



**Cypress Trails  
Childcare Center  
After-School Care  
Parent Handbook  
2020-2021**

### **School Records**

The enrollment packet, current immunization records and a signed copy of the operational policies agreement are required by the state and must be on file before classes begin.

### **Admission/ Enrollment/Withdrawal**

Parents must be able to be contacted by telephone in case of an emergency. Written authorization for emergency medical care must be provided before acceptance.

### **Discontinuation of Enrollment**

Parents must submit a withdrawal form, available from the director.

### **Financial Obligations**

As the parent/guardian, all amounts due are your responsibility. Overdue accounts may be referred to a collection agency. The parent/guardian is responsible for all account balances, plus collection and attorney fees associated with the collection of the account.

Payments from families with prior unpaid returned checks must be in the form of a money order or cashier's check. Families with returned check activity may be subject to immediate termination of services and be charged the return fee.

### **Fees & Tuition**

Tuition: \$55.00 per week (snack provided)

Childcare Hours: 3:30 PM-6:00 PM

First week tuition due with enrollment form

**TUITION IS DUE EVERY MONDAY BY 6:00 PM.  
TUITION PAYMENTS DO NOT CHANGE DUE TO SCHOOL HOLIDAYS.  
NO ADJUSTMENTS WILL BE MADE TO TUITION DUE TO ILLNESS OR VACATION.**

### **For text payment:**

Text payment amount to 281-315-3969 followed by the word: After-school

\*First time users follow instructions on response text

**NO CASH, CHECKS OR MONEY ORDERS ACCEPTED**

### **Discipline and Behavior Management**

At Cypress Trails Childcare Center, our goal is to model good moral values and appropriate behavior by empowering children to become independent, confident citizens. Teachers will guide the children toward appropriate behavior through redirection, positive reinforcement or brief separation from the group.

Above all, positive behavior will be recognized and encouraged. Teachers will set limits and boundaries, create consistency and model appropriate behavior. Depending on the circumstances, simple redirection or allowing children to experience natural consequences may provide enough guidance to deter the unwanted behavior. Disruptive behavior will be dealt with firmly and with loving concern for the child's growth and well-being. Removal from the group for a period of time will be used for a child who continually demonstrates unacceptable behavior. This is a time when the child may calm himself/herself, remember what behavior the teacher is asking for and decide for himself/herself along with the teacher's permission when he/she is ready to return to the group with acceptable behavior. When a child exhibits behavior that is harmful to himself/herself, the other students, or the teachers, we will work with the parents and the child to resolve the issue.

When a child exhibits consistent disruptive, aggressive, inappropriate and/or uncooperative behavior, parents will be contacted and the child will be denied enrollment in after-school care.

## **COVID-19 Regulations**

CTUMC After School Care Program will be following the protocols laid out by the CDC and Texas Education Agency so these regulations may change over time, but we will alert you to any changes.

Each child will have their temperature taken when they arrive at after school care and if it is higher than 100 degrees will be promptly separated and will need to be picked up immediately.

A parent must report to CTUMC After School Care Program Director if their child has had close contact with an individual who is test-confirmed with COVID-19 and, if so, will not be able to attend CTUMC After School Care until the 14-day incubation period has passed.

### **Individuals Confirmed or Suspected with COVID-19**

Any individuals who themselves either: (a) are test-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to CTUMC After School Care Program until CTUMC After School Care Program screens the individual to determine any of the below conditions for campus re-entry have been met:

- In the case of an individual who is symptomatic and is diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
  - At least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
  - The individual has improvement in symptoms (e.g., cough, shortness of breath); and
  - At least ten days have passed since symptoms first appeared.

Please be aware of the symptoms of COVID-19 and make sure to take notice if you or your child have recently begun experiencing any of the following in a way that is not normal:

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

The staff at CTUMC After School Care will be following all of these guidelines as well so we can ensure the safest environment for your child while they are in our care. All of our staff will also be wearing a mask at all times.

## **Health & Emergency**

### **Keep your child home if he or she exhibits any of the following symptoms:**

- Any illness that prevents the child from participating comfortably in the center's activities including outdoor play or requires more assistance from the teacher, compromising the health and safety of other children
- Any fever over 101 degrees F during the past 24 hours
- Any vomiting during the past 24 hours
- More than 2 loose bowel movements within the past 24 hours
- Any discharge from eyes or ears
- Contagious illness (example: chicken pox, rubella, strep throat-24hrs after medication)
- Persistent cough, unless parent presents written verification from a doctor that it is a non-contagious condition
- Any sign of abnormal breathing
- Rash unless doctor verifies in writing it is of a non-contagious nature
- Remember to keep your child home if he/she is unable to comfortably participate in outdoor activities.

