

BRADLEY'S SCHOOL CARE, LLC
SCHOOL YEAR 2020– 2021
OPERATIONAL POLICIES
SUSAN HERMAN, DIRECTOR 817-988-4248
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ON SITE NUMBER 817-899-3364
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Welcome to Bradley's School Care, LLC at Saint Andrew Catholic School. We have been at Saint Andrew School for 39 years and are happy to be serving you and your children this year. Our childcare program is licensed through the Texas Department of Health and Human Services and is a registered corporation in the State of Texas.

AFTER CARE HOURS OF OPERATION:

The aftercare program is open each school day from dismissal until 6:00 p.m. **Aftercare is closed on the days school is closed.**

DAILY SCHEDULE FOR 5K – 8TH GRADE STUDENTS:

3:10 – 3:30 take roll and snack
3:30 – 4:00 homework period (or free play for those with no homework)
4:00 – 5:00 indoor and outdoor play and craft activities (students are allowed to continue homework, also)
5:00 – 6:00 free play, art and cleaning up

3K AND 4K SCHEDULE:

2:50 – 3:15 potty break, hand washing and snack
3:15 – 3:35 story time and singing
3:35 – 4:05 outdoor play or gross motor skills activities
4:05 – 4:15 potty break and hand washing
4:15 – 4:45 art
4:45 – 5:30 centers
5:30 – 6:00 clean up, stories and songs

PAYMENTS:

There is a \$35.00 non-refundable registration fee per child. Payments must be made each Monday of the week the expense is incurred. **If a payment is not made by 6:00 p.m. on Tuesday, it will be considered late and a \$20.00 late fee will be assessed.** Daily rate payments must be made on the day the child attends to avoid a late fee of \$20.00. **There is a \$30.00 NSF fee for returned checks.** Parents may pay either the weekly or daily rate each week, whichever is less expensive.

WEEKLY PAYMENT SCHEDULE

1 child	\$80.00
2 children	\$135.00
3 children	\$190.00

DAILY PAYMENT SCHEDULE

1 child	\$30.00
2 children	\$50.00
3 children	\$70.00

There will be an extra charge of \$10.00 per child on days that school is dismissed at noon. Please send a lunch with your child(ren) as there will be no lunch service on these days.

Parents who pay on a monthly basis may do so online by emailing bradleyschoolcare@gmail.com for instructions. Please state in the email that you would like to be invoiced on a monthly basis. If you are already paying on a monthly basis, your account will remain as a monthly invoice account. If you are not paying on a monthly basis, payment must be made at the site by cash or check. All drop in payments must be made by cash or check on the day your child attends.

LATE CHARGE:

The childcare program closes promptly at 6:00 PM. **A late charge of \$1.00 per minute must be paid immediately to the attendant who is forced to remain overtime.**

ADMISSION TO THE PROGRAM:

Any child who is currently enrolled in Saint Andrew School is eligible to participate in the after school program. There is no discrimination on the basis of sex, race, gender or religion. **The Director reserves the right to dismiss any child for any reason she deems necessary, without prior warning.**

All proper forms must be completed and signed before a child may attend the after school care program. The registration fee must be paid at the time of enrollment and before a child may attend the program.

CHILDCARE RULES:

1. Children must show proper respect to the attendants and other children at the child care facility.
2. Children must be able to use the restroom without assistance.
3. The program cannot be held responsible for any toys or items brought from home.

HEALTH AND BEHAVIOR CONCERNS:

Parents will be called to pick up their children immediately under any of the following conditions:

1. State law requires that a child with a temperature of 100.4 or higher be sent home. Children must be free of fever for 24 hours before returning to the program.
2. The child has a rash of unknown origin.
3. The child vomits, has diarrhea or appears too ill to remain at the program.
4. The child has head lice.
5. The child is uncontrollable and refuses to follow program rules.

Please note that if your child is physical with another child and/or staff member, your child will be suspended from the program the next day. Should a physical incident with your child occur a second time, your child will be dismissed from the after school program.

