

7/17/18

**Taylor Independent School District  
Duck University Extended Day  
Before & Afterschool  
Policies and Procedures  
2018-2019**

**Internal Policies and Procedures**

**Duck University Extended Day Afterschool Program,**

**Taylor ISD**

**Table of Contents**

Organizational Structure.....3

Communication.....3

Fiscal.....3

Collaboration.....4

Human Resources.....5

Enrollment.....6

Implementation.....7

Daily Operation.....7

Department of Family & Protective Services.....14

Child Abuse Reporting.....14

District Contacts.....15

## Duck University Extended Day

### POLICIES AND PROCEDURES

**Duck University Extended Day offers a nurturing group environment for preschoolers and school-age children. Our goal is to provide a variety of age-appropriate activities that will support each child's social, emotional, intellectual and physical development. DUED follows all Taylor ISD campus and district policies.**

#### *Organizational Structure:*

The Duck University Extended Day Program is the District's fee-based afterschool program. It is located at 3 TISD campuses: T.H. Johnson Elementary School, Naomi Pasemann Elementary, and Main Street Intermediate School.

The Administrative Team is comprised of: Full-time Program Director who oversees the programs. For Duck University Extended Day, administrators include: 1 Full-time Center Director, and 3 Lead Team Members. Two Team Members each supervised by the After-school Program Director and Center Director.

#### *Communication*

**Daily Administrative Meetings** – Each program day the Program Director and Afterschool Center Director make contact through email or phone to discuss daily events and goals.

**Duck University Extended Day** – Program Director, Center Director, and Lead Team Members from each campus will at least meet twice monthly to discuss enrollment, performance goals, current issues and upcoming activities. Focus will be on ensuring that enrollment is meeting revenue goals.

**Principal Meetings**-Site Directors will meet with their campus principal to discuss student issues and program logistics when needed. The site director may communicate with the Principal via e-mail, text, phone call or face to face.

**Parent Meetings**-Parent meetings will be held on an as-needed basis to discuss individual student need. Parent meetings will be held 2 times per year. The third Monday of the month will be scheduled for parent meetings.

#### *Fiscal*

**Payroll**-The Program Director's salary is paid 100% from DUED. Center Director, Lead Team Members, Instructional Teachers, and Team Members are paid 100% from DUED funds

**Duck University Extended Day Program Annual Budget**-DUED budget year follow the Taylor ISD budget July 31<sup>st</sup> to August 1<sup>st</sup>. The annual budget will be developed by the Program Director and the

Center Director. They will be responsible for maintaining the budget and will report to the Assistant for the Director of Federal/Special Programs with a Profit and Loss Report once a month.

**Weekly/Monthly Reporting** – the Assistant for the Director of Federal/Special Programs will keep an ongoing shadow budget for all program expenditures. The shadow budget will be compared to the district’s accounting department budget to ensure accuracy. A copy of the year-to-date budget will be supplied to the Program Director at the 1<sup>st</sup> of each month for review. The reports will be then be kept in the Budget Notebook in the Director’s office.

**Purchase Orders** – purchasing is completed by the Assistant for the Director of Federal/Special Programs. Purchases must be made from approved vendors (list in office) or be approved by the Purchasing Department. Once PO’s have been put into the system, the Assistant for the Director of Federal/Special Programs will receive a message that a PO is ready for approval. The Director of Federal/Special Programs must go in and approve each PO. The PO’s are then sent electronically to Accounting. Once they have gotten all approvals, the Assistant for the Director of Federal/Special Programs will receive notification that it is okay to place the order.

**Duck University Extended Day Program, Revenue**-Program Director and Lead Team Member are directly responsible for receiving monthly payments from parents. These payments should be entered daily into an Excel database and into the Financial Binder. The checks are then given to Central Office in charge of deposits. That Program Director is then responsible for recording all deposits and reporting those deposits for the monthly profit and loss report.

Revenue is tracked in the following categories: TISD staff fees, and Family Fees.

