

Parent Handbook
After School Care
Academic Year 2022-23
TEGA Kids
www.tegakids.com

OPERATION TIMES

After School Care: August – May of the academic school year, Monday – Friday, school dismissal through 6:00 pm. TEGA will provide pick up for school-designated early dismissals, as well as camp days for school holidays. **See camp dates; additional fee required for camps*

STATEMENT OF PURPOSE

Our program is designed to provide high quality care in a safe and nurturing environment that promotes physical, emotional, creative, social, and cognitive development for children.

ENROLLMENT PROCEDURES

Prior to participation in our program, all registration information is completed online. Supplemental forms, allergy plan form, behavioral assistance form, and the discipline form all must be completed prior to your child's first day of care. You must allow us two business days to review your enrollment before you attend. You will receive a welcome email telling you when the first day we will pick up your child will be.

TUITION

Registration fee and current month's tuition is due at the time of enrollment.

Tuition is billed monthly and drafted automatically on the 25th of the preceding month, or the closest prior business day if the 25th falls on a holiday or weekend. Parents may opt out of auto-draft by paying the full amount due at least one business day prior to the due date. Tuition is calculated on a 36-week school year (which allows for a holiday break in December and a Spring break in March) and is divided into nine equal monthly payments. You will make the same payment each month regardless of holidays. We will not allow students to be picked up if tuition is not current. If you have questions regarding your account, please contact our Accounts Manager, Katy Skinner, at kskinnertega@gmail.com.

PICK UP PROCEDURES:

Parents should come to the front desk to sign their child out. At that time a staff member will call for your child. Persons other than the designated parent/guardian must be listed as a contact person, as well as provide a driver's license or pick up card. You may call ahead if you are in a rush.

IF TEGA IS NOT NEEDED FOR PICK UP: If your child does not need to be picked up from school by TEGA's transportation team, a parent or guardian must phone to notify TEGA's front desk personnel no later than 1:00 pm to be marked as a no pick up. TEGA staff will not be able to leave a school until every student has been marked present unless they are on the no pick up list. If students do not come to the school's designated pick up area in a timely manner, TEGA staff will phone parents to confirm pick up plans prior to leaving the campus. If parents are unable to be reached within 15 minutes TEGA will then contact the school's office to determine if the student was marked present that day. Parents will not be allowed to pick up their children at the TEGA van. **You MUST call TEGA. This is for your child's safety.**

PARENT CODE OF CONDUCT

Keep in mind that young children are present in our building. Adult language is not appropriate for young children. TEGA Kids prohibits swearing or cursing on our property.

As a courtesy to our staff members, please refrain from using your cell phone while you are picking up your child. Our staff may need to communicate important information with you, and cell phone use can prohibit that.

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

TEGA Kids must follow certain rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents/guardians, must follow these rules while on our property.

Parents please DO NOT reach out to our staff by social media or personal phone. We value our employee's privacy and DO NOT allow them to baby sit or nanny for customers. If you need to speak to a teacher or staff member, please call TEGA during business hours at 806-866-9765.

PARENT RESPONSIBILITIES

- Students must be signed in and out by the custodial parent or adult person approved by the parent(s). Students must be picked up by 6:00 pm. Parents who fail to pick their child up on time may be charged a \$5 penalty for each occurrence. Please understand that due to liability issues, the staff of TEGA Kids is not permitted to take children home from our center. If there are restrictions for pick up arrangements, a court copy of said arrangements must be on file at TEGA.
- Students should not bring toys to TEGA, unless the teacher makes a request. We ask that accessories be kept to a minimum due to daily gymnastics lessons. TEGA will not be responsible for any personal belongings that are lost damaged or broken. We understand that you may allow your child to take a cell phone or other personal items to school with them. However, cell phones, electronics, toys, and any other such items *must remain in their backpacks at all times*.
- Help us provide the best environment possible for caring for your child:
 - Communicate any concerns regarding our program or your child immediately to the supervisor or director.
 - Pick up and read the notices and information in your child's bag, posted in the facility, or via email.
 - Please ensure that we have up-to-date contact information for you, and that you routinely check your email and parent portal for important program information.
 - The Texas Department of Family and Protective Services does not allow smoking on the premises, either indoors or outdoors.

STUDENT CODE OF CONDUCT

To ensure a cooperative, safe, and caring environment, as well as guarantee that all students enjoy their day, behavior and discipline policies will be enforced by the staff of TEGA Kids. As part of the enrollment process, you will complete both a behavior contract and a child behavior assistance and safety plan for your child.

If you have any questions regarding these forms, or if you have any concerns about your child, we highly encourage you to request a meeting with the program director prior to enrollment. If your child has any medical, emotional, or behavioral conditions, please request a meeting with the director prior to enrollment.

WEATHER

We will follow the decision of Frenship ISD during inclement weather. If FISD closes, TEGA will close. If FISD announces a delayed start or early release, please phone our facility for updates. We will send out notifications via email, text, and phone.

Licensing requires that childcare facilities have outdoor play (ODP) offered twice a day. We generally do not go outside if the temperature is below 40 degrees or above 100 degrees. Please make sure that your child is appropriately dressed for the day's weather.

TEGA HOLIDAY CLOSINGS 2022 - 2023

Sept 5, 2022	Closed for Labor Day
Nov 21-25, 2022	Closed for Thanksgiving Break
Dec 23, 2022 – Jan 8, 2023	Closed Christmas Break
March 13-17, 2023	Closed Spring Break
April 7, 2023	Closed Good Friday
May 29, 2023	Closed Memorial Day

Early pickups and camp days are posted on our website. Parents will receive email reminders as well. Camp days are an additional fee and minimum enrollments must be met.

