



2020-2021

PARENT HANDBOOK

**AFTER SCHOOL PROGRAMS
Jr. High and Elementary**

Last Revised 9/3/2020

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xPlore Office

701 W. Belt Line Road Richardson, Texas 75080

469-593-0797 Email: xPlore@RISD.ORG www.risd.org/xPlore (click in the red box)

Hours: 8:00 AM-4:30 PM Monday-Thursday. We close at 4:00 PM on Fridays.

The office will be closed on the following dates. September 2/Labor Day, November 28-29/Thanksgiving and the day after, December 24, 25, 31, January 1 /New Year's, 20/Martin Luther King Day, May 25/Memorial Day, July 3, Independence Day, and Fridays during June and July.

Each xPlore site has a specific phone line that staff members answer during the program, 3:00pm-6:00pm. Messages can be left in regards to student absences at any time. Messages are only checked during program hours. You can also report absences to xplore@risd.org, please include the school name or you can email your school's site coordinator.

School	xPlore #	School	xPlore #
Aikin	469-593-1811	Mohawk	469-593-6604
Arapaho Classical	469-593-6404	Moss Haven	469-593-2182
Audelia Creek	469-593-2980	MST	469-593-7368
Big Springs	469-593-8076	Northlake	469-593-2274
Bowie	469-593-6004	Northrich	469-593-6266
Brentfield	469-593-5681	Northwood Hills	469-593-4256
C. Bukhair	469-593-4929	O'Henry	469-593-8231
Canyon Creek	469-593-6526	Prairie Creek	469-593-6342
Dartmouth	469-593-8401	Prestonwood	469-593-6739
Dobie Primary	469-593-4000	Richland	469-593-4651
Dover	469-593-4019	RISD Academy	469-593-3383
Forest Lane	469-593-1952	Spring Creek	469-593-4546
Forestridge	469-593-8525	Spring Valley	469-593-4620
Greenwood Hills	469-593-6146	Springridge	469-593-8617
Hamilton Park	469-593-0000	Stults Road	469-593-2451
Heights	469-593-4381	Skyview	469-593-2421
Jess Harben	469-593-8861	Terrace	469-593-8716
Lake Highlands	469-593-2050	Thurgood	469-593-6912
Mark Twain	469-593-4826	Wallace	469-593-2529
Merriman Park	469-593-2760	White Rock	469-593-2686
		Yale	469-593-8343

xPlore
Our Culture

xPlore wants to provide an array of enrichment activities to help balance students' lives and **learn** new things. We also want to introduce them to a variety of **adventures** with hidden academics.
xPlore wants to help parents and support the school by allowing time for students to do their homework.
xPlore wants to provide an environment that is fun and safe for students, that strengthens their social skills and character.
xPlore wants students to **grow** to be the best person they can be!
Our goal is to provide quality programming and have caring relationships that will benefit the students.

ELEMENTARY: (Fee Based)

Overview and Program Schedule

Morning xPlore -from 6:35 AM-7:35 AM
Summer Camp xPlore
Morning xPlore

Regular xPlore -During the regular school year
Holiday Camp xPlore -During some student holidays

Morning xPlore will be offered at most elementary schools during the 2020-2021 school year. Morning xPlore begins at 6:35 AM according to the school's clock. Breakfast will not be served through xPlore. Students, accompanied by a parent or other authorized adult who walks them to the Morning xPlore room for sign-in, must be in the building no later than 7:15 AM. Morning xPlore includes activities such as art, reading and homework time.

xPlore After School Program

3:00-4:00 xPlore offers a period of time for students to work on **homework**. It is our hope that students are able to complete their homework in the allotted time; however, we cannot guarantee this.
4:00-5:00 Enrichment Centers/Physical Activity
5:00-6:00 Enrichment Centers/Physical Activity

Your school follows this schedule and it does not change except for special cases such as Theme Fridays, special guest speakers, etc. Each child is expected to follow this schedule even if they arrive late due to tutoring, other school clubs, etc. Students are not allowed to help school teachers after school hours unless parents provide a written note.

What age students does xPlore serve? RISD xPlore Programs will serve students from Pre-K until the student has completed 6th grade. For Summer Camp xPlore, students who have completed Pre-K-6th grade during the 2020-2021 school year are eligible to enroll.

Does my child have to enroll for all 5 days each week? A child may enroll for less than 5 days a week if the parent specifies the specific days of the week that the child will attend on an ongoing weekly basis at the time of registration. Changes are only allowed once a semester.

