



# After-School Programs

## Parent Handbook 2017-2018

**Phone: 281-239-2110**  
**[www.gbhd daycare.com](http://www.gbhd daycare.com)**

## **A Special Educators Prayer**

*By Dr. David J. Welsh*

Children are like snowflakes-  
No two are quite the same.  
Each one is a work of art,  
Given the right frame.

They don't fit into boxes,  
Measured by a test.  
No standard score or letter code  
Captures them the best.

The kids I live and work with  
Color outside the lines.  
But they adorn the universe  
Like every star that shines.

So while I strive to educate,  
(and civilize them, too),  
Help me to remember, Almighty-  
They each look just like you!

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**The Gingerbread House Daycare  
2417 Fourth Street  
Rosenberg, TX 77471  
(281) 239-2110**

**(2017-2018)**

**Welcome** to the Gingerbread House After-School Program.

We opened the Gingerbread House Day Care Center in Rosenberg on May 1, 1982. Since then we have added 5 state licensed after-school programs located at Frost, Hutchison, Hubenak, Arredondo and Bentley Elementary. In 2014 we opened the new Gingerbread Kids Academy in Richmond. We look forward to working with you and your family in providing your child an enjoyable after-school experience.

There are five goals that we have established for this program:

1. Provide an atmosphere where independence and choices are encouraged while understanding the meaning of reasonable limits and expectations.
2. Provide a variety of activities by creating age appropriate learning stations including art, math, science, music, and language arts.
3. Provide teachers that have the understanding and training of child development, and offer enthusiasm for learning.
4. Keep open Communication with the parents and the school.
5. Create an atmosphere where every child feels special.

Please take the time to read this parent handbook.

If you have a question or concerns, please call me at (281) 239-2110 or (281) 923-4162.

Respectfully,



Tim Kaminski, M.S. CCC/SLP  
**State Certified Director**  
Nat'l. Assoc. for Education of Young Children

*Ms. "K"*

Kathryn Kaminski - Ms. "K"  
**State Certified Director**

# Parent Handbook

## (2017-2018)

In order to establish a well-organized After-School program, the following information is being made available to all participants. Please keep this Handbook for future reference.

### **ENROLLMENT REQUIREMENTS**

Child Care Licensing requires that a completed enrollment form must be filled out before child care services can be rendered. Every line must be filled out. When this form is complete, it must be returned with the registration fee for child care to begin. You must **re-register** your child to attend the after-school program every year.

The state acknowledges that immunizations, TB, hearing, and vision screening documentations are kept on file at the public school. However, we must still have your signature on the acknowledgement.

### **HOURS OF OPERATION**

We will be open from 2:40 to 6:30 P.M. Monday thru Friday during the regular school year. On early release days we will be open according to early release schedule. When the public school is closed and child care is needed, arrangements can be made, **IN ADVANCE**, with the Gingerbread House Day Care in Rosenberg. If you reserve a spot, you will be charged whether or not your child attends.

The center will close at **5:30 or 6:00 P.M.** on early release days, and days that the school schedules use of the gym/cafeteria for functions that will begin at 6:00 P.M. or earlier.

### **LATE PICK-UP POLICY**

**Late pick-up is assessed beginning at 6:31 p.m.** You will be charged a late fee of **\$40.00** for every 10 minutes that you are late. Payment is expected at the time you pick up your child. If you are unable to pay at that time, payment is due the following day. An additional fee of **\$20.00** will be added to your account if the late fee is not paid. In addition to this fee, your child will not be able to return to the After-School Program until this charge has been cleared.

**If you are late in picking up your child/children more than twice, your child care will be suspended for 1 week. This is a charged Week.**

**Late fees will be strictly enforced regardless of the reason for being late. Please make arrangements for alternate pick-ups for days when you might be running late.**

## **SIGN OUT PROCEDURES**

Any person picking up a child from the After-School Program must present a photo ID and be on the child's list of approved adults to pick up. They will be required to write the date, time, and sign the child's sign out sheet. Please do not call and change the names. This must be done in writing and changed on the enrollment sheet ahead of time.

Child care licensing requires that we show accountability for each child absent. If you do not notify us that your child will be absent, we must contact the school to find out where your child is. If we are unable to locate your child i.e. Boy Scouts, Tutorial, Bus Riders, etc... then we must contact you. PLEASE contact our staff and let us know your child's whereabouts.