Bradley's School Care, LLC, has a no babysitting policy. For liability purposes, our staff are not permitted to babysit children outside of the program.

DISCIPLINE AND GUIDANCE:

In accordance with the Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance, Bradley's School Care, LLC, adheres to the following guidelines:

- **Discipline must be:**
 1. Individualized and consistent for each child;
 2. Appropriate to the child's level of understanding;
 3. Directed towards 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:**
 1. Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior;
 2. Reminding a child of behavior expectations daily by using clear, positive statements;
 3. Redirecting behavior using positive statements; and
 4. Using brief, supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per the 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;
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

CHILDCARE QUALITY:

Bradley's School Care is licensed by the State of Texas, through the Health and Human Services Department, and we have been on the campus of Saint Andrew School for 39 years. Our facility is inspected 2 times per year for compliance adherence. All staff members are trained in CPR and First Aid, as well as health regulations for childcare centers. The Director and attendants attend various workshops on child development, positive discipline, classroom management, and other child care topics. Each staff member has a TB test administered annually. All staff members attend 15 - 20 hours of childcare training annually. All staff members complete a state criminal background check every two years and a national FBI background check.

RELEASE OF CHILDREN:

Children will only be released to parents or those listed on the admissions form unless the parent phones the childcare site with another person's name. This person who comes to pick up the child must have a state picture ID.

State guidelines require that all children be signed out at time of pick up.

OUTDOOR SAFETY:

Children will experience outdoor activities in our program which may include playing on the school's playground equipment. Play equipment may not meet the licensing standards specified by the Health and Human Services Department.

GANG-FREE ZONE INFORMATION:

You may review our posting regarding gang-free zones, which is located on the aftercare bulletin board inside the cafeteria.

EMERGENCY PROCEDURES:

Parents of children in a childcare program are required to submit a medical release form, providing Bradley's School Care, LLC, permission to seek medical attention for your child in case of an emergency.

Incorrect phone numbers on your enrollment form may result in the removal of your child from our program.

Fire drills are conducted on a monthly basis and tornado drills and lockdown drills are conducted on a quarterly basis at the aftercare program.

We follow the Saint Andrew Catholic School Crisis Procedure Policies as the **emergency preparedness plan**. The plan is available for review at any time.

MEDICATION PROCEDURES:

Children will be administered medication only if a parent brings the medication to the childcare site in the original (prescription) bottle. If the medication is non-prescription, only the recommended dose will be given to the child. A medication form must be filled out and signed by the parent or guardian.

MEDICAL EMERGENCIES:

In case of a medical emergency, the parent(s) will be notified immediately. If a parent cannot be reached, the others listed on the admissions form will be contacted. If a parent or other person listed cannot come to the site immediately, the child will be transported by childcare staff to the closest emergency facility, where medical treatment will be sought. The staff will continue to contact the parents until they are reached.

PARENTAL NOTIFICATIONS:

Parents will be notified immediately, in writing, if any of the operational policies of the childcare facility change. Parents will also be notified of any other pertinent information when necessary, either in writing or verbally.

PARENT INFORMATION:

Parents and guardians have the right to review the Licensing Policies and Procedures of the childcare facility at any time. Should parents/guardians have concerns, suggestions or questions about the program, they may speak to any childcare staff at any time or phone the director at 817-988-4248 and your phone call will be returned as soon as possible.

OPEN DOOR POLICY AND PARENT PARTICIPATION:

This childcare facility has an open door policy – parents may come to the program at any time and observe the children and programs in progress and to inspect the playground and other areas utilized by the childcare program. In addition, parents may participate in activities, if they so wish.

MINIMUM STANDARDS:

The parents and all other persons have the right to review the Minimum Standards (Licensing Policies) and the most recent licensing inspection report of the Center at any time.

LOCAL LICENSING OFFICE AND OTHER IMPORTANT PHONE NUMBERS:

Local Licensing Office: 817-321-8604

DFPS Child Abuse Hotline: 1-800-252-5400

DFPS Website: www.dfps.state.tx.us

Susan Herman, Director, 817-988-4248