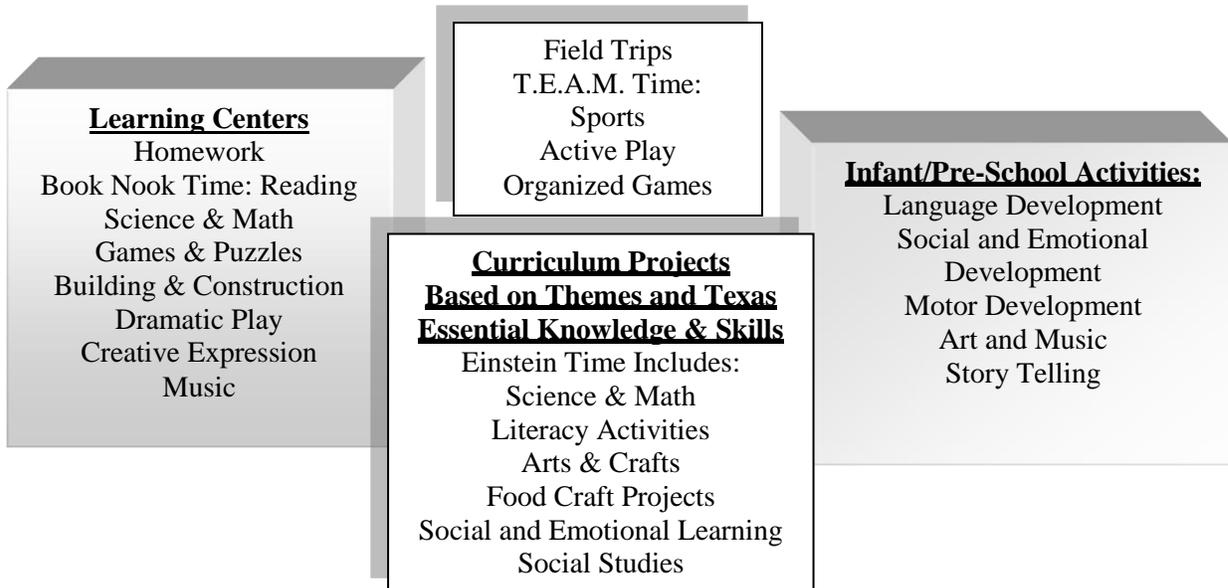




Welcome to Extend-A-Care for Kids!

Extend-A-Care for Kids (EAC) supports families, schools, employers, and communities by providing enriching, affordable, licensed child care for children. We believe in creating an environment that complements the school day where children learn *and* have fun in a **program which meets or exceeds State of Texas child care licensing standards**. You may find that EAC is different from other child care programs because we operate in school buildings, have **50 years** of experience, have extensive resources, offer year-round service with quality care, maintain a license by the State of Texas, provide developmentally-appropriate curriculum projects created by EAC’s curriculum specialist and offer a significant amount of financial assistance to qualifying families.

Extend-A-Care offers—



EAC’s services include: 1) Infant, toddler, pre-school and after-school child care on-site at elementary schools; 2) Reduced fees for qualifying families; 3) Optional all-day care at selected schools during Student Holidays; 4) All-day care during special sessions (winter break, spring break, and summer camp); 5) Staff trained in child care and certified in first aid and CPR; 6) Group child care with a low student-to-staff ratio; and 7) Mid-morning and afternoon snacks for all-day care; Afternoon snacks for after-school care.

Extend-A-Care for Kids offers the following child care services:

- Infant/toddler care for 6 weeks to 2 year olds at the Little Angels program (located at the EAC business office); Infant/toddler/preschool care for 6 weeks to 4 year olds at Anderson High School, Austin High School’s Mini Maroons, IDEA Montopolis Academy, and O.Henry Middle School;
- Infant/toddler/preschool/afterschool care for 6 weeks to 12 year olds at Austin Achieve, Blazier, Galindo, Metz Elementary, KIPP Austin Ridge, KIPP Austin South Campus and KIPP Austin North Campus;
- After school care for 4 - 12 year olds in 70 elementary schools in Austin ISD, Del Valle ISD, Hays Consolidated ISD, KIPP Texas, and Wayside Charter Schools.