## **CUSTODY POLICY**

**NON-CUSTODIAL PARENT:** A parent has the right to pick up his/her children at any time. The only exception is a court order stating that they do not have that right. If there is a restraining order, it must specify the child. If the order pertains only to a spouse, this does not cover the child. If we do not have a copy of the legal documents, we cannot enforce a parent's personal request.

In cases of sole custody, we will not allow social visits of the non-custodial parent, or personal phone calls to the child while the child is in our care. These visits should be arranged during the time the child is at home. We provide an environment that is conducive to a child and eliminates as much stress as possible.

## **TUITION**

Tuition is due according to the Schedule located on page 11 of the parent handbook. Upon registration you paid the first and last week's tuition. There will be **(9) equal payments** during the school year. **You are not charged for the Christmas Break or Spring Break week.** Tuition is due every 4 weeks and must be paid prior to services being provided. If your child is absent on any given day or week, you will be charged the full rate. There are no daily rates. (Refer to Absence Policy)

## **CANCELLATION AND SECURITY DEPOSIT POLICY**

***There are no Refunds on Security Deposits.*** Security Deposits can only be applied towards tuition payments with proper notification. If you decide to cancel the after-school services or not return for the next school year, you must give a **2 WEEK written notice prior to the next payment due date** in order to apply the security deposit towards the next payment. otherwise you are still responsible for payment of the 4 week payment.

## LATE PAYMENT

Payments are due on a Monday. You will be given one (1) day grace period to make your payment. If payment is not received by Tuesday at 6:30 pm, you will be assessed a **\$40.00 late payment fee**. If payment is not received by that Friday, your child care service will be suspended for the following week until payment is made including the late fee.

## INSUFFICIENT CHECKS

There will be a **\$30.00** return check charge, plus a \$10.00 processing fee on insufficient checks. You will also be charged a **\$30.00** late payment fee. After the 2nd insufficient check, all future payments will be accepted only in cash. It is your responsibility to get a receipt from a staff member.

## SCHOLARSHIP

Applications will be issued upon request. Eligibility requirements are explained with application. You may contact the Work Force Commission for additional information or the director, (281) 232-9583.

## STUDENT RESPONSIBILITIES

Each student will pay a **\$40.00** Supply Fee to cover the cost of materials used during the after-school program. The fee must be paid at the time of registration. Students may not bring any electronic devices such as game boys, i-pods, cell phones, etc. without a written release.

For the safety of the students, the after-school program will follow all school policies as stated in the LCISD parent handbook. This will include proper dress attire including shoes. Thongs, clogs, high heels, sandals will not be considered safe attire for indoor/outdoor play. Students may be suspended or dismissed from the program for violating any of the school policies or the behavior policies for the Gingerbread After-School program.

## EARLY RELEASE

In order to meet the child staff ratio as required by state licensing, we must have an accurate count of students attending. Therefore, you must register 2 weeks prior to the scheduled early release. We will not be able to accommodate those who did not register ahead of time. **There are no refunds.** The center will close at 5:30 or 6:00 P.M. on early release days.

## **SCHOOL HOLIDAYS**

The public schools will be closed Thanksgiving, winter break, and spring break. If you need care during those weeks, you can sign up to attend the Gingerbread Kids Academy in Richmond.

**THIS MUST BE DONE AT THE BEGINNING OF THE MONTH. NO REFUNDS**

## **EMERGENCY PREPAREDNESS**

In case of an emergency, i.e. storms, flooding, chemical spills, loss of electricity, water etc... the After-School program will be closed if the school district closes, or we are advised by another community service such as the sheriff or fire department. If we evacuate the building or leave the property, our staff will take the student files including the parent and emergency contact list as well as the authorization for emergency care for each student and attendance records, and the students will be relocated via Gingerbread House Vans to the following locations:

**Hutchison & Arredondo:** Will relocate to Gingerbread Kids Academy  
814 FM 2977, Richmond, TX

**Hubenak & Bentley:** Will relocate to Fulshear Fire Dept., 26051 Fulshear-Gaston Rd, Richmond, TX

**Frost:** Will relocate to Fire Station #3, 11750 Mason Rd, Richmond, TX

Our staff will notify the parents by phone or e-mail that the students have been transferred to a different location and our staff will stay with the students until they are picked up by an authorized person on the child's pick up list.

For more information call the Gingerbread House Day Care at (281) 239-2110, (281) 923-4162 or Sheriff's Department for our location.