Who will be supervising my child while he or she is attending xPlore? RISD will employ instructional assistants and certified teachers. As will all RISD staff members, qualifications are verified and a full criminal background screening is conducted prior to employment. All site coordinators are CPR and First Aid Certified.

What is Holiday and Summer Camp xPlore and how does it differ from Regular xPlore?

xPlore will be held during some student holidays, **Holiday Camp xPlore**, and during the summer, **Summer Camp xPlore** at approximately three sites strategically located due to demand. Hours are 6:45 AM-6:00 PM. Please note that Holiday Camp xPlore is optional and will require an additional fee. Parents will be responsible for drop off as well as pick up as transportation will not be provided. For Holiday Camp xPlore, students PK-6 are eligible to enroll. For Summer Camp xPlore, students who have completed PK-6th grade during the 2020-2021 school year are eligible to enroll.

Regular xPlore pays at the campus or through EZChildTrack.com/xPlore.
 Holiday Camp xPlore and Summer Camp xPlore pay through Central Office or through EZChildTrack.com/xPlore.

xPlore After School--Building C

701 W. Belt Line Road

Richardson, Texas 75080.

- Hours for Holiday Camp xPlore and Summer Camp xPlore are 6:35AM 6:00PM.
- We may have field trips during Summer Camp xPlore.
- Snacks will be provided but students must bring a lunch that does not require refrigeration or heat.

xPlore will not be offered on the following 2020-2021 dates: September 2, November 28-29, December 23-27, 31, January 1, 20, May 25, July 3.



Holiday Camp xPlore Schedule for 2020-2021 (Due to COVID, dates are subject to change or be cancelled)

Holiday	Date	
Fair Day/Student Holiday	October 9, 12	
Thanksgiving	November 23-25	
Winter Break	December 28-30	
Student Holiday	January 4	
Student Holiday	February 15	
Spring Break	March 15-19	
<p>Please check the xPlore website for Holiday Camp xPlore and Summer registration forms and due dates. Holiday and Summer sites are subject to change. This notification will be on the xPlore website.</p>		



Summer Camp xPlore Schedule for Summer 2021 (Tentative)

Date	
To be determined	There will be no program on July 5 th .

Tuition Rates and Fees

<p><u>xPlore! FULL WEEK</u></p> <p>1 Child \$ 76 2 Children \$ 116 3+ Children \$ 141</p> <p>Non-Refundable Enrollment Fee: \$50 per child</p> <p>SHORT WEEK (1 & 2 days per week) 1 Child \$ 25 per day \$ 25 Fee for each schedule change per child</p> <p>Non-Refundable Enrollment Fee: \$50/child</p>	<p><u>xPlore! STUDENTS ELIGIBLE FOR FREE/REDUCED LUNCH</u></p> <p>FULL WEEK (3-5 days per week) 1 Child \$ 39</p> <p>Non-Refundable Enrollment Fee: \$50 per child</p> <p>SHORT WEEK (1 & 2 days per week) 1 Child \$ 15 per day \$ 25 Fee for each schedule change per child</p> <p>Non-Refundable Enrollment Fee: \$50/child</p>
<p><u>xPlore! RISD Employee</u></p> <p>Morning xPlore! \$ 15/child Full week \$ 20/child</p> <p>Non-Refundable Enrollment Fee: \$0.00—ZERO!</p>	<p><u>xPlore! Child Care Assistance</u></p> <p>Per Child \$10/Week</p> <p>Non-Refundable Enrollment Fee: \$0—They do not pay the enrollment fee.</p>
<p>The individual completing the registration packet is financially responsible for fees.</p>	
<p><u>Holiday Camp xPlore!</u></p> <p>\$35/day per child if paid 14 days in advance. \$40/day per child if not paid at least 14 days in advance</p> <p>Non-Refundable Enrollment Fee: \$40/child</p> <p>RISD Employee Enrollment Fee: \$0.00</p>	<p><u>SUMMER Camp xPlore!</u></p> <p>\$150/week per child if paid 14 days in advance \$175/week per child if not paid 14 days in advance</p> <p>Non-Refundable Enrollment Fee: \$50/child</p> <p>RISD Employee Enrollment Fee: \$0.00</p>
<p><u>Morning xPlore!</u> Weekly Rate: \$20/ per child Weekly Rate: \$15/ per child FREE/REDUCED LUNCH/RISD EMPLOYEE</p>	
<p>CASH WILL NOT BE ACCEPTED ON CAMPUS.</p>	
<p>Late Payment Fee: \$10/week after 6:00 PM Wednesday</p>	<p>Late Pick Up Fee: \$2.00 minute after 6:00 per child, due at the time of pick up.</p>
<p>NSF Fee: \$20/check</p> <p>3-5 Days constitutes a full week.</p>	<p>Refunds and Credits: There will be no refunds or credits for unused days, absences, or withdrawal. If enrolled, that child's slot is reserved and the program is staffed accordingly and parents are still required to pay the fee. If a student is absent for any reason, tuition is still required to be paid. (This includes Sky Ranch.) There will be no provisions for refunds once payments are made.</p>