Note: Pre-K students are welcome to enroll if they are dismissed from school at 2 p.m. or later (depending on location);

- Imagination Camp: Care for Pre-K children (2:12 – 2:57 p.m.) at Andrews, Becker, Brentwood, Casey (excludes bus riders), Casis, Cunningham, Dawson, Graham, Maplewood, Menchaca, Patton, Perez, Reilly, Summitt, Sunset Valley, Travis Heights, and Zilker; and
- After school care for 5 - 14 year olds for Charter Schools: Austin Achieve program from 3:45 - 6:30 p.m. M - TH (Fri from 1:45 - 6:30 p.m.); Eden Park Academy program from 3:30 - 6:30 p.m. M - Th (Fri. from 1:00 - 6:00 p.m.); IDEA Kyle from 3:45 -6:30 p.m.; KIPP Austin Ridge from 3:45 - 6:30 p.m. except Wed. from 2:15 - 6:30 p.m., KIPP Austin South Campus program from 3:45 - 6:30 p.m. except Wed. from 2:15 - 6:30 p.m. and KIPP North Campus (Comunidad) program from 4:00 - 6:30 p.m. except Wed. from 2:30 - 6:30 p.m.; Magnolia Montessori for All program from 3 and 4 year olds: M - Th 3:30 p.m. - 6:00 p.m.; Friday 1:30 - 6:00 p.m. and 5+ year olds: M - Th 3:45 p.m. - 6:00 p.m.; Friday 1:45 -6:00 p.m.; and REAL Learning Academy from 3:30 – 6:30 p.m. M - Th (Fri. from 1:00 - 6:30 p.m.).

Business Office Hours: 8 a.m. to 6 p.m. Monday-Friday (24-hour drop box) Note: Winter Break Business Office Hours are 8 a.m. to 5 p.m.
After-School Child Care: School dismissal to 6:00 p.m. or 6:30 p.m., depending on school (see below for more information)
All-Day Child Care: Anderson High School; Austin High Mini Maroons Infant/Preschool; Blazier Infant/Preschool; Little Angels (EAC Business office); Galindo Infant/Pre-School: 7:00 a.m. to 6:30 p.m.; Austin Achieve, KIPP Austin Ridge, KIPP North Campus, KIPP South Campus Day Care and IDEA Montopolis: (6:45 a.m. – 6:15 p.m.); O.Henry Middle School: 7:00 a.m. – 6:30 p.m. <u>Student Holidays and Breaks:</u> 7:15 a.m. to 6:30 p.m. (HCISD: 7:00 a.m. – 6:30 p.m.)
After-School/Infant/Pre-School Program* Months: August – May (some school year calendars may end at the beginning of June) *Year Round Infant/Preschool Programs: Austin Achieve, IDEA Montopolis, KIPP Austin Ridge, KIPP North Campus, and KIPP South Campus
After-School Programs with Closing Time at 6:00 p.m.: Barrington, Blanton, Campbell, Jordan, Langford, Pecan Springs, Reilly, Sims, Walnut Creek, Widen and Uhland

Parent 1 and 2

The parent or guardian who lists himself/herself as "Primary Account Holder" on the Extend-A-Care application and submits the application electronically is recognized by Extend-A-Care as the parent of record for enrollment and billing purposes and accepts financial responsibility to pay the agreed upon fee(s). The Primary Account Holder accepts sole authority and responsibility for enrollment decisions involving that child. Only Primary Account Holder can submit requests for information about the child's enrollment or change enrollment information, including who is authorized to pick up and sign out a child. If the parent listed as "Primary Account Holder" on the Extend-A-Care application lives in the same household as "Secondary Account Holder" or has made payments on their child's account, then "Secondary Account Holder" has the authority to request accounting information, including payment history, account balances, receipts, and end-of year statements (for tax purposes). The Primary Account Holder has the option to allow shared authority and responsibility over enrollment decisions with the Secondary Account Holder. This secondary permission is located in the account holder's profile of the application and is a required field. Please note: All individuals authorized to pick up your child may receive updates about your child including incident reports.

If you would like to request a hard copy of these policies, please call (512) 472-9402 or e-mail EAC at info@eackids.org.
 Para información en español, llame al (512) 472-9402.

To Enroll

Submit a *2019-2020 Enrollment Application* by registering online at www.eackids.org. You are welcome to stop by the Extend-A-Care business office for assistance with the online process at our computer stations. Parents are advised to submit their child's application as early as possible because enrollment is on a first-come, first-served basis. A **\$40 annual fee per child** is required at the time of enrollment and **each school year**. The registration and preschool supply fees are refundable, less a \$10 annual fee, if the enrollment is cancelled and the refund is requested on or before July 12, 2019; **it is non-refundable and non-transferable after July 12, 2019**. Fill

out the application completely to avoid any delays in the enrollment process. A section for indicating your child's special needs is included. Please allow several work days to process the application. Children who have not enrolled by August 5th at 6 p.m. (**July 29th for PreSchool**) may not be able to start Extend-A-Care until August 26th due to processing time during the peak period. Infant ages: 6 weeks – 23 months; Preschool ages: 24 months – 4 years old. Infants will advance to the preschool group when space is available. **Infant program: *\$200 deposit is required for any infant program. Infant/Preschool Supply fee: \$100 annual supply fee is required for each child. Infant/PreSchool waiting list/enrollment is approved in the following priority order:** 1) current children and their siblings; 2) employees working on-site; 3) district employees from their campus' vertical team; and 4) children in the community. Once the applications are reviewed by admission priority order and time stamp of applications, then parents are notified immediately to submit payment for their space. Spaces cannot be reserved month to month without payment of each month's fee. *Infant Deposit: \$100 will be applied to the first month's tuition and \$100 will cover supplies fees.