### **The 24-Hour Rule**

If a child is absent or sent home from school due to illness, your child may not return until he/she is symptom and fever free (without fever reducers) for 24 hours, and not having vomited for 8 hours after eating a meal.

Children will be excluded from after-school care with the following symptoms:

- Inflammation
- Diarrhea
- Fever
- Rash
- Vomiting
- Harsh Cough
- Chicken pox
- Lice
- Pinworms
- Pink Eye

Your child may not remain in childcare if any symptoms of illness appear during the day. If this should occur, your child may be isolated from others and you will be contacted to pick him/her up immediately. If your child needs to be immediately excluded, he/she will be in the Children's Ministries Director's office with a teacher.

We advise parents not to rush a child's return to school following an illness. Please keep in mind that if we send your child home because of fever, vomiting or diarrhea, the child will not be admitted the next day because the 24-hour period will not have elapsed. In addition, if the child's physician prescribes a course of antibiotics for any reason, the child may not return to the classroom until a full 24 hours have passed since the first dose of medication was administered.

If your child is sick for 2 consecutive days, please call the director. Notify the school if your child contracts a contagious illness. Parents will be advised if an unusual level or type of communicable illness is reported in after-school care. Children with a contagious illness will not be allowed back in after-school care until released by a physician.

## **Medication**

**A doctor's note/prescription must be provided for Cypress Trails Childcare Center teachers to administer medication. Never put any medication in your child's lunchbox or backpack.**

**PLEASE NOTE: Do not send your child with special lotions, sunscreen, chap sticks, lip gloss, or cough drops.**

**\*Children with SEVERE ALLERGIES, who may need an EPI PEN in an emergency, must provide an ACTION PLAN /MEDICATION CONSENT FORM filled out by the parent AND the child's doctor prior to attendance.**

#### **If your child becomes ill while in our care**

If your child becomes ill while in our care, we will notify the parent/guardian immediately. If you cannot be reached, your child's emergency contacts will be notified and asked to pick up your child. Please ensure that emergency contacts are aware that they are listed on your emergency contact list. You must notify us immediately if your cell, home or work number changes so that we can provide the best care for your child. Children with infectious illnesses must be picked up promptly to limit their exposure to other children and teachers.

#### **Sunscreen and Insect Repellent Policy**

Sunscreen and insect repellent must be: 1) safe for the specific age of the child, 2) in the original container, and 3) within the expiration date noted on the product. Aerosols, as well as combined sunscreen and insect repellents are prohibited. Prior to use at Cypress Trails Childcare Center, sunscreen and repellent should be applied to the child at least once at home to test for an allergic reaction. Sunscreen and/or repellent may be provided by a parent/guardian.

#### **Emergency Medical/Dental Procedure**

It is important that parents complete and update an Emergency Contact and Parental Consent Form. This form contains contact information for both parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, this form allows Cypress Trails Childcare Center teachers to seek emergency medical or dental care from authorized care providers in the event of a serious injury. It is the responsibility of the parent/guardian to complete this form and to make corrections to this information as necessary.

If a child becomes injured while in the care of Cypress Trails Childcare Center, a teacher will attempt to contact the parent/guardian at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pickup persons on the Authorization for Emergency Medical Attention form will be called.

Children who are ill or injured will remain in the office under the supervision of a teacher until a parent/guardian arrives.

#### **If your child requires immediate medical attention and/or hospitalization**

The teacher who witnessed the event will remain with the injured child and instruct someone else to call 911.

Teachers will not transport an ill and/or injured child in a personal vehicle.

In the event that you cannot be reached to make arrangements for emergency medical attention, your child will be transported by ambulance to:

**Texas Children's Hospital- The Woodlands**  
**17600 I-45 South**  
**The Woodlands, TX 77384**

#### **Emergency Fire Procedure**

Children will exit the building along with a teacher and proceed to the designated meeting place.

#### **Emergency Tornado Procedure**

If the Spring tornado warning sirens are sounded, the children will be evacuated from the classroom to the interior hallway in the Children's Area.

#### **Intruder/Lockdown or Dangerous Adult**

A dangerous adult is someone who is exhibiting dangerous, inappropriate or threatening behavior, carrying a weapon or showing signs of intoxication from either drugs or alcohol. This also includes an individual that is prohibited by court order from picking up or having contact with a child.

Teachers in the immediate area will position themselves between the children and intruder/dangerous adult. The teacher will attempt to have the parent/intruder move to the hallway and someone will call 911 immediately.

### **Severe Winter Weather**

We will monitor the weather and local news throughout the day to determine when it is appropriate to close the center early or cancel care for the following day. We will follow the lead of Spring ISD regarding school closures and delays. We will contact the parent/guardian with information.