Current fees are:

|                        |                           |
|------------------------|---------------------------|
| Afterschool (5 days)   | \$175/month               |
| TISD staff Afterschool | \$145/month               |
| Registration Fees      | \$25/child or \$45/family |
| Full day Summer        | \$100 per week            |
| TISD staff Summer      | \$90 per week             |

Check Monthly Tuition for additional fees on the TISD website DUED.

## *Collaboration*

**MOU’s** – A Memorandum of Agreement will be completed for every contractual partner. These MOU’s will be kept in the Program Director’s file cabinet. MOU’s will be reviewed each year and revised as necessary.

If the partner is being paid, they must complete the SB9 Contractor Certification forms and these must be returned to HR.

If the partner is providing services in-kind, they must complete the SB Volunteer Certification for each staff member working on the project and forms returned to HR.

Forms can be found with the Program Director.

## *Human Resources*

**Duck University Extended Day Hiring**-Applications for all Duck University Extended Day (DUED) positions will be downloaded from the TISD website. Interviews are set by Center Director and Program Director. All considered applicants will have a name base completed before they are called for an interview. Center Director will be responsible for all interviews. Prior to interviewing a candidate, a questionnaire will be completed and given to Center Director to review. Center Director and Program Director will participate in group interviews to select the best applicant for the positions available. A Recommendation Form will be completed for all chosen candidates and the Program Director will submit it to HR. HR is responsible for setting the pay level for all incoming staff. Program Director will follow-up with HR to determine hourly rate for each staff member and input that rate into the payroll tracking spreadsheet.

A copy of the Recommendation, application/resume, background check and all other pertinent data will be placed in a file in with HR and Program Director.

All staff files will be kept in the Director's office and HR.

**Payroll** – All hourly employees will clock in and out each day at their respective campuses. Work hours will be submitted once a month for approval by the Assistant for the Director of Federal/Special Programs. Staff is paid once a month following the District's pay schedule.

Certified teachers are paid \$30/hour for instructional work. All other staff salaries are determined by HR based on experience. Their salary will be determined after the Recommendation for Hire is submitted and they meet with the candidate.

**Leave Requests** – Leave requests for all full-time employees must be submitted in writing at least 3 days prior to the date requested.

**Sick Leave** – All full-time staff are required to call in and talk to their supervisor if they are unable to come to work due to illness. Voice mail or email may result in a write-up. Part-time staff should follow the policy outlined in their afterschool employee handbook.

**Progressive Discipline**- TISD's progressive discipline policy will be followed in all circumstances. Lead Team Members are responsible for verbal warnings to staff members. If a Formal Write Up becomes necessary, the Project Director and Center Director will meet with the staff member.

All verbal and written write up documentation will be kept in files in the Center Director's and Program Director's office.

**Employee Handbook**-The TISD Employee Handbook, the Duck University Extended Day Employee Handbook, will be implemented. The DUED Employee Handbook outlines specific requirements pertaining to the afterschool program.

**Duck University Extended Day, Training**- Certificates of completion for training hours completed by DUED staff must be turned into the Site Director or Program Director who will be responsible for tracking all staff training hours. All training must be approved by the Program Director to be counted toward the employees required training hours for the year.

**Evaluation**—Formal evaluations will be completed for all administrative staff each spring. Program Director will provide the evaluation forms. Each staff member will be required to complete their self assessment. Once complete, the Program Director will complete the evaluation, and meet with the staff member to review the evaluation. A copy of the evaluation will be kept in the employee's file and the original returned to the HR department.

Evaluations for Team Members will be completed in April/May of each year. The forms for these evaluations are kept in the cabinet in the program director's office.

## *Enrollment*

**Non-discrimination Notice for After School**- Duck University does not discriminate against students with disabilities, and provides an equal opportunity for students with disabilities to participate in Duck University's programs and services. Duck University makes reasonable accommodations to its policies and procedures to integrate children, parents, and guardians with disabilities into their programs unless doing so would constitute a direct threat to the health and safety of others or a fundamental alteration of the program. Any such determination will be made on the basis of an individualized assessment of the student.

**Duck University Extended Day Program, Enrollment Procedures**- DUED enrollment process requires parents to complete a number of forms and furnish information on their child and themselves. This information helps ensure the safety of their child and includes an admission form with information about the child's emergency contacts, reasonable accommodations and other important information. DUED staff will maintain confidentiality of this information.