All-Day Care for Student Holidays, Winter and Spring Break, and Summer Day Camp (Optional)

An e-mail message will be sent to Parent 1's email address on record approximately one month prior to the date of each special session (student holidays, winter and spring break) and three months prior to Summer Day Camp. Please call the business office if you do not receive an email. Registration and additional fees are required to enroll. **Infant care is available during holidays, breaks, and summer at designated locations for an additional fee. There is an additional fee of \$160 for the five-day break session for infant and preschool care.**

Records (Infant/ Pre-School Program Only)

Parents of infant and pre-school children must provide a copy of the child's completed immunization record by the date of admission. Records must be validated by a physician or other health-care professional with a signature or rubber stamp including the child's name and birthdate, number of doses, vaccine type, month, day, and year the child received each vaccination. Each child enrolled or admitted to child-care centers must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements. If your child is 4 years of age, by September 1st, a copy of your child's most recent vision and hearing screening must be provided by the date of admission. According to the Texas Department of State Health Services, documentation of a TB screening is not required to be on file.

Child Care for Children with Disabilities

Extend-A-Care for Kids will make reasonable accommodations for individuals with disabilities unless taking such steps would fundamentally alter the nature of the group-centered services, programs, or activities, or would result in an undue burden or hardship on Extend-A-Care such as employment of additional personnel. To determine Extend-A-Care's ability to accommodate your child's disability, please allow extra processing time for EAC staff to conduct an individual assessment. The purpose of an assessment is to determine if the program design and staff can meet the needs of the child. Extend-A-Care centers are **group child care** facilities rather than a one-on-one child care. This group type setting may not be suitable for some children due to their need for individual care or attention, aversion to loud and/or busy settings (See *Non-Discrimination Policy*).

Toilet Training

While students under the age of 5 years old, do not have to be potty trained to attend Extend-A-Care's infant and toddler programs where staff are available to provide diapering and toileting assistance, Extend-A-Care's after-school program requires that students be toilet-trained. Our after-school programs do not have the equipment or private areas for diapering, and providing toileting assistance would require staff to leave other children unsupervised. Students in after-school programs are given scheduled group bathroom breaks and individual ones when requested. A toilet trained child can do the following:

1. Communicate to the Extend-A-Care staff that he/she needs to go to the restroom before they need to go.
2. Alert him/herself to stop what he/she is doing, in order to go and use the bathroom.
3. Pull down his/her clothes and get them back up without assistance.
4. Wipe him/herself after using the toilet.
5. Get on/off the toilet by him/herself.
6. Wash and dry hands.
7. Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom.
8. Awaken during nap time should they need to use the bathroom.

If your child has a bathroom accident, we will call you and you will be expected to pick up your child or arrange for someone else to pick up your child, within one hour. In order to ensure the health and safety of all students, Extend-A-Care reserves the right to withdraw a student from the after-school program if there is repeated evidence that a child is not toilet trained.

FEE INFORMATION

Reduced Fees

Extend-A-Care for Kids helps qualifying families pay child care fees. Parents are charged on a sliding-fee scale based on income and family size. For additional information, request a *Child Care Reduced Fees Fact Sheet* from the business office. To apply for reduced fees when completing the *2019-2020 Enrollment Application*, check YES next to the statement, "I would like to apply for reduced fees (fee assistance)." A customer service representative will call and/or e-mail you to determine if you qualify, within 2 business days of application date received. Applicants must provide verification of income. Parents who receive fee assistance may receive government funded subsidies and payment and must give accurate, complete, and full information at all times for child care services to begin or to continue. Suspected fraud will be investigated, and necessary actions will be taken, including possible criminal prosecution. Reduced Fees are subject to change, during contract period, based on funding availability. Reduced fees are limited and only available for afterschool services. Subsidized government funded infant/preschool spaces are limited; therefore, apply early.

Payment of Monthly Child Care Fees

Payments are due on the 1st of the month. Payments cannot be accepted by Extend-A-Care staff at the school. Payment deadlines continue to be in effect when the business office is closed and/or during the weekends. Payments not received by the **3rd of the month** will be considered late and a \$30 late fee will be applied to your account. The following payment methods are acceptable: 1) Make a one-time payment online at www.eackids.org via your account; 2) Allow Extend-A-Care to process your payments by drafting your credit card or bank account each month by signing up for the Auto Pay option under the Payments & Statements section of your online account. The auto pay option is valid until cancelled by the customer; 3) Mail your check or money order made payable to Extend-A-Care for Kids, 55 North IH-35, Austin, TX 78702; or 4) Bring your payment to Extend-A-Care's business office, at 55 North IH 35 in Austin, to pay in person Monday-Friday, 8 a.m. - 6 p.m., or use our 24-hour drop box (no cash, please). A \$25 fee will be charged for returned checks and/or returned e-checks. Credits are not given if a child is absent, suspended from school or EAC, or if there is a school closure announced by the district.