GENERAL INFORMATION AND GUIDELINES

Attendance: Attendance is taken up to four times during the program and entered in our computer program. It is imperative that we are notified if your child will not be staying for elementary xPlore on a particular day. You can:

Call the xPlore phone at your school and leave a voicemail

Email your school's site coordinator or xPlore @risd.org. Please include the name of the school your child attends if emailing xPlore.

Behavior: A condition of enrollment in xPlore is that students maintain appropriate conduct and behavior at all times. **xPlore students are expected to abide by the RISD Student Code of Conduct.** Students who enroll in xPlore should be able to toilet independently. Our goal is to keep all of the children and staff safe. When students demonstrate inappropriate behavior while attending xPlore, the staff will use many methods of redirection and re-teaching to encourage appropriate behavior. Students who demonstrate persistent behavior problems that disrupt the program and/or interfere with the general welfare and participation of others will be subject to appropriate disciplinary consequences, which may include temporary or permanent removal from the program. Inappropriate behaviors that may result in disciplinary consequences include, but are not limited to, repeated temper tantrums, rudeness, disrespect, noncompliance, property destruction, and physical aggression with students or adults. xPlore will notify parents at pickup times if behavioral problems have occurred. If a child's behavior creates an unsafe situation for the child or others, the parent or another person designated by the parent may be called to immediately pick up the child. Please note that the above also pertains to behavior on the bus.

See below for consequences for misbehavior

First Referral-Verbal warning

Second Referral- Write up

Third Referral-Write up

Fourth Referral-Dismissal from xPlore

Please note that some circumstances will be cause for immediate dismissal such as pornographic material, fighting Bullying, etc. In addition, students may be withdrawn from xPlore for nonpayment of fees, continual late payment of fees, persistent late pick up, or multiple NSF checks. **The individual named as the primary contact on the EZChildTrack account is financially responsible for fees.** xPlore staff strive to maintain a safe and healthy environment for all students but accidents or injuries may sometimes occur despite our best efforts. RISD and xPlore are not liable for any illness, injuries, losses, or other damages a student may sustain while attending xPlore.

Parent Behavior:

The conduct of the parent/guardian, whether on the campus or by phone/email, may also be a reason for dismissal.

Please note that some parent and student behavior warrants immediate removal from the program and could prevent enrollment in any xPlore services in the future including future school years. Behavior that does not warrant immediate removal will be documented by RISD/xPlore staff. After three such documentations, the student will be removed from the program and the parent will not be able to enroll in any xPlore service in the future including future school years.

Parents are not allowed to enter the building, per health guidelines.

No parent or adult is permitted to curse, yell, or use other inappropriate language on campus, by phone or email at any time, whether in the presence of a child or not. Such behavior is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language or behavior be directed toward members of the staff. Threats of any kind will not be tolerated. All threats will be reported to the appropriate authorities.

PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

DEFINITION OF "BULLYING"

Texas law defines bullying as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct [which occurs in situations over which the school has jurisdiction] and (i) has the

effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; (ii) is sufficiently severe, persistent or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (iii) materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or (iv) infringes on the rights of the victim at school; and includes cyberbullying.

Cyberbullying is bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Note: RISD's policies apply to

- bullying that occurs on or is delivered to school property or to the site of a school-sponsored/related activity on or off school property;
- bullying that occurs on a publicly or privately owned school bus or vehicle being used for student transportation to/from school or a school-sponsored/related activity; and
- cyberbullying that occurs off school property or outside of a school sponsored/related activity if the cyberbullying (i) interferes with a student's educational opportunities, or (ii) substantially disrupts the orderly operation of a classroom, school, or school-sponsored/related activity.

Not all offensive conduct between students rises to the level of bullying. Conduct that may not constitute bullying as defined above still may violate expected standards of conduct and may subject the actor to disciplinary measures

Child Care Assistance: See page 12.

Cleaning: Sanitizing and Disinfecting will be a combined effort by RISD Custodians and xPlore Staff.

Communication: xPlore welcomes your feedback and input. All questions and concerns regarding xPlore should be addressed with the site coordinator at each program.