Parents will need to give staff updated information whenever there is a change. We will ask parents to complete a new admission form every August to make sure that the centers have the most-up-to-date information possible.

Parents will sign a statement acknowledging receipt of a copy of the parent handbook which contains our operational polices. **If changes are made to any operational policies parents will be notified of the changes in writing before the changes take place.**

## *Implementation*

***Duck University Extended Day, Student Enrichment Inventory*** – Student enrichment inventories will be completed every 4 to 6 weeks during the school year. The inventory will help determine the programming for each 4 to 6 week session so that students experience a variety of engaging activities.

***Duck University Extended Day, Lesson Plan***– Each campus will post weekly lesson plans that shows what’s being offered each day at their site. The lesson plan will include the date, the materials and resources used, activities, and special notes.

***Duck University Extended Day, Supplies***-Site Director will follow the policy/procedure steps for securing supplies. DUED staff can request supplies from the assigned Center or Program Director by submitting a supply requests form or email. The Program Director will maintain an accurate record of expenditures for supplies throughout the year.

***Early Release Day or School Closure***- If there is an early release day due to bad weather or area emergency parents are required to pick their children up as soon as possible. This situation will be announced through the school district and the child’s regular school day campus principal. When TISD schools are closed, DUED will not provide services. If TISD uses a Bad Weather Day in its calendar year, DUED will provide services according to its regular schedule.

***Volunteers***- DUED welcome volunteers. Volunteers are background checked and oriented to the program before beginning service.

***Parental Visits***- Parents are welcome to visit and are encouraged to stop and observe their child anytime without an appointment. Any parent wishing to observe the program must first check in with the campus Site-Director so their identity can be confirmed. Any parent who wishes to volunteer must complete a background check through the Department of Family and Protective Services.

***Reviewing Standards and Reports***- A copy of minimum standards is available for review at the Duck University Extended Day office. A Parent Notification binder containing the most recent licensing and inspection information along with the minimum standards will be available on each campus. Parents are welcome to look through the binder anytime.

## *Daily Operation*

***Duck University Extended Day, Hours***-The DUED program is open from 2:30-6:30 pm Monday through Friday. **The DUED morning service is no longer provided.** The DUED program will follow the Taylor ISD calendar for days of service. We will provide service on early release days but not on holidays.

DUED will close our centers whenever inclement weather interferes with safe travel. We will close our facility when the Taylor ISD closes.

***Tuition and Fees- All campuses***

- Refer to the DUED fee schedule for monthly enrollment fees.
- Tuition is due the **1<sup>st</sup>** working day of each month during the school year. Duck University Extended Day participants must **pay tuition within the first 5 working days** of each month.
- A \$25.00 late fee per child will be assessed after the first 5 working days of the month.
- Alternative arrangements for payment can be made with the Program Director by the 5<sup>th</sup> working day of the month.
- If payment is not received, the child will be suspended or withdrawn from the program until payment is made.
- If a parent has defaulted on a previous payment arrangement, the full balance due must be paid before the child can return to the program.
- Reimbursements for tuition will occur only when requested and approved, and the request must occur within the first 5 business days of a month.
- Duck University Extended Day Program will not provide monthly statements.

**DUED realizes that an unexpected event may delay parents' arrival in the evening. However, we close promptly at 6:30pm. Child/ren must be picked up by 6:31 p.m. during the school year and 6:01 p.m. during the summer program or a late fee of \$1.00 per minute will be charged per child. The late fee pickup charge must be paid within five working days of the late pickup or the child/ren will be excused from the program.**

***Release of Children-*** DUED staff will only release children to the child's parents or to persons who have been designated in writing by the parents. DUED staff will need to be notified in advance when someone other than a parent will be picking up the child. The person who picks up the child must produce a picture ID, such as a driver's license.

