responsibility when you sign them out. When signing you child out from LAS, you must use your full signature and not just initials.

RELEASE OF CHILDREN

LAS will only release the student to a parent, a legal guardian, and to those persons whose names are listed on the child's Emergency Information Form. If someone other than the child's parent/guardian is to pick-up the child on a specific day, the parent must notify LAS, even if they are listed on the Emergency Information Form. **The designated person will be required to show a picture ID.** This is only to protect you and your child. Please do not call and ask us to bend the rules, these are not our rules, but the rules implemented by our state registration office.

CUSTODY SITUATIONS

LAS WILL NOT get involved with custody disputes. LAS will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. **PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.** With this being said, it is imperative that all enrollment forms are completed with both parents information. In the event that a custody dispute takes place on our property, the Dallas police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility, staff, & students, LAS has the right to terminate care.

EMERGENCY PROCEDURES

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 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. In most cases, the hospital the child will be taken to is Doctor's Hospital, 3005 Buckner Blvd., Dallas, TX., 75218. **All children must have an emergency medical release form on file in case of such an emergency.** Parents are responsible for all medical fees. If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center 1.800.222.1222.

ILLNESS/MEDICATION RESTRICTIONS

Please keep your child at home if they show any signs of illness, which includes the following:

- Diarrhea in the last 24 hours
- Vomiting in the last 24 hours
- Fever in the last 24 hours
- Infectious nose (yellow or green discharge)
- A rash of any kind
- Illness that prevents the child from participating in activities including outdoor play
- Lice-bugs and nits must be completely gone to attend LAS

We feel your child would be much more comfortable in your loving arms than surrounded by noisy, busy children. If your child should become sick during the day and we feel you need to pick him or her up, we will contact you. Please come ASAP. ****WE DO NOT DISPENSE MEDICATION TO ANY CHILD FOR ANY REASON. WE ALLOW YOU TO RETURN TO THE PROGRAM AT ANY GIVEN TIME TO DISPENSE MEDICATIONS.** However, LAS will assist the students with inhalers and eppipens.

HEALTH CHECKS

A health check is defined as a visual or physical assessment of a child to identify potential concerns about a child's health, including signs and symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance.

Every day, a trained staff member should conduct a health check of each child. This health check will be conducted as soon as possible after the child enters the LAS or whenever a change in the child's behavior or appearance is noted while that child is in care. The health check will address:

- Reported or observed illness or injury affecting the child or family members since the last date of attendance;
- Reported or observed changes in behavior of the child (such as lethargy or irritability) or in the appearance (e.g., sad) of the child from the previous day at home or the previous day's attendance at child care;
- Skin rashes, impetigo, itching or scratching of the skin, itching or scratching of the scalp, or the presence of one or more live crawling lice;
- A temperature check if the child appears ill (a daily screening temperature check is not recommended);
- Other signs or symptoms of illness and injury (such as drainage from eyes, vomiting, diarrhea, cuts/lacerations, pain, or feeling ill).

LAS will maintain a health check log to for documentation upon completion of the health check and any changes in the child's behavior or appearance will be noted

EMPLOYEE/STAFF VACCINATION

LAS have determined that the employee's level of risk is low. Therefore it is not mandatory for our staff to follow the recommended adult immunization schedule. Also, LAS staff/employees have the choice to receive the yearly influenza vaccination. However, it is highly recommended that the influenza vaccination be considered

PREVENTING/RESPONDING TO CHILD NEGLECT / ABUSE

LAS staff is committed to preventing and responding to neglect and abuse. All of our staff complete one hour of training each year dedicated to preventing, recognizing, and responding to neglect and abuse.

CHILD ABUSE REPORTING LAW REQUIREMENTS:

LAS follows all policies outlined in the Texas Minimum Standards for childcare centers. As a parent, you are able to review the Texas Minimum Standards and our most recent licensing inspection at any time. Please, if you have any concerns, feel free to contact your director. You can also contact our state licensing representative on the Internet at www.dfps.state.tx.us. The statewide Abuse & Neglect phone number is 1-800- 252-5400, if you would like to report any suspected abuse or neglect. LAS 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. The staff may not notify parents when the police or CPS is 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.

SPECIAL NEEDS CHILDREN

Parents or guardians are required to inform LAS in writing, prior to a child's acceptance into our program, of any special circumstances which may affect the child's ability to participate fully and within the guidelines of acceptable behavior, including but not limited to any serious behavioral problems or special circumstances regarding psychological, medical or physical conditions.

Upon being informed of such circumstances, the director may require a conference with the parent (s)/guardian to discuss issues created by these circumstances.

DISCIPLINE & GUIDANCE

LAS 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. There may be times during the day when a supervised separation time is needed. This is “time-out” and is used according to the child’s age and development and limited to one -minute per year of the child’s age. LAS staff will never use corporal punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills, which help them get along in their physical and social environment. This 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. LAS reserves the right to terminate care for the child for discipline problems at any time.

SECTION FOUR: ADDITIONAL INFORMATION

CHANGE OF INFORMATION

Current information is a vital part of LAS communicating with the parents. Parents should assume the responsibility to inform LAS of any changes to the information on the Emergency Information Form, as well other forms in the registration packet, including, but not limited to: address, home phone number, parents’ work numbers, medical conditions, and pick-up authorizations.

LICENSING INFORMATION

LAS is licensed with The Texas Department of Families & Protective Services (TDFPS). Their website is www.dfps.state.tx.us/default.asp and can be reached at 214-951-7902.

MINIMUM STANDARD PROCEDURE BOOK/LICENSING REPORT

A copy of the Texas Department of Family and Protective Services Minimum Standards guidelines is in the office of the Director and is available to view at any time. A copy of all yearly inspections, tornado drills, fire drills and unannounced inspections by the TDFPS are posted in the Family Life Center. If any questions arise, please feel free to see the director.

POLICY & CHANGE NOTIFICATION

If any policies should change during the year, the director of the program will notify you immediately. It is not our policy to make changes, but occasionally the state sends updated changes and we must adhere to them. You will receive a new handbook, like this one, and a letter to sign that you have received the updated version.

At anytime LAS is in operation, parents are able to schedule a meeting with the Director to review and discuss any questions or concerns about the policies and procedures of the operation.

SECTION FIVE: EMERGENCY PREPAREDNESS PLAN
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LAS has a plan in place for emergencies. The emergency plan is located in the director's office, if you would like to read it. In the event that we are required to evacuate the building, we will relocate to the Lake Highlands Main Church Building. If that is not possible, the secondary location is next door at Hexter Elementary School. We will use our emails and mass texting to update parents during the emergency, as soon as it is safe to do so.

SEVERE WEATHER PLAN

In the event of a severe weather evacuation, LAS will move all kids from the Family Life Center to the basement of the Lake Highlands Baptist Church for safety precautions. If you select to pick-up your child while under the severe weather threat, you will need to pick them up from the basement of the church. You will still be responsible for signing your child out. (05/09/2016)

PARENT ACKNOWLEDGEMENT

I have received, read, understand, and will comply with the policies and procedures included in the Parent Handbook.

Father's Signature: _____ Date: _____

Mother's Signature: _____ Date: _____

(Please sign and return this page to the LAS Director/Staff.)