

OPERATIONAL POLICIES
STRICKLAND SCHOOL EXTENDED CARE
(512) 447-1777

Strickland Extended Care is open from 3:00pm to 6:00pm every day that Strickland Christian School is open. All financial arrangements must be made through the central office and the school accounts manager. Your child may be enrolled any time during the school year by filling out an enrollment form, paying the registration fee, and providing the school with immunization records (complying with state mandated immunizations). If there is a change in enrollment policies you will be informed at the beginning of the school year in writing. Students in K-4, K-5, 1st, 3rd, 5th, and 7th grades will receive a vision and hearing screening administered by a qualified health care professional. Fifth grade students (and sixth grade students when necessary) will also receive a spinal screening on the same day. These screenings are mandated by the State of Texas and will occur early in the school year.

If you need to contact the Extended Care staff for any reason after 3:00pm you will not be able to reach them at the main office number. **The Extended Care number is (512) 447-1777.**

Medical Information

If your child becomes ill while in care we will contact the parent or guardian by phone to apprise you of the child's health situation. The child will be isolated from other children if we feel his or her condition is contagious. Medicine will be administered per your request or written permission if we cannot contact you. If a medication is administered you will be asked to sign a form stating when the medicine was administered, how much was given and the type of medicine. If an emergency arises and parents or doctors cannot be contacted we will call EMS. Please make sure all of your phone numbers at work and cell phone numbers remain current so that we can contact you.

Procedures for Release

When you enroll your child you fill out a pick-up authorization form. The only people to whom we will release your child must be on that list. If we are not familiar with the person picking up your child, he or she may be asked to show identification. If you have a change to make on the list please make sure the Extended Care, and not simply the child's classroom teacher has those changes. In case of an emergency you may call with the name of a person who is temporarily picking up your child. That person may be asked to show identification. If someone comes who is not on your list for child pick-up, and we cannot reach you, we will not release your child to him. When you come to pick up your child, we will ask you to sign that child out by using your signature or initials and the time.

Discipline and Guidance

Discipline will be individualized and consistent for each child, appropriate to the child's level of understanding and directed toward teaching the child acceptable behavior and self-control.

The caregiver will use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements;
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to not more than one minute per year of the child's age.

There will 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 an 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.

In the event a discipline problem persists without parental cooperation or is considered a negative influence upon the other students or upon the extended care program, the director of the program reserves the right to temporarily suspend or to permanently expel the offending student.

Active play is promoted daily through a variety of indoor and outdoor activities, both structured and unstructured. We provide equal opportunities for all children and will adapt as needed to include children with special needs.

Snacks

Snacks for children in Extended Care are provided by the Extended Care Program, and are based upon availability.

Procedures for Obtaining Information

Parents or guardians may contact the Extended Care Director at any time by leaving a message with the school office or the Extended Care phone number (512-447-1777) during Extended Care hours. The Director is available to answer any questions and review policies of the Extended Care program. Parents or guardians may request to see a copy of the minimum standards and the Extended Care's most recent licensing inspection report. Parents or guardians may visit the Extended Care at any time, and are welcome to participate in our activities.

If a parent needs to contact the local licensing office, he may do so by calling 512-834-3105 (general questions) or 512-834-3426 (intake reporting) or viewing the website at www.childcare.hhs.texas.gov . The Texas Abuse Hotline is 1-800-252-5400. .

SIGNATURE OF PARENT OR GUARDIAN

DATE