***Health and Safety-*** If a child has a known medical condition (asthma, diabetes, disorders, etc.) and or takes any type of prescribed medication, parents must inform the DUED Office and the Center Director. There is a space provided on the registration form for this information. It is imperative that DUED be aware of any conditions or medications. Contact phone must be current at all times. Parents need to keep their child's immunization records current. These records, along with hearing and vision screening, must be on file in the elementary and intermediate schools office.

***Health Checks and Assessment*** - DUED conducts a daily Health Check to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance.

The Health Check occurs during the first 30 minutes of operation.

Staff will look for:

- Breathing difficulties
- Severe coughing
- Discharge from the nose or eyes



7/17/18

- Changes in skin color
- Bruising or swelling
- Cuts, sores, or rashes

DUED staff cannot care for children who:

- Cannot participate comfortably in the center's activities
- Has an illness that requires more care than staff can provide without compromising the health, safety and supervision of the other children
- Has uncontrolled diarrhea or vomiting
- Has an oral temperature of 100.4 degrees or armpit temperature of 99.4
- Has a communicable disease

The child can be returned to care if the child has been free of symptoms for 24 hours or if the child's doctor provides a statement verifying child is no longer contagious. Staff understands that parents often find it difficult to miss work, but if the staff calls and asks parents pick up a sick child they expect parents to do so as quickly as possible.

***Procedure for Dispensing Medication-*** During the school year prescription medication will be administered by the school nurse prior to attending DUED. In case of an emergency medication will be administered by DUED staff on a case-by-case basis and only when prescribed by a licensed physician in accordance with Taylor ISD procedures. DUED staff will not administer over-the-counter medications.

***Summer program-*** During the full day summer program DUED staff who has been trained in dispensing medication will administer medications to students. All medications need to be checked in with the Site-Director and the parent will need to complete a medication form. The medication must be kept in the original container with prescription label attached. All medications will be kept in a locked box or cabinet.

***Procedure for Parental Notification-*** In the event of a critical illness or injury staff will take the following actions:

- Call 911 or take the child to the nearest emergency room
- Contact the child's parent or the designated emergency contact if the parent cannot be reached

Good Communication is important in building a relationship between staff and parents! Parents need to keep the DUED staff informed about any significant happening in the child's life. DUED staff will keep parents informed of any significant happenings at the center through our website and center postings.

Children often receive minor injuries (small cuts, scrapes and bruises) during their active play. Staff members will inform parents of minor injuries on the day it happens. A written report will be made available for parents within 24 hours of the minor injury.

Staff will contact parents immediately in the unlikely event that their child sustains a more serious injury or is put at risk in any way. Licensing rules require us to complete a written report on serious injuries and incidents. Parents will receive a copy of the report and will be asked to sign the report.

***Non-Medical Emergency Procedures-*** If a non-medical emergency occurs, each DUED location has an individualized Emergency Preparedness Plan for following instances/circumstances:

- Tornado
- Fire
- Lockdown
- Evacuation

***Snacks*** – The following procedure will be used at all campuses for all programs.

- Inform cafeteria Manager how many snacks will be needed daily.
- Snacks distribution is determined between the Lead Team Member and Cafeteria Managers.
- Distribute entire snack to students, all students must receive all components before marking roster as to who received snacks. Partial snacks are not reimbursable.
- Secure extra snacks and place in designated area.
- Let Manager know how many snacks are needed for the current day.
- Alternative snacks are provided for children who have allergies, gluten and/or lactose intolerance.
- Students can be served an additional snack by DUED staff. These snacks will follow the Taylor ISD's nutritional guidelines.

***Special Meals-*** The following procedure will be used at all campuses for all programs.

- Special meals may be served like; pizza, hotdogs, chicken nuggets etc. These meals will be served only during an upcoming holiday.
- A note informing the students' parent of what will be served will be sent home 24 hours before the meal is served.
- Dietary restrictions will be considered and alternative snacks will be provided for children who have allergies, gluten and/or lactose intolerance.

***Food Allergy Plan-*** A food allergy plan will be developed in accordance with TISD policy and will be provided to relevant DUED staff to ensure the safety of children with food allergies.

***Transportation-*** DUED students will follow the guidelines of the Taylor ISD transportation Department for transporting school age children. Staff will supervise all trips using appropriate DFPS ratios according to transportation guidelines. No transportation will be provided when the program ends at 6:30 pm.