Termination of Services for Nonpayment

Parents will receive an email notifying them of their past due balance and the final date which payment will be accepted. If payment is not received by 6:00 p.m. on the final deadline date provided in the letter, then the child care services will be terminated. Parents who wish to reenroll their children after they have been withdrawn for nonpayment must pay their past due balance which will include a \$30 late fee. For each day children continue to attend Extend-A-Care after termination for nonpayment, parents will be charged an additional **\$10 penalty per day per child**. Past due accounts will be turned over to a collection agency and are subject to being reported to the credit bureaus.

Payment Receipts/History

For tax return purposes, please log into your EAC account and select the "View Statements" option in the Payments & Statements area of your account home page. Each year the "Tax Statement Summary" will be available January 11 on your account and an email will be generated with the summary attached. **Extend-A-Care for Kids' Tax ID# is 74-1646824.**

TO CANCEL CHILD CARE SERVICES

To cancel child care services and avoid additional charges, a written cancellation must be received in the business office. **The first Friday after receiving a written cancellation** will be the first available date to make your child's last day at Extend-A-Care. **Infant/ Pre-school parents:** A written cancellation must be received in the business office **one calendar month** prior to your child's last day at Extend-A-Care. A cancellation is effective **one calendar month after the date your notice is received in the business office**. **Refund/Cancellation Special Session Policy:** Registration fees are non-refundable, non-transferable. Session fees are refundable, less registration fee, if a written cancellation notice is received by our business office on or before the cancellation deadline; the session fees are non-refundable and non-transferable after the cancellation deadline. Written cancellations may be delivered, mailed, faxed, e-mailed or placed in the drop box at the business office main entrance. Cancellation Notice forms are available at your child's center, but must be submitted into the business office. **If Extend-A-Care does not receive a refund request within 30 days of cancellation, any unused credits will be transferred to the Extend-A-Care Scholarship Fund.**

Payment of Late Pickup Fees

A \$5 base fee plus \$1 every minute will be charged to your account when you are late picking up your child. Students not picked up within 30 minutes after closing time may be transported to the business office and/or contacting CPS for assistance. Your child care services may be terminated for excessive late pickups and/or for non-payment of late pickup fees. **Imagination Camp (45-minute prek program): A \$5 base fee plus \$1 every minute will be charged to your account when you are late picking up your child.** Imagination Camp students must be picked up by 2:45 p.m. in order for EAC staff to accept the afterschool program children into care. If your child is riding the school bus, then an **AISD staff member** will pick up your child from EAC to walk all bus riders to the buses.

OTHER POLICIES

Attendance, Absence Please notify your child's teacher that your child is to attend Extend-A-Care after school. It is important for your child's safety that you notify Extend-A-Care when your child will be absent, especially if your child will attend school but not attend Extend-A-Care. Call or email in absences to your customer service representative in Extend-A-Care's business office before 2 p.m., or call the center supervisor at your child's school after 2 p.m. A \$10 child find fee may be charged for neglecting to notify the business office or center staff of your child's absence. Please remind your child's teacher to see that your child gets to Extend-A-Care. Written permission from the parent to center staff is needed for children to help their teacher after school. Extend-A-Care is not responsible for students until they check in with staff or until they check in with staff after their non-EAC activity. Extend-A-Care reserves the right to terminate services if a student has five or more non-notified absences.

EAC Behavior Rules Children in the EAC program are asked to follow four basic rules: 1) Respect space and property of others; 2) Use inside behavior; 3) Stay in EAC boundaries; and 4) Follow directions from adults.

Contractual Agreements Extend-A-Care prohibits parents and children from having a personal level interaction with employees outside of working hours, except under contractual agreements such as babysitting. EAC is not liable for any contractual agreements outside of program hours.