Additional Emergency Procedures for Fire, Chemical Spills, Lock Downs or Severe Weather can be found in the Red Emergency Preparedness Binder located at the front desk of the After-School Program.

If the school district delays classes or opens later in the day, the after-school program will not be open. On "Bad Weather Days" (i.e. Snow, ice, hurricanes etc.) **IT IS YOUR RESPONSIBILITY TO CALL OUR CENTER OR GO TO THE WEBSITE TO SEE IF WE WILL BE OPEN OR CLOSING EARLY.** [www.GBHDAYCARE.com](http://www.GBHDAYCARE.com)



If we have to close the After-School program due to circumstances beyond our control for more than 3 days, you will be charged one/half the regular rate for that week.

### **PARENT NOTIFICATION**

Parent notifications are sent out via e-mail. It is your responsibility to notify us of any e-mail changes during the year.

### **MEDICAL EMERGENCY / ILLNESS / INJURY**

State licensing mandates that any child with a fever, vomiting, and/or diarrhea **MAY NOT ATTEND** child care for the health and safety of the other children. If you are notified by the school that your child is ill, he/she will not be allowed to attend the After-School Program. If your child becomes ill during our care, you will be called to pick up your child.

Injuries not requiring medical assistance will be noted on incident reports. You will receive a report at the end of the day. If medical assistance is required, you will be contacted immediately. Please keep your phone numbers updated as well as the emergency contacts.

If there is a MEDICAL EMERGENCY with your child, we will provide the necessary care and treatment while contacting emergency personnel. We will then attempt to contact the parents, first, and then the emergency contact person on your list. We will explain the situation and medical emergency. At this time we will make arrangements to meet at the designated medical facility and if medical personnel are on site, you will be given the opportunity to talk to them. A staff personnel will remain with your child until you arrive and will be available to the parent as long as necessary.

### **MEDICATIONS/ALLERGIES**

Staff are not permitted to administer medication unless it is for emergencies such as Asthma or Allergies requiring an Epi Pen. If your child has a food allergy that has been diagnosed by a health care professional, we must have the parent and doctor complete and sign a **Food Allergy Care & Action Plan**. Medications require a written authorization from the parent/guardian of the child along with a doctor's written authorization for administering the medication. All medication must be properly labeled with the name of the child, doctor. If your child is absent due to illness for more than 2 days, a doctors release must be obtained stating they may return to after-school care.

## **ABSENCES**

If a student is absent from public school, they are **Not Allowed** to attend the After-School Program the day of their absence.

If your child leaves the campus for parties, Dr. Appointments, Boy Scouts, Girl Scouts, etc... They are considered absent on the After-School roster. They may **Not Return** to the campus at a later time in the day.

Any time a student is gone for more than 1 week without payment, the student is dropped from the enrollment list and the vacancy may be filled. In order to re-enroll, an opening will have to be available, and a new registration fee paid.

## **DISCIPLINE**

If a **student** is expelled or has to stay after school for a school reprimand or detention for any reason, they will not be allowed to attend the After-School program that day. We will not discipline students for events that

occured during regular school hours. This is handled through school policy. When the students enter our program, they abide by our rules and policies.

If a conflict occurs during in the After-School Program, the situation will be handled through conflict resolution meetings with the students involved. If this does not solve the conflict, the parents will be called and we will have a parent conference. Verbal abuse toward other Students, Teachers, or School Personnel will be handled immediately, and a written warning will be given to the parents. The second offense will constitute suspension from the program for 3 days. The third offense for Verbal abuse will be expulsion from the program.

Any physical contact that may cause bodily injury to other Students, Teachers, Parents, or School Personnel will be grounds for immediate suspension from the After-School Program for 5 days. This determination will be made by the On-Site Base Manager, and the Director of the Gingerbread House. A parent conference will be mandatory to determine if your child may return. The second offense will constitute immediate removal from the program. **If a child is suspended or expelled for verbal or physical behaviors, tuition and security deposits are non-refundable.**

If any **parent** becomes abusive, physically or verbally, toward other students, parents, or teachers, they will be asked to leave the campus. Their child will be expelled from the program.

## **CLASSROOM SETTING**

We rent the gymnasium and cafeteria for use by the after-school program between the hours of 2:40 and 6:30 P.M. Each room is equipped with supplies and equipment that offer opportunities for students to improve their social skills, and their academic achievements. However, there are times that the school will need the use of the gymnasium and/or cafeteria during our hours of operation, so we have to make adjustments. The center will close at 5:30 or 6:00 P.M. on those occasions. You will be given prior notice. Your understanding and flexibility to these changes will be appreciated by our staff.