### **Lightning**

All children will return indoors when lightning is observed.

### **Missing or Abducted Child**

In the event of a missing child, a teacher will proceed with a search for that child. If the child cannot be located within a reasonable amount of time, we will call 911 and the child's parent/guardian. In the event of an abducted child, we will call 911 and the child's parent/guardian immediately.

### **Power Failure**

As long as it is possible, students and teachers will remain in the classroom and proceed with activities as usual. If weather permits, they may go outside for recreation. If power cannot be restored within a reasonable amount of time, the center will close and the parent/guardian will be contacted.

### **Environmental or Outdoor Chemical Spill**

If the center receives notification that there has been a chemical spill in the area or if teachers sense an unusual odor while outdoors, children and teachers will return immediately to the classroom and all doors will be closed.

### **Indoor Chemical Spill**

(including the mixing of chemicals which creates hazardous fumes)

A teacher will lead the children to the designated area. When appropriate, 911 will be notified.

### **Bomb Threats**

If a teacher receives a bomb threat or locates a suspicious package, the teacher will call 911.

### **Earthquake**

In case of an earthquake, teachers will assist children in seeking shelter under tables or outdoors and away from buildings.

### **Area Evacuation Procedure**

911 will be contacted. If the teachers and students need to evacuate the area, we will walk to St. James Catholic Church located at 22800 Aldine Westfield Rd., Spring, TX, 77373. Parents will be called from this location once the evacuation is completed.

### **General Emergency Procedure Guidelines**

A first aid kit is located in the Children's Ministries Director's office. All incidents/accidents are reported to the director using the Incident/Accident Report form. A completed copy must be signed by the parent on the day of the incident or the following day if the report has not been completed. A copy must be given to the parent/guardian and the signed original given to the director to place in the child's personal file. In some cases, such as injury, teachers are required to notify the parent/guardian before the pick up time. Parents are discouraged from picking up their child during an emergency. If a parent/guardian does arrive during such a situation, the child must be released to a parent/guardian.

### **Appropriate Clothing**

Children's dress code will be consistent with Sam Houston State University Charter School.

### **Personal Belongings**

Personal toys are not allowed at Cypress Trails Childcare Center.

### **Phone Calls/Email Contact**

Please feel free to call with questions and/or concerns at any time at 281-353-2436 x 110 or email at heather@ctumc.org.

### **Nutrition**

Snacks will be provided each day. Snack schedules will be available at the After-School Care office and on the bulletin board located at the school entrance. All parents must provide a water bottle labeled with the student's first and last name. If your child is allergic to any food or drinks, or for any reason can't have certain foods, please note this on the enrollment form. An Allergy Action Plan Form and a Medication Consent Form will also need to be completed by you and your child's Doctor.

### **Departure**

Our center closes at 6:00 PM and children must be picked up by 6:00 PM. Children are not permitted to leave the building without the supervision of a parent.

If the parent or guardian appears to be under the influence of drugs and/or alcohol, 911 will be notified and your child will not be released. If your child is not picked up by 6:30pm we will assume that the child has been abandoned and CPS will be notified.

**A Late Fee of \$1.00 per minute per child is charged for children picked up after 6:00 PM. All Late Fees MUST be paid by the following Monday for your child to continue enrollment.**

**IF A CHILD IS CONSISTENTLY PICKED UP LATE, HE/SHE WILL BE DENIED ENROLLMENT AT CYPRESS TRAILS CHILDCARE CENTER.**

Part of the after-school childcare schedule includes recreation time. Students will be on the playground or in the Sanctuary at this time. A sign will be hung on the children's entrance door instructing you to pick up your child from the playground or the Sanctuary. You will need to drive to the parking lot adjacent to these areas to pick up your child. Keeping the children's entrance door locked ensures your child's safety.

### **Pick Up Safety Procedures**

Children will only be released to those people whose names appear on the enrollment form. KEEP ENROLLMENT FORMS CURRENT WITH UPDATED INFORMATION.

### **Signing Out**

Parents/guardians are responsible for signing children out each day. This is of the utmost importance for attendance records and safety measures. Upon pick up, a teacher will provide the parent/guardian with the sign out sheet.

### **Car Safety**

Please drive slowly and carefully in our parking lot.

My signature below verifies that I have read the CTUMC After School Care Program parent handbook, and that I fully understand and agree to the CTUMC After School Care Program's policies and procedures.

Please return this form after signing and give to the administration for your child's file. All forms must be completed and turned in before your child may attend the CTUMC After School Care Program.

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Child's name

Date

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Parent/Guardian Signature

Parent/Guardian Name (Please Print)