Discipline and Guidance Behavior consistent with school rules will be enforced. Staff will guide students' behavior by modeling appropriate behavior, teaching students how to resolve conflicts, and keeping students active and involved. Rules will be posted at each school. A "chill out" place is designated where a student may be temporarily separated from the group. Sometimes it is necessary to have a written agreement between a student and staff for improvement of behavior; note: this may result in suspension of services. You will be consulted about such agreements involving your child. Children on such agreements may not be able to enroll in special sessions. A parent may be responsible for a property damage/loss caused by his/her child. A child suspended from school may not attend Extend-A-Care for the duration of the suspension. Discipline will be: 1) individualized and consistent for each child; 2) appropriate to the child's level of understanding; and 3) directed toward teaching the child acceptable behavior and self-control. A caregiver may only use positive methods of discipline and guidance that positive self-esteem, self-control, and self-direction, which include at least the following: 1) using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; 2) reminding a child of behavioral expectations daily by using clear, positive statements; 3) redirecting behavior using positive statements; and 4) using brief supervised separation or time out from the group, appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age. There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited: 1) corporal punishment or threats of corporal punishment; 2) punishment associated with food, naps, or toilet training; 3) pinching, shaking, or biting a child; 4) hitting a child with a hand or instrument; 5) putting anything in or on a child's mouth; 6) humiliating, ridiculing, rejecting, or yelling at a child; 7) subjecting a child to harsh, abusive, or profane language; 8) placing a child in a locked or dark room, bathroom, or closet with the door closed; and 9) requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Sign In and Sign Out Your child must be SIGNED OUT at the center by an authorized pick-up person when leaving after-school care and SIGNED IN and SIGNED OUT for all-day care. Your child will be released only to persons named as having permission to pick up. If a person unfamiliar to the staff arrives for pick up, photo identification must be presented. "Primary Account Holder" must authorize any substitute pick-up person.

Animals EAC preschool programs may have a pet fish or turtle in their classroom for children to view. At no time will children have contact with any chickens, ducks, reptiles or amphibians. If a dog, cat or hamster visits our program, then EAC will have a statement of health from a local veterinarian. Group leaders and children will always practice good hygiene by washing their hands after coming in contact with an animal.

Accident Claims Extend-A-Care for Kids carries accident insurance which supplements a student's major medical insurance, except for deductibles. If a student does not have major medical insurance, Extend-A-Care's insurance provides primary coverage while the student is participating in Extend-A-Care activities. If your child is involved in an accident at an Extend-A-Care center, you must contact Extend-A-Care for Kids within 60 days of the date of the accident to file a claim. If your child seeks medical attention by a doctor for an injury which occurred at an Extend-A-Care center, you must contact the appropriate Center Director within **24 hours of the accident.**

Consumer Product Safety Commission Children's products which have been recalled through CPSC will be posted on the parent board for one week and stored on campus for 3 months. For additional information, visit <https://www.cpsc.gov/Recalls/>.

Conferences; Complaints or Grievances Customers are encouraged to have conferences with staff member as needed and to bring complaints or grievances first to the staff member closest to the concern and then to work up the chain of command. If the staff member closest to your concern

does not address your concern to your satisfaction, ask for that person's supervisor. If there is still not a satisfactory resolution, ask for a manager to investigate the matter. If you are still not satisfied, you may make a final appeal to the Executive Director. All parties are encouraged to discuss concerns in private and in a courteous manner. Supervisor's name and number can be found on the website www.eackids.org.

Dispensing Medications Parents must sign an authorization form and include times for child-care center employees to administer each medication according to label directions. The medication must be in the original container labeled with the child's full name and the date brought to the child-care center. The medication is only administered to the child it is intended for and in amounts according to the label directions or as amended by a physician. Medication cannot be administered after its expiration date. If a child has a periodic and recurring medical problem, the parent may sign a medication authorization form allowing center staff to administer the medication when symptoms occur for up to a six-month period; symptoms will be indicated in writing by the parent. When dealing with recurring medical problems, staff will notify the parent immediately after administering medication. Documentation of administered medication includes the child's full name, name of medication, date, time, amount of medication given and full name of the employee administering the medication. Records will be kept for three months. Medication will be disposed of or given back to the parent when the child withdraws from the program or when the medication is expired or is no longer required for the child. Children are not permitted to carry or self-administer any medication with them during the EAC program.

Emergency Closures Extend-A-Care will not provide care when schools are closed/close early due to weather or emergencies. For the safety of our children and staff and in an effort to comply with school district emergency mandates, parents who do not adhere to the closure time will be subject to a **\$100 late fee** and may jeopardize their future child care services.