## **SPECIAL NEEDS/ARDS/BIP/IEP**

You must notify us in writing at registration if your child has any special needs, a behavioral intervention plan, individual education program or participates in ARDs at the school. If there is a plan in place you will be required to sign a release of information form so the after-school program and the school can share information.

## **SNACKS**

We will provide a snack in the afternoon. If your child prefers to bring their own snack, they may do so. They will have access to the water fountains. If your child is allergic to any specific foods please send them extra snacks to keep at our program. A note from a doctor specifying their allergies will be required.

## **STAFF TRAINING**

The state requires that all staff receive a minimum of 24 hours of child development training within a year of their employment and renewed annually. The staff are also required to be certified in CPR and First-Aid. We also require a cleared state background check and an FBI check.

## **Vaccine Preventable Diseases**

We do not require our staff to obtain the vaccines for preventable diseases. If a staff member has a fever, they will be sent home and must be 24 hrs fever-free before returning to work. If a staff member has cuts on their hands, they will be required to wear gloves. If they have a cough, they will be required to wear a mask. If they contract a communicable disease they will not be allowed to return to work without a doctor's release.

## **PARENT COMMENTS, QUESTIONS, OR VISITATION**

Parents have the right to visit their child at the program during business hours, to observe their child, program activities, and the building, grounds, and equipment without having to secure prior approval. Parents are entitled to review our policies, minimum standards, and most recent inspection reports. If you have any questions, concerns, etc... you may call the director, of operations Tim Kaminski at the Gingerbread House Day Care, (281) 239-2110 during 9-11 M-F. On-site phones are available after 3:00 P.M. Please refer to the last page of the Parent Handbook for the number.

If you want to contact the local licensing office, PRS child abuse hotline or PRS website, ([www.txchildcaresearch.org](http://www.txchildcaresearch.org)), you may contact the director for the numbers or look in the local phone book under state listings, or the back of the Parent Handbook.

## **YEAR-END STATEMENTS**

You, as the parent, are responsible for keeping your cancelled checks and/or cash receipts for tax purposes. We are required to give you our EIN # 76-0020302. **If you require a printed Year-End statement you must submit your request in writing along with a check for the \$15.00 processing fee.**

## **NOTICE**

THIS IS TO NOTIFY YOU THAT THE OUTDOOR PLAY EQUIPMENT PROVIDED BY THE PUBLIC SCHOOL FACILITY **DOES NOT MEET LICENSING STANDARDS AS SPECIFIED IN SUB-CHAPTER (N) 744.3101** KNOWING THAT THE STUDENTS USE THIS EQUIPMENT DURING THE REGULAR SCHOOL DAY, I GIVE PERMISSION FOR THEM TO PLAY ON THIS EQUIPMENT DURING THE AFTER-SCHOOL PROGRAM HOURS AND RELEASE THE GINGERBREAD HOUSE AND IT'S EMPLOYEES FROM ANY LIABILITIES AND HOLD HARMLESS FOR INJURIES THAT MAY OCCUR ON THIS EQUIPMENT OR PLAYGROUND.

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**LAMAR C.I.S.D. IS NOT RESPONSIBLE FOR SUPERVISING THE CHILD CARE PROGRAM, DISCIPLINE, SAFETY PROCEDURES, PERSONNEL REQUIREMENTS, RESPONDING TO QUESTIONS FROM PARENTS OR ANY OTHER MATTER CONCERNING THE OPERATION OF THE CHILD CARE PROGRAM, SUCH BEING THE SOLE RESPONSIBILITY OF THE CHILD CARE PROVIDER.**

## **INSTRUCTIONS**

**UPON COMPLETION OF READING THIS HANDBOOK, PLEASE SIGN THE ACKNOWLEDGMENT THAT YOU HAVE RECEIVED A COPY, AND WERE GIVEN THE OPPORTUNITY TO ADDRESS ANY QUESTIONS YOU MAY HAVE.**

### **Notice:**

The Gingerbread House After-School program is a No Smoking, No Alcohol, No Drugs, No Cell Phone Usage on the Property, and a Gang and Gun Free Zone. HB 2086

Consumer Product Safety – You may access the CPSC Recall at [www.cpsc.gov](http://www.cpsc.gov). HB 95

All staff members are required to receive annual training on preventing and responding to abuse and neglect of children. We have partnered with the ESCAPE Family Resource Center for annual trainings and the Fort Bend County Women’s Shelter for families in crisis. If staff or family members suspect abuse or neglect of a child they are encouraged to call the Child Abuse Hotline at 800-252-5400.