Daily Health Checks: Staff will observe all children as they arrive for signs of illness, lice or other health issues.

Drop-Ins: Not allowed. You must be enrolled on a continual basis in order to attend xPlore.

Emergency Preparedness Plans: A full copy of our emergency preparedness plan is on file and is available for review upon request.

Enrollment Procedures: Parents may enroll in any program by logging into their account by going to www.ezchildtrack.com/xplore. Hard copies are provided on request.

Homework: Homework time is scheduled generally between 3:00-4:00 for elementary xPlore. Although it is our goal for students to complete their homework, it is not a guarantee. Time will not be extended as we must stay on schedule and maintain appropriate adult: student ratio. To provide adequate supervision of students, all staff members must be able to oversee their activities. This also pertains to students who arrive late to xPlore due to club meetings, tutoring, etc.

Health Information: See pages 13-14

Inclement Weather: In the event of inclement weather during the day in which RISD cancels afternoon activities which includes any xPlore program, you will receive a phone message through Connect-Ed and/or receive a call from your student. In most cases, the site coordinators will stay with your child to ensure safety for your child until you're able to arrive. xPlore may not stay open due to water main breaks, heating, electrical problems, etc.

Late Fee and Enrollment Fee: Elementary xPlore will assess a late pick up fee of \$2.00 per minute after 6:00 p.m. There is a non-refundable enrollment fee per student for Regular xPlore, Holiday Camp xPlore and Summer Camp

xPlore. If a student is withdrawn during the year and wishes to re-enroll, there is an additional \$50 re-enrollment fee. Each week you have a balance, your account will be charged a late fee until the balance is paid in full.

Licensing: HPPC child care is licensed by the Texas Department of Family and Protective Services (DFPS). A copy of the minimum standards for operations, as well as the most recent Licensing inspection report, are available on site for your review upon request.

DFPS Dallas Licensing Office: (214) 951-7902

DFPS child abuse hotline: 1-800-252-5400

DFPS website: www.dfps.state.tx.us/child_care

Lost or Stolen Items: xPlore will not be responsible for any lost or stolen items. Please ask your child to keep these items at home.

Outdoor Play: Weather permitting; elementary xPlore students will be scheduled to go outside 2-3 times during the week. However, due to weather alerts, temperature and air pollution warnings, it may not be possible to go outside for days at a time. Please do not ask for children to stay inside due to illness. To provide adequate supervision of children on the playground or gym, all staff members must be able to oversee their activities.

Parental Notifications: Parents will be notified of any upcoming events or changes by e-mail, newsletter or phone call from xPlore Staff.

Payment for Elementary Regular xPlore: Payments for **Regular xPlore** are due on Mondays at your child's school location. xPlore After School Programs accepts cash (at the xPlore Office only, not on campus), check, money order or payment through www.EZChildTrack.com/xPlore. EZChildTrack accepts checks, AMEX, Visa and MasterCard. Please make checks payable to xPlore and the name of your campus. Ex. **xPlore -(your campus name). A \$10 a week late payment fee per family will be charged if all fees are not paid by the Wednesday at 6:00 PM.** RISD will charge a \$20 fee for checks returned for insufficient funds (NSF.) NSF checks must be cleared no later than 10 days after RISD notifies a parent of a NSF check. **Checks will not be accepted from a parent who gives RISD an insufficient check.** Payments must then pay by cash or money order. **Payment for Holiday Camp xPlore and Summer Camp xPlore** must be made through central office.

Payment and Registration for Holiday Camp xPlore and Summer Camp xPlore must be made through the xPlore Office or through EZChildTrack.com/xPlore.

Payments can be:

- Mailed/Dropped off at the xPlore Office
 - Placed in the locked drive up drop box conveniently located on the north side of our building. (Bldg. C)
- Made through EZChildtrack.com/xPlore

Pick up Information: Parents may pick their child up at any time during the official program hours. Anyone picking up an xPlore student must have a picture ID available at the time of pick-up along with their Personal Identification Number (PIN) assigned to them by the EZChildTrack system to sign their child out. **All Persons listed on the pickup information sheets will be able to sign students out and SHOULD have their own PIN number. If you are aware that someone does not have their own PIN number, please speak to your campus site coordinator.** If an older sibling is to pick up a child, the sibling must be at least 14 years of age and have an ID. A Student ID, Driver's License or Texas State ID will be accepted. Any of the above is acceptable. If your student is going to be absent, please notify the campus site coordinator. Elementary xPlore will assess a late pick up fee of **\$2.00 per minute** after 6:00 p.m. If a parent or other authorized adults cannot be reached within 30 minutes after closing, the xPlore staff will contact 911 for assistance.