EMERGENCY PREPAREDNESS PLAN

TEGA maintains an emergency preparedness plan designed to ensure the safety of children during an emergency while in our care. The full emergency preparedness plan is available for review by parents upon request.

EMERGENCY PROCEDURES

In the event that a child needs medical attention, we will first contact a parent or guardian. If we cannot reach you, we will phone your emergency contact. If those 2 attempts fail, 911 will be called and ambulatory services requested.

GANG-FREE ZONE

TEGA is designated as a "Gang-Free Zone". Gang-related or organized criminal activity within 1,000 feet of our program is prohibited and subject to increased penalty under Texas law.

ILLNESS

When a child becomes ill at TEGA, the child will be separated from the group to avoid spreading the illness. There must always be a current phone number where you can be reached. As part of the admissions process, parents will sign a release allowing emergency medical care in the event of a serious illness or injury.

For the safety of your child, if exposure to a communicable disease has occurred or is suspected, we reserve the right to require proof of diagnostic testing and a negative test result, or proof of treatment prior to re-admittance to school.

Please keep your child at home if they show signs of any of the following: sore throat, fever, earache, inflamed eyes, rash, ringworm, diarrhea, vomiting, runny nose with discoloration, cough and congestion if accompanied by fever, headache, discharge from eyes, ears, or nose,

impetigo, or any communicable disease. A child should not be brought to school until they have been symptom free for 24 hours without medication.

The Texas Department of Human Services requires exclusion from care for the following illnesses:

- Fever until they have a normal temperature without any anti-fever medication for 24 hours
- Diarrhea/vomiting until they are symptom free for 24 hours
- Chicken pox until 6 days after last crop of blisters
- Common Cold/Flu until after the acute stage
- Giardia until after release by doctor
- Head lice/scabies until treatment has been underway for 24 hours
- Impetigo until treatment has been underway for 24 hours
- Infectious hepatitis until written release by physician
- Meningitis until written release by physician
- Mumps until 9 days after swelling
- Pink eye (conjunctivitis) until release by physician
- Poliomyelitis until written release by physician
- Rubella (German measles) until 5 days after rash begins
- Streptococcal (infections, scarlet fever) until treatment has been underway for 24 hrs
- Viral hepatitis until written release by physician

IMMUNIZATIONS

The Texas Department of State Health Services requires that children enrolled in child-care facilities be immunized against: diphtheria, pertussis, tetanus, poliomyelitis, *Haemophilus influenzae* type b (Hib), measles, mumps, rubella, hepatitis B, hepatitis A, invasive pneumococcal, and varicella diseases. Covid vaccinations are not required at this time. Immunization needs vary depending on the age of the child, and the minimum number of doses required for each vaccine can be found at www.ImmunizeTexas.com. Contact your child's physician if you have any specific questions regarding immunizations.

A copy of the child's complete immunization record must be on file at their school by the date of admission. We do not accept students that do not have up-to-date immunizations.

MEDICATION

We prefer not to administer medication. However, if necessary, medication will only be given if we have a written, dated, and signed request from a parent or physician.

Prescription medications should be in the original container, labeled with the child's name, date, instructions, and the doctor's name.

Non-prescription medications should be labeled and dated. Directions must be on the container. If your child does not meet the requirements on the label (i.e. too young), we must have a note from a doctor. Parents must log medication into the medication log (located in the sign in book). Medication must be given to the student's teacher to be kept in a safe space until administration.

POLICY CHANGES

We will notify parents of any operational or policy changes in writing. Parents will be required to sign, date, and return the policy change form to the office.

VIDEOS

At times we will watch a video. TEGA will provide the movies. All movies we watch are rated G.

GRIEVANCES

If you have a complaint, please speak to the Program Leader. If you do not feel that your complaint was handled correctly, speak to the Management. We take parent grievances very seriously and will take immediate corrective action whenever possible.

WITHDRAWAL

Your child's spot in TEGA's After School Care program is reserved from the date of registration through **the last day of the school year**. Therefore, if you decide to withdraw your child, we require a 30-day written notice. An online drop form is available upon request. Verbal, email, and voicemail drop notices will not be accepted. You will be responsible for payment for all fees during the 30-day notice period. We also urge you to set up an appointment with the Director to discuss your reason for leaving, and to provide us with an objective opinion about the strengths and weaknesses of the program.

LICENSING INSPECTION

Parents are welcome to view our most recent licensing inspection or review the Minimum Standards. To contact the TXDPRS please call 806-698-6969. To report abuse please call the PRS Hotline at 1-800-252-5400 and visit their website at www.dfps.state.tx.us or www.txchildcaresearch.org.

PREVENTION OF CHILD ABUSE

Child abuse and neglect are against the law in Texas, and so is failure to report it. TEGA provides annual training to employees to increase awareness of issues regarding child abuse and neglect, including warning signs of abuse and neglect, as well as methods for increasing employee awareness of prevention techniques for abuse and neglect. Anyone that suspects abuse should report it within 48 hours, and may use the child abuse and neglect hotline at 1-800-252-5400.

United States Consumer Product Safety Commission (CPSC)

A children's product is considered to be unsafe if it has been recalled by the CPSC. CPSC recalls may be accessed at: www.cpsc.gov or dfps.state.tx.us

Texas Child Care Licensing: www.txchildcaresearch.org
5121 69th Street Suite A-4
Lubbock, TX 79424
Phone: 806-698-5510
Fax: 432-698-5511
Midland 432-684-2917