**Field Trips-** A child cannot participate in any field trip without the parent's approval and written permission. Parents will be notified in advance of any field trip. Advance notice will also be posted on the campus bulletin board for upcoming field trips.

**Playground Equipment-** Duck University Extended Day provides after school care for the Taylor Independent School District. Not all active play equipment on the playground meets DFPS standards addressed in the Minimum Standard guidelines document. The child's use of any equipment on the playground will be supervised by DUED staff at all times to ensure their safety. DUED staff will make sure the design, scale, and location of the equipment are appropriate for the body size and ability of the children using the equipment.

**Playground Area-** Duck University Extended Day program has access to all Taylor ISD playground areas on each campus. The type of ground fill and amount used might not meet DFPS standards addressed in the Minimum Standard guidelines document. Although we will use the areas and equipment Taylor ISD will maintain all campus playgrounds.

**Shared Space-** MSI Extended Day and NPE Extended Day programs will share common areas of their facilities at times with the Voyager Project after school program. Areas like the gym, cafeteria, playgrounds and ball fields will be shared on certain days depending on the Voyager Project schedule. Some days will require both programs to be in the same area at the same time while on other days one group will occupy an area while the other group occupies another area. When sharing space with the Voyager Project all staff members from both programs will be solely responsible for supervising their programs children. Students will use the nearest restroom facilities but at different times to avoid long wait times.

**Electronic Devices, including Cell phones-**The student shall not have a telecommunication device, including a cellular telephone or other electronic device in violation of district and campus rules. Please see the Taylor ISD Parent Handbook for more information.

**Toys-**Children are not allowed to bring toys to the after school program except for special events and with teacher permission. Teachers will notify parents of any special events permitting toys. Toys brought without permission will be confiscated, and parents will be required to pick them up from the teacher. They will not be sent home with the student.

**Sunscreen Application Policies-** DUED recommends Parents use the guidelines provided by the American Academy of Pediatrics (AAP) about how to pick a sunscreen & applying sunscreen. Information on sun safety can be found at "Sun Safety: Information for Parents about Sunburn & Sunscreen." DUED will not use insect repellent on children during hours of operation however staff will be trained on the proper use and administration of sunscreen products.

- Procedures for providing: Parents will provide sunscreen for their child to use at DUED. Staff will be trained to apply the provided products.
- Procedures for applying: Staff will apply these products as recommended by the products directions.
- Product types: Parents can use the information from “Healthy Children - Safety and Prevention” for guidance on choosing sunscreens.

***Student Discipline and Guidance***-Children attending the Duck University Extended Day Program will adhere to the discipline policy for the Taylor Independent School District students during the core day. (See- TISD Student Handbook).

Children whose behavior endangers others will be supervised away from other children. The child will have the opportunity to discuss the problem with a staff member and any other concerned party. If deemed necessary, the parent will be called to pick the child up for the day.

Guidance will always be positive, productive, and immediate when behavior is inappropriate. No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse while in the care of the Duck University Extended Day Program staff.

**The Duck University Extended Day Program reserves the right to remove a child without use of the six steps listed below if the Program Director and Center Director deems it appropriate.**

If a student displays inappropriate behavior that is harmful to another student or him/herself, the following steps will be taken:

- Written or verbal communications with the parent
- Conference with the Lead Team Member
- Disciplinary referral from Lead Team Member
- Conference with the Director
- Suspension from Duck University
- Dismissal from Duck University

**Dismissal Procedures for Level 1 Offenses (Disciplinary Referrals)**

- 1<sup>st</sup> Referral – Conference with the Director or Campus Lead Team Member
- After a child receives 2 referrals within 6 months, he or she will be suspended from the Duck University Extended Day program for 3 days.
- After a 3<sup>rd</sup> referral within 6 months a child will be suspended from Duck University for 1 week.
- After a 4<sup>th</sup> referral within 6 months a child will be suspended for 2 weeks.
- If the child receives 1 referral following the 2 week suspension, he or she will be dismissed from the program for the remainder of the year.