In the absence of a court order, both parents shall be afforded equal access to their child as stipulated by law. xPlore cannot, without a court order, limit the access of a parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, xPlore

suggests that the parent keep the child with them until a court order is issued. If conflicting court orders are presented, the most recently dated court order will be followed. Since our rights to retain your child are secondary to the other parent's right to immediate access. xPlore staff will contact the local police should a conflict arise.

Pick up Procedures:

Check Out Procedures:

1. Drive-up to the school's front entrance and remain in your vehicle. If an xPlore! staff member is not there to greet you, please call the Site Coordinator.
2. Please remain in your vehicle. Due to health guidelines, you may not enter the building. In some cases, you may be allowed to walk to the school's door.
3. After verifying your identity, the Site Coordinator will ask you for your **EZ Child Track PIN** to complete the check-out according to usual xPlore! check out procedures.
4. The Site Coordinator will ask you for your EZ Child Track PIN in order to complete the check-in Process.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The site coordinator will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, because of the many activities during the program and at drop-off and pick-up times, you may want to schedule an appointment for another time when staff members can provide you with their full attention. This meeting can be planned before or after program time.

The staff of xPlore will contact local police and/or the other custodial parent should a parent appear to the staff of xPlore to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, xPlore staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of xPlore to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of xPlore will contact the child's parents, local police and Child Protective Services to notify them of the situation.

Policies and Procedures: Parents can review and discuss with the director any questions or concerns about the policies and procedures of the operation.

Receipt for Payment: Receipts may be obtained by logging into EZChildTrack.com/xPlore.

Refunds and Credits: **There will be no refunds or credits for unused days, absences, or withdrawal.** If enrolled, that child's slot is reserved and the program is staffed accordingly and parents are still required to pay the fee. If a student is absent for any reason, tuition is still required to be paid. (This includes Sky Ranch.) Refunds may be given in extreme cases: job loss, relocation, or medical related issues. Proof of reason will be required. Parent/Legal Guardian must complete the Refund Request Form that can be found online. Refunds must be requested within 30 days of withdrawal.

Registration: Registration may be done one of two ways: completing a hard copy that can be found on our website or by logging on to your account through EZChildTrack.com/xPlore.

Safety: RISD strives to provide a safe environment for students. In addition to RISD's Emergency Preparation Plan, will contact RISD personnel who specialize in safety and security for RISD, known as xPlore's Security On Call. The Emergency Preparation Plan is available for review by request through your campus site coordinator. Each campus has an emergency plan which is reviewable at your request. The xPlore program at the schools listed on page 11 is regulated by Child Care Licensing through The Texas Department of Family and Protective Services. Child Care Licensing makes annual visits to ensure that we are in compliance with The Minimum Standard Rules for Licensed Child Care Centers. The

state does not require that our playground meet the standards because we are in a public school facility. The state requires that we inform parents that our equipment does not meet Licensing standards.

Snacks: The RISD Food Service Department will provide daily snacks. Please make sure that any food allergies are prominently listed on the xPlore registration form. Should your child have special dietary needs you may provide an appropriate daily snack. xPlore will provide a morning and afternoon snack during Holiday Camp xPlore and Summer Camp xPlore. If your child has food allergies please let us know and we will do what we can to provide an alternative.

Sprays: xPlore can only apply sunscreen or bug spray if parent requests teachers to do so in writing and parents provide the sunscreen or bug spray.

Staffing: RISD is committed to providing equal educational opportunity in all programs and services and maintains a strict policy prohibiting unlawful discrimination. No qualified student shall, on the basis of disability, race, religion, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under xPlore After School Programs. The xPlore program offers group child care arrangements. Based on safety and health guidelines as outlined by RISD, xPlore program sites will offer services and activities in a setting with an adult-to-student ratio of between 1:6 to 1:22.

At times, we may have substitutes for staff. During this time as they become familiar with each site, they may ask to check identification even though the regular staff may know you. Please be patient, as it is for your child's safety that we maintain strict security policies at all times.

Tax Statements: Tax Statements may be found by logging in to EZChildTrack.com/ xPlore after January 31st of each year.

Tax ID: 75-6002311

Transportation: xPlore may go on field trips during the summer. A schedule will be provided in March. Students will wear xPlore T-shirts on field trips. Staff will be increased to a 1:10 ratio on field trips. We will use a Dallas County Transportation for our field trips as well as one of their certified bus drivers.

Waiting List: When xPlore is filled to capacity, the campus site coordinator will maintain a current list of children who are waiting to enroll in the xPlore program.

Withdrawal from the program: Parents wishing to withdraw their child from the xPlore program must provide a statement in writing to the site coordinator at least one week prior to the discontinuation of this service in order to avoid the next weekly tuition charge.

Child Care Assistance

This PAGE applies ONLY to the schools listed below.

Aikin	Mark Twain	Richardson Heights
Audelia Creek	Merriman Park	Richardson Terrace
Big Springs	MST	Skyview
Dartmouth	Northlake	Spring Valley
Dover	Northrich	Springridge
Forestridge	Northwood Hills	Stults Road
Greenwood Hills	O. Henry	Wallace
Lake Highlands Elem.	Prestonwood	

Child Care Assistance:

If you're children go to any of the schools listed above, you may be eligible to receive Child Care Assistance through Texas Workforce. **Your tuition rate would then be \$10/week per child or in some cases zero.**

Qualifications:

- The parent and child must live in Dallas County.
- The parent must work or train at least:
 - 25 hours a week for single family household
 - 50 hours a week for two parent household
- Your child is a U.S. citizen, or legal immigrant, and under the age of 13.
- Meet the income guidelines listed below.

For more information, contact our Workforce Financial Manager at 469-593-7419. There is more information listed on our website.

Minimum Standards:

Parents can review a copy of the minimum standards and the operation's most recent licensing inspection report.

Licensing Guidelines:

The schools listed above are regulated by the Texas Department of Family and Protective Services- Child Care Licensing Division. Parents may contact Child Care Licensing (CCL) at any time by the following methods:

(A) Local Child Care Licensing Office: 1-800-582-6036 or 214-583-4253

(B) Information can be obtained at the following websites: www.dfps.state.tx.us or www.txchildcaresearch.org

(C) Abuse/ Neglect Hotline: 1-800-252-5400 this number is available 24 hours a day, seven days a week.

By law I am required to report any suspected abuse or neglect.

Health Information: In case of an accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by ambulance or emergency vehicle for treatment and the parents will be called as soon as possible.

In the event a child soils his/her clothes, parents/guardians will be contacted to come and pick up the child immediately. Parents are encouraged to send an extra set of clothes in the child's backpack to provide them with a change of clothing.

The department of Human Services requires caregivers to report suspected cases of child abuse. This includes reporting parents who appear to be impaired by drugs or alcohol.

Procedure for Management of Illness: If a child is injured or becomes seriously ill, xPlore staff will take appropriate steps to meet their immediate needs.

Steps Taken may include:

- (A) Contact 911
- (B) Administer CPR and or First-Aid
- (C) Contact the parent
- (D) Contact the child's doctor listed on the admission form

If a child appears mildly ill:

- (A) Parent/guardian will be notified. The site coordinator will inform parent of child's symptoms.
- (B) Child will be cared for and given a place to rest. Child should be picked up within 1-hour of parent notification.

If a child presents COVID symptoms such as:

1. Fever of 100.0 degrees or higher
2. Chills
3. Cough
4. Shortness of breath or difficulty breathing
5. Fatigue
6. Muscle or body aches
7. Headache
8. New loss of taste or smell
9. Sore throat
10. Congestion or runny nose
11. Nausea or vomiting
12. Diarrhea

- (A) Parent/guardian will be notified.
- (B) Child will be cared for and given a place to rest. Child should be picked up within 1-hour of parent notification.

Guidelines for Exclusion from School Related to Childhood Illness & Disease

Fever: A student with an oral, tympanic, or temporal temperature of **100°F (37.8°C) or greater** must be excluded from school according to the Texas Department of State Health Services. A child should be fever-free for 24 hours without the use of fever reducing medication, prior to returning to school to reduce the risk of spreading infections to other students.

Vomiting & Diarrhea: Students who experience vomiting and/or diarrhea may be infectious, feel uncomfortable, and be

unable to focus in the classroom. The decision to exclude/not exclude a student with diarrhea or vomiting is made at the discretion of the school nurse or administrator. When excluded, the student should not return to school until free of vomiting/diarrhea for 24 hours without medication.

Pink Eye (Conjunctivitis): Students who experience painful, itchy eyes (especially with yellow or green discharge or crusting of eyelashes) may have pink eye. Children with pink eye will be excluded from school. Children with pink eye will be excluded from school until a written note from the student's health care provider is provided, or until the student is symptom free, regardless of the number of days of absence.

Rashes: When rashes are accompanied by other symptoms, such as fever, lethargy, or general discomfort, students should stay home and describe these symptoms to a doctor. An unexplained rash may be the first symptom of a contagious illness and needs to be followed up with a doctor. A note from your health care provider will be necessary for your child to return to school, regardless of the number of days of absence.

Lice, Scabies, Ringworm, and Pinworms: Students with these conditions will be excluded until treated. Contact the school nurse for specific directions for care.

Wound Care: Students with draining wounds should be evaluated by a health care professional. All wounds must remain covered unless specific orders from a health care professional indicate otherwise. Students with wounds should not share soap, towels, lotions, and other personal care items.

* As determined by the school nurse and health services department, a student also can be excluded from attending school for other possible infectious conditions until the student obtains a doctor's diagnosis and treatment protocol.

Some communicable diseases must be reported to public health authorities so that control measures can be implemented. A list of these diseases can be found on the communicable disease chart in the Minimum Standard Rules for Licensed Child Care Centers. A complete copy of the Minimum Standard Rules is available for review online at <http://www.dfps.state.tx.us/>. Notify the xPlore site coordinator if your child's physician determines your child has a reportable disease.

When contagious illnesses, such as flu, chicken pox, etc., appear in school or xPlore, notices will be posted on the bulletin board and/or an email message will be sent to all parents. The ill child's identity will not be revealed in any posted or emailed notices. Physician release may be required upon request in order to allow the student to return to the Center upon diagnosis of one of these illnesses or any other illness, as determined by the Center administration.

Sunscreen Policy: Sunscreen/sunblock must provide UVB and UVA protection with an SPF of 15 or higher. Sunscreen may be provided by a parent/guardian (labeled with the child's full name) or made available by the center/school. School-age children may apply sunscreen to themselves with adult supervision for proper application. Sunscreen should be applied only to exposed areas of skin, and 20 to 30 minutes before going outdoors to be absorbed into the skin and to increase its effectiveness. Sunscreen should be re-applied every two hours while outdoors, or more often if the child is involved in water play or perspiring

Medications:

xPlore does not maintain a full time school nurse or other health professional on staff. Medication will be administered in compliance with Richardson ISD Medication Guidelines; however, such medications will only be administered on an emergency basis. As a standard operating procedure (SOP), xPlore staff does not administer routine, daily injectable medications. However, any emergency medications will be administered as directed by the student's physician and current medical care plan. Students who have special medication needs must complete the appropriate RISD forms giving xPlore employees permission to administer needed medications (inhalers, epi-pen, etc.). For a student with severe

allergies, this includes the annual RISD Physician/Parent Authorization for Anaphylaxis Management Form on file with the xPlore Site Coordinator before the student will be allowed to attend xPlore. **The physician's order must include wording that medication may be administered by unlicensed assistive personnel.** All end of the school day medications should be administered by the school nurse or other qualified personnel prior to the student's attendance in xPlore. Copies of any legal documents pertaining to an xPlore student need to be given to and kept on file with the xPlore Site Coordinator. It is the parent's responsibility to provide the medications and supplies needed for medical care during the xPlore program; xPlore does not stock medications for students.

Vaccines:

Richardson ISD xPlore! employees are given the opportunity to receive a vaccine for Influenza from the Richardson Independent School District. All other recommended vaccines by the Centers for Disease Control and Prevention are optional and are not required for an employee to work at the center. You may contact your county health department for scheduling and receiving vaccines. A recommended adult immunization schedule may be viewed at:

<https://www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedule-easy-read.pdf#page=2>

Other Information: The department of Human Services requires caregivers to report suspected cases of child abuse. This includes reporting parents who appear to be impaired by drugs or alcohol.

xPlore's Response to COVID

FALL 2020

*Please note that guidelines are subject to change based on state and local authorities.
We will make every effort to keep you informed.*

SAFETY PROTOCOLS

[Link to the RISD Back to School Blueprint](#)

The COVID-19 pandemic continues to affect RISD operations. The District is attempting to reopen facilities and services in a cautious manner to ensure we are able to follow applicable guidelines designed to keep our staff, students, and parents safe and healthy. Those efforts require that we alter the way we operate xPlore! **Except as otherwise specified in the handbook, we will follow all public health procedures as set out in the blueprint.** As a condition of RISD's agreement to enroll your student in xPlore!, you must comply with the following health and safety expectations and restrictions:

1. You may not bring your child to xPlore! if he/she has had known close contact with a person who is confirmed to have COVID-19 until the end of the 14-day self-quarantine period from the last date of exposure. Please see page 8 of the Blueprint. <https://web.risd.org/backtoschool/>
2. You must keep your child home if he/she is ill or exhibiting any symptoms of COVID-19. These include:
 - a. Fever of 100.0 degrees or higher
 - b. Chills
 - c. Cough
 - d. Shortness of breath or difficulty breathing
 - e. Fatigue
 - f. Muscle or body aches
 - g. Headache
 - h. New loss of taste or smell
 - i. Sore throat
 - j. Congestion or runny nose
 - k. Nausea or vomiting
 - l. Diarrhea
2. You must pick up your child within 30 minutes to one hour if notified he/she has become ill at xPlore!.
3. You must attempt to explain to your child the concept of "Social Distancing" and encourage your child to maintain social distance while at xPlore!. RISD reserves the right to send a child home who repeatedly refuses to follow social distancing directives.
4. You may not enter the school site due to safety precautions and you must follow all student drop-off and pick-up procedures.

PARENT PROCEDURES

Check-in Procedures for Morning xPlore.

1. Drive-up to the school's front entrance and remain in the vehicle. If an xPlore! staff member is not there to greet you, please call Morning xPlore number given to you.
2. The xPlore! Site Coordinator, or other designated employee, will meet you at your vehicle/door and walk the student inside the building.
3. Please give your PIN to the xPlore Staff member for check-in purposes.
4. Parents may not enter the building.

Check Out Procedures:

1. Drive-up to the school's front entrance and remain in your vehicle. If an xPlore! staff member is not there to greet you, please call the Site Coordinator.
2. Remain in your vehicle. You may not enter the building. In some cases, you may be allowed to walk to the school's door.
3. After verifying your identity, the Site Coordinator will ask you for your **EZ Child Track PIN** to complete the check-out according to usual xPlore! check out procedures.
4. The Site Coordinator will ask you for your EZ Child Track PIN in order to complete the check-in Process.

STUDENT EXPECTATIONS

1. xPlore! will maintain RISD ratios of 1:6 to 1:22.
2. Students will remain with the same xPlore group and adult throughout the program.
3. Students will be encouraged to wash hands thoroughly throughout xPlore.
4. Students will be encouraged to maintain social distancing as much as possible but this is not a guarantee.
5. Per the blueprint, face coverings are an expectation for all students. Please see the RISD Mask Policy [here](#).

WHAT YOU CAN EXPECT FROM US

1. RISD requires xPlore! staff to attend training to acquaint them with xPlore! COVID 19 procedures, state, and local guidelines.
2. Each xPlore! staff member will complete a daily screening checklist concerning COVID Symptoms or possible exposure.

3. Each xPlore! staff member will wear Personal Protective Equipment (PPE) the entire time he/she is at work.
4. Staff members are expected to wash their hands thoroughly throughout the program.
5. xPlore! and RISD Custodial staff will sanitize all areas xPlore will use, restrooms, and high traffic areas

FAQs

These answers we feel are best and will be modified weekly as needed while we assess how to safely serve our students in the xPlore! and xPlore. We are ever mindful to remain in compliance with all local, state, and national health authorities in addition to the Governor's mandate for emergency guidelines for all licensed child care centers.

1. Will age groups mix?

- a. Age groups, if mixed, will do so accordingly. 3 and 4 year olds, K-1st, 2nd-3rd, 4th-6th. Please know that that while

2. What is the student to teacher ratio?

- a. Students will maintain ratios according to RISD Guidelines.

3. Are water bottles allowed?

- a. Yes

4. Do students need to wear a mask? If so, will this include the 3 year olds?

- a. Yes. [Please see the RISD Mask Policy.](#)

5. I am wondering what kind of staff will be working with the K-2 xPlore!'s in terms of level of education/training/support.

- a. We have staff who regularly work for xPlore and their education varies. However, all have received training as it pertains to after school programming. Additionally, we will provide specific training as it pertains to our response to COVID and how to support and assist students during virtual learning. Paraprofessionals from across the district will also work in the xPlore!.

6. Will students be divided into grade levels or by K-2, 3-6? How will the children be placed so that it's developmentally appropriate?

- a. When possible, we will place age levels together. If we do need to mix a group, it will only be with a level below or one level above their current grade level.



2020-2021

My signature acknowledges receipt of the **2020-2021 xPlore After School Program Parent Handbook**. I recognize that it is my responsibility to read and review all sections of the handbook as I will be held accountable for abiding by the policies and procedures outlined. I recognize that the site coordinator will notify me of any changes that occur throughout the school year.

Child's Name

Signature of Parent or Guardian

Date



2020-2021

My **child's immunization record** is current and on file at the following listed school:

School _____

Address _____

Phone _____

Child's Name

Signature of Parent or Guardian

Date