Emergency Procedures Extend-A-Care has a Safety and Crisis Plan for crisis situations such as natural disaster, accidents, bomb threats, explosions, and terrorism. In the event of an emergency, the first responsibility of staff is to move the children to a designated safe area or alternate shelter (see evacuation and relocation diagram at each center). General procedures for some crisis are as follows: 1) Building evacuation procedures- The center supervisor will direct building evacuation according to the fire evacuation map (posted on the blue boards); 2) Disaster/tornado protection- The center supervisor will direct staff and children to take cover in predetermined interior areas. Children will sit or curl up along the interior walls away from any windows; 3) Lock Down- If it is determined that the safety and the health of children and staff are in jeopardy, they will proceed to a classroom, restroom, or any other room with doors that lock. Children will not be released until the area is deemed safe by local law enforcement; 4) Off Campus Evacuation- In the event that an off campus evacuation is necessary, the building evacuation plan will be used first. Group leaders will remain with their group of children at all times. Formal communications will be initiated with the center director, and/or program director for the location of the nearest off-campus relocation site. Children will travel by bus. Please see list of relocation sites below; and 5) Bomb Threats- The center supervisor will keep the person making the call on the line for as long as possible, and to record every word spoken by the caller. For all emergencies the center supervisor will stay calm and lead the center and follow all procedures. During an evacuation emergency staff will secure and maintain keys, clipboards with sign out sheets, R.P.O.s, and purses/adult belongings for the duration of the emergency, if possible. Staff will account for each child and maintain a written record of the children released from the program, including the person/s to which they're released. Infant programs are equipped with evaluation cribs and strollers to assist in relocating. If infant/children are relocated off campus, then they will be transported by Extend-A-Care-owned buses which are operated by licensed bus drivers employed by Extend-A-Care. EAC owns buses with wheelchair lifts, 5-point harness and car seats; if needed. In the event of an emergency, all parents and guardians identified on the child's admission forms will be notified via email/text message or phone of the type of emergency, sheltering location and any additional details specific to the emergency as soon as all children are safely sheltered and/or when children will be available for safe pick up. Additional notification will be sent when the emergency situation is remedied and sheltering precautions are lifted. EAC center staff will contact their center director as soon as the children are safe. Center directors will notify the licensing representative for the campus once the situation is resolved.

Health and Safety The purposes of the health policy are to ensure that each student is healthy enough to participate in activities and to protect other students from illnesses. It is necessary to exclude students with the following symptoms: 1) Fever of 100.4° F and above. May return 24 hours after fever subsides; 2) Diarrhea and vomiting. May return 12 hours after symptoms subside; 3) Strep throat. May return 24 hours after antibiotic treatment begins; 4) Head lice. May return after medicated treatment begins and nits have been removed. Whenever a case of lice is reported, our staff may perform periodic head checks. Note: EAC policy differs from the school's policy. 5) Pink eye. May return with written permission from physician; 6) Chicken pox. May return when blisters have crusted; and/or 7) Other contagious diseases. If your child has a medical condition of which we should be aware, include the information on your enrollment application. Extend-A-Care will notify you in case of **serious** injuries. Parents must pick up their child within 30 minutes of request from EAC staff members. If parent is unable to be contacted, then EAC staff will contact the next emergency contacts and pickups provided on the application. For less serious injuries, parent will be notified during pick up. Less serious injuries include, but are not limited to, minor cuts, scratches, and contusions requiring first-aid treatment by employees. Sunscreen and Insect Repellent: Parents must supply sunscreen and insect repellent. Parent packets will contain a permission slip for parents to disclose the type of sunscreen and insect repellent which will be provided to EAC and a release allowing EAC staff permission to apply sunscreen and insect repellent on the child. Everything must be clearly labeled with the child's name. Safe Sleep: Safe sleep guidelines are followed for infants 12 months old or younger that relate to sleep requirements and restrictions, including sleep positioning, and crib requirements and restrictions, including mattresses, bedding, blankets, toys, and restrictive devices. Infants not yet able to turn over on their own must be placed in a face-up sleeping position in the infant's own crib, unless you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that a different sleeping position for the child is medically necessary. Parents must provide crib sheets which fit snugly. Please keep in mind infants cannot sleep swaddled or with any blankets or toys. Little

Angels (Infant program): As part of our commitment to provide your child with a safe, pest-free learning environment, EAC may periodically apply pesticides to help manage insects, weeds or pathogens. Pesticide applications are part of our integrated pest management program, which relies largely on non-chemical forms of pest control. Pesticide applications on EAC property are made only by trained and licensed technicians. Should you have questions about this program's pest management program or wish to be notified in advance of pesticide applications, you may contact our pest management coordinator, Arnold Valdez, 512-226-8266, avaldez@eackids.org. A notice will be posted for parents 48 hours prior to each treatment.

Local Licensing Office The contact number for the local Child Care Licensing office of the Texas Department of Family and Protective Services is (512) 512-834-3426. Further information also is available on the internet at www.dfps.state.tx.us.

Mandatory Reporting of Child Abuse EAC staff members receive annual training regarding preventing and responding to abuse and neglect of children. At least one issue of monthly parent notes will contain information about warning signs that a child may be a victim of abuse or neglect and prevention techniques for child abuse and neglect. EAC coordinates with other community organizations to bring awareness of abuse and neglect to parents and staff. To find out more about preventing child abuse and neglect, log on to www.dfps.state.tx.us/itsuptoyou/recognize.asp. For support groups and community organizations in the area, you can contact 211 or log on to www.yourcommunityguide.org. The Department of Family and Protective Services requires Extend-A-Care staff, under law, to report within 48 hours of first suspecting abuse, neglect or exploitation of children. This includes the reporting of parents who appear to be impaired by drugs or alcohol. To report child abuse and/or neglect, call the Texas Abuse/Neglect hotline at **1-800-252-5400**.