**\*No refunds will be given for days suspended or being dismissed from the program.**

**BEHAVIOR:** All children are expected to behave appropriately while attending the center. The following incidences are examples of behavior that will result in a report to parents:

- Biting, hitting, and kicking or any other malicious act will result in a Notice of Major Behavioral Incident Report
- Any incident that endangers the child, a peer or an adult in the facility will result in a Notice of Major Behavioral Incident Report
- A copy of all reports sent home will be kept in the child's folder. DUED Centers reserve the right to drop any child from the roll who becomes detrimental to the safety of the group childcare environment.

**DISCIPLINE:** Discipline must be:

- (1) Individualized and consistent for each child
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control
- A caregiver may **only** use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  - Using praise and encouragement of good behavior instead of focusing on unacceptable behavior
  - Reminding a child of behavior expectations daily by using clear, positive statements
  - Redirecting behavior using positive statements, and
  - Using brief supervised separation or time out from the group, when appropriate for the child's age and
  - Development stage, which is limited to no more than one minute per year of the child's age
- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  - (1) Corporal punishment or threats of corporal punishment
  - (2) Punishment associated with food, naps, or toilet training
  - (3) Pinching, shaking, or biting a child
  - (4) Hitting a child with a hand or instrument
  - (5) Putting anything in or on a child's mouth
  - (6) Humiliating, ridiculing, rejecting, or yelling at a child
  - (7) Subjecting a child to harsh, abusive, or profane language
  - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

**Attendance**-Attendance will be entered daily into attendance sheets or on a spreadsheet. Parents should call the Duck University Extended Day Center when their child is absent, and leave a message informing the Center of the absence. Calls should be done by 2:00 pm. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent searching for the child may occur.

**Court Orders-** Custodial and visitation require official court documents. DUED must abide by these legal documents within its operation.

**Internal Monitoring**—Data will be reviewed for accuracy by the Program Director and Center Director on a weekly basis. The Enrollment Report as well as demographic reports will drive the continuous monitoring of movement towards enrollment goals.

**Child Care Services (CCS)-** DUED offers Child Care Services for parents who qualify. Parents who receive CCS funding must check in and out of the facility each day.

## *Department of Family and Protective Services*

The Department of Family and Protective Services (DFPS) inspects our facilities, and the licenses and reports will be posted at each center.

Parents may contact DFPS by calling 512-834-3426 or through their website at [www.dfps.state.tx.us/](http://www.dfps.state.tx.us/) .

At any time you may ask the center Lead Team Member and/ or request from the DUED office to see the most recent copy of:

- The Texas Department of Family and Protective Services (DFPS) Minimum Standards
- The most recent DFPS Inspection/Investigation Report
- Documentation of liability insurance
- The DUED center's operational procedures

### ***Child Abuse Reporting***

All suspected cases of child abuse are reported. The DUED program requires staff members to report suspected cases of child abuse/neglect. This includes the reporting of parents who appear to be impaired by drugs or alcohol when bringing or picking up their children. To report suspected child abuse call 1-800-252-5400.

### ***Parent Task Force***

The Parent Task Force will be comprised of program leaders, district staff, community leaders and parents. The Task Force will meet as needed to review the Program objectives and to aid the program in sustainability.

7/17/18

**DISTRICT CONTACTS**

| <b>Information Needed</b>  | <b>Contact Person</b> | <b>Number</b> |
|----------------------------|-----------------------|---------------|
| Pay Rates                  | Angie Ramirez         | Ext. 1050     |
| Budget                     | Rodney Fausett        | Ext. 1031     |
| Payroll                    | Megan Niemtschk       | Ext. 1045     |
| Background Checks          | Angie Ramirez         | Ext. 1050     |
| Communications             | Tim Crow              | Ext. 1058     |
| Maintenance                | Gary Schultz          | Ext. 1535     |
| Custodial                  | Johnnie Horn          | Ext. 1621     |
| Nutrition                  | Ed Kotar              | Ext. 1721     |
| IT                         | JP Hale               | Ext. 1142     |
| Special Education Director | Denise Carter         | Ext. 1821     |