You can contact Texas Childcare Licensing at 1110 Ave. G., Rosenberg, TX 77471 or 832-595-3000.

The Texas Department of Family and protective Services website is [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

Children under 8 yrs. of age and less than 4’9” must be in a child safety or booster seat. HB 61

**Please do not bring cell phones in the after-school program.**

The Gingerbread House Does Not Discriminate Against  
Race, Denominational Preference, Color, Sex, or National Origin

## 2017-2018 PAYMENT SCHEDULE – IN 4 WEEK INCREMENTS

DATE DUE	WEEKS PAID	1 CHILD	2 CHILDREN	3 CHILDRE N	STUDENT HOLIDAY
<b>AUG., 28</b>	Sept 4 – SEPT. 29	\$280	\$560	\$840	Aug.28 First day Sept. 4 - Labor Day SEPT. 29 FAIR DAY
<b>SEPT., 25</b>	Oct 2 – Oct 27	\$280	\$560	\$840	Early Release Oct. 27
<b>OCT., 23</b>	OCT. 30 – Dec 1	\$280	\$560	\$840	Early Release Nov. 9 & 10 Thanksgiving Nov. 20-24
<b>Nov., 27</b>	Dec 4 – Jan 12	\$280	\$560	\$840	Winter Break Dec. 25 – Jan. 5
<b>Jan., 9</b>	JAN. 15 – Feb. 9	\$280	\$560	\$840	Student Holiday Jan. 8 MLK Day Jan. 15
<b>Feb. 5,</b>	FEB. 12 – Mar. 9	\$280	\$560	\$840	Early Release Feb. 16 Student Holiday Feb. 19
<b>March, 5</b>	Mar. 19 – Apr. 13	\$280	\$560	\$840	Early Release March 19 Spring Break Mar. 12-16 Easter Mar. 29 & 30
<b>Apr., 9</b>	Apr. 16 – May 11	\$280	\$560	\$840	
<b>May 7</b>	May 14 – June 7	\$280	\$560	\$840	Early Release May 25 Memorial Day May 28 Student Holiday June8
May 14-18	FALL REGISTRATION 2018				Tuition and Fees Due for Fall Registration 2018

\*\* Add \$20.00 per day per child to regular payment for early release days. Must sign up and pay in advance. **THERE ARE NO REFUNDS OR TRANSFERS FOR EARLY RELEASE DAYS.**

## Important Numbers

Emergency----- 911  
Home Address: \_\_\_\_\_  
\_\_\_\_\_  
  
Mom's Work #: ----- \_\_\_\_\_  
Cell #: ----- \_\_\_\_\_  
  
Dad's Work #: ----- \_\_\_\_\_  
Cell #: ----- \_\_\_\_\_  
  
Doctor's Number: ----- \_\_\_\_\_  
Hospital Number: ----- \_\_\_\_\_  
Police Department: ----- \_\_\_\_\_  
Fire Department: ----- \_\_\_\_\_

Frost Elementary ASP  
3306 Skinner Lane  
Richmond, Texas 77469  
**832-223-1599 (After 3:00)**

Hutchison Elementary ASP  
3602 Ransom Rd.  
Richmond, Texas 77469  
**832-223-1799 (After 3:00)**

Hubenak Elementary ASP  
11344 Rancho Bella Pkwy  
Richmond, TX 77469  
**832-223-2999 (After 3:00)**

Arredondo Elementary ASP  
6610 August Green Dr  
Richmond, TX 77469  
**832-223-4811 (After 3:00)**

Gingerbread Kids Academy  
814 FM 2977  
Richmond, TX 77469  
281-239-2110

Bentley Elementary ASP  
9910 FM 359  
Richmond, TX 77406  
**832-223-4911 (After 3:00)**

Gingerbread House  
2417 4<sup>th</sup> Street  
Rosenberg, TX 77471  
281-239-2110

Local Licensing  
1110 Ave G  
Rosenberg, TX 77471  
281-341-4082

PRS –Child Abuse Hotline  
(800) 252-5400

Website – [www.txchildcaresearch.org](http://www.txchildcaresearch.org)