Meals and Food Service Extend-A-Care serves an afternoon snack in the after-school program and both mid-morning and afternoon snack during all-day care. Parents of the toddler/pre-school program must provide a sack lunch for their child. Lunch is also available through the school cafeteria at a separate cost to parents paid to the cafeteria (except Austin High and Little Angels). Menus meet U.S. Department of Agriculture Child and Adult Care Food Program nutrition guidelines administered by the Texas Department of Agriculture. A supply of drinking water or other type of drink is always available to each child. Extend-A-Care never uses food as a reward or punishment. During all-day care, Extend-A-Care will ensure that lunches provided by parents are not shared with other children. All lunches should be sack lunches or stored in an insulated lunch box **with cold packs** (if refrigeration is needed). Written approval from a physician or licensed dietitian must be provided in order to serve a child a therapeutic or special diet. Extend-A-Care can only encourage children to eat their daily snack. All-day care information: All parents with children enrolled in all-day child care programs agree that Extend-A-Care is not responsible for the nutritional value or for meeting the child's daily food needs with the daily lunch provided by parents or subcontractors such as Capital Area Food Bank or the district. Nursing mothers: EAC provides a comfortable place within the center for mothers to breastfeed their child and/or EAC staff will bottle feed expressed breast milk to the child during feeding times.

Medical Emergencies If an accident occurs which requires medical attention, then Extend-A-Care staff will notify the parent immediately to find out whether to take the child to a medical facility or wait for the parent to pick-up the child. If the **injury is critical** and the child should not be moved or the situation is life threatening, Extend-A-Care staff will call EMS for transportation and accompany the child to the hospital until the parent arrives.

Non-Discrimination Policy Extend-A-Care does not discriminate against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by Extend-A-Care. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State); found online at http://www.fns.usda.gov/snap/contact_info/hotlines.htm USDA is an equal opportunity provider and employer.

Parents Visiting the Center or Participating in Activities Parents listed on Extend-A-Care's Record Print Outs (RPOs) are welcome to visit the center at any time during programming hours. If a parent would like to join the children in an organized activity, volunteers are always welcome and encouraged. In addition, parents are allowed to participate in field trips as long as they are prepared to provide their own transportation and pay their own expenses. Long, regular visits during program hours must be approved by the center director in advance and will require a FBI fingerprint background check which the parent will be financially responsible for the \$50 cost.

Parental Notifications Parents are notified if their child: 1) is injured and the injury requires medical attention by a health-care professional; 2) has signs or symptoms requiring exclusion from the program (see Health and Safety); 3) is involved in any situation that placed the child at risk; 4) is involved in any situation that renders the child-care center unsafe; 5) if an employee or child in the program has contracted a communicable disease (Notified in writing within 48 hours); 6) if a child in their group has an outbreak of lice or other infestations (a notice will be posted or individually given to parents of all children in that group); and 7) if a field trip is provided by Extend-A-Care (field trips occur approximately twice a semester to

an off-site location approved by Extend-A-Care. Parents will receive at least a 48-hour notice.) Parents will be notified at pick-up time if the staff is aware of any less serious injuries that include minor cuts and scratches. In case of any policy changes, Extend-A-Care will distribute copies to parents at the centers when they pick up their child and at that time require one copy of the updated policies to be signed and dated for each family. Extend-A-Care reserves the right to amend, modify or change the *2018-2019 Policies* at any time.

Personal Belongings, Electronic Communication Devices and Clothing Extend-A-Care is not responsible for lost or damaged personal belongings, electronic communication devices or clothing. Do not send expensive personal items or money with your child. EAC does not allow children to carry any electronic communication devices, such as cell phones, Gameboys, PlayStation Portable Devices, during operational hours (unless the director has designated a special day and time). These items must remain in your child's backpack at all times and cannot be used during EAC hours. Children should wear casual clothing appropriate for Extend-A-Care activities. Any type of shoes that have small removable skate wheels inside the heel, normally known as "Heelys," must be taken out upon arrival and placed in your child's backpack. This will help ensure your child's safety at EAC. **Tennis shoes are required at all times to ensure your child's safety during outdoor play. All-day Care: If your child would like to take a nap, then provide a sleeping mat or waterproof sleeping bag (pillows are optional).** Additionally, EAC does not allow children to carry or use electronic recording or listen-in devices as either separate devices or utilized through a GPS tracking safety device or other similar device.

Photo Clause Extend-A-Care for Kids may occasionally take photographs/video of children participating in the programs for the use of advertisement and training purposes. Your participation constitutes your authorization for EAC to use your child's photo or participation in video for these purposes through print, electronic and/or social media. All use of material will have a purpose to support our mission and vision. If you have any questions or would like to exclude your child from these opportunities, please reach out directly to your center director and mark "no" on your photo release statement of the application.

Playground The outdoor equipment used both at and away from the child care center must meet the licensing standards of the Texas Department of Family and Protective Services. The public school equipment used by children during the day at school may not meet the licensing standards for child-care centers; however, the equipment meets the district's standards. The Little Angel's outdoor playground is on the east side of the business office building. Infant/toddlers are securely transported by stroller to the playground. One to two staff members are always present and actively engaged during outdoor play.

Refusal of Service Extend-A-Care reserves the right to interrupt or terminate child care services without notice for customers who falsify information; fail to provide current and accurate contact information (address, home and work phone numbers, emergency contact information, etc.); violate Extend-A-Care policies (absence, late pickup, late payment, sexual harassment, use of prohibited electronic recording devices, etc.); fail to pay child care fees; are disrespectful or abusive toward our customers, employees, children, other parents or adults; discipline or confront other children and/or confront other parents; display behavior which is disruptive to the program (applies to parents or children) or do not conform with school policy; or if the director determines that a child has engaged in unsafe behavior that compromises the child's safety or that of others. This provision is consistent with all state or federal laws.

Review of Procedures and Standards A copy of the minimum standards for licensed child care centers and Extend-A-Care policies is available for parents to review at each center and at the business office upon request. In addition to the policies, a copy of the most recent licensing inspection report is posted at the center for parents to read and available at www.dfps.state.tx.us. EAC strives to provide a lower adult to child ratio of 1:17 which is lower than minimum state requirements. Note: There may be a few times where EAC may follow the state minimum standard adult to child ratio for school age children of 1:26.

Staff Vaccinations Extend-A-Care for Kids requires center staff to submit proof of a negative Tuberculosis Test and staff working with infants to receive Tdap and flu vaccinations. EAC does not currently require employees to receive any other vaccinations. Vaccinations deemed necessary will be verified through medical records and stored with the personnel file prior to work at the site. Exemptions to the vaccination policy will be kept on file with any medical precautions or reasons of conscience, including a religious belief. Any exempt employees will be trained to use any protective medical equipment deemed necessary. All requests for exemption will be reviewed without discrimination or retaliation. Failure of staff to follow the employee vaccination policy may result in disciplinary action up to and including termination.

Transportation During field trips or when transporting children from one elementary to another, Extend-A-Care generally uses Extend-A-Care-owned buses which are operated by licensed bus drivers employed by Extend-A-Care. AISD buses will be utilized when Galindo EAC pre-school students travel with the PPCD (Pre-school Program for children with disabilities) program from Galindo Elementary.

Water Activities Water activities such as water balloon toss or splash day may be done on site. Children will participate in swim trips to local pools once to twice a week during Summer Day Camp; weather permitting. More information will be provided in the Summer 2020 Policies.

Child Care Due Dates & Fees

Child Care Monthly Fees: Due to popular request by EAC parents, our after-school fees are based upon the number of instructional days in a school year calendar and then distributed equally over 9 months with no August fee.

Due Date	Austin ISD Afterschool	Del Valle ISD** Afterschool	Hays CISD Afterschool	Charter*** Schools	Imagination Camp (45 min. Program)	Infant Program Monthly Fee	Toddler Program Monthly Fee	Pre-School Program Monthly Fee
July 1				\$ 0 – 59		\$981*	\$888*	\$780*
August 1	\$0	\$0	\$0	\$ 0 – 214		\$981*	\$888*	\$780*
September 1	\$0 – 264	\$0 – 279	\$0 – 264	\$ 0 – 214	\$45	\$981	\$888	\$780
October 1	\$0 – 264	\$0 – 279	\$0 – 264	\$ 0 – 214	\$45	\$981	\$888	\$780
November 1	\$0 – 264	\$0 – 279	\$0 – 264	\$ 0 – 214	\$45	\$981	\$888	\$780
December 1	\$0 – 264	\$0 – 279	\$0 – 264	\$ 0 – 214	\$45	\$981	\$888	\$780
January 1	\$0 – 264	\$0 – 279	\$0 – 264	\$ 0 – 214	\$45	\$981	\$888	\$780
February 1	\$0 – 264	\$0 – 279	\$0 – 264	\$ 0 – 214	\$45	\$981	\$888	\$780
March 1	\$0 – 264	\$0 – 279	\$0 – 264	\$ 0 – 214	\$45	\$981	\$888	\$780
April 1	\$0 – 264	\$0 – 279	\$0 – 264	\$ 0 – 214	\$45	\$981	\$888	\$780
May 1	\$0 – 264	\$0 – 279	\$0 – 264	\$ 0 – 214	\$45	\$981	\$888	\$780

* Infant/preschool program starting mid-July or mid-August will be prorated. Additional fees are subject for any programs starting earlier.

** Note: Monthly fee includes a \$15 building use fee paid to Del Valle ISD.

*** Altamira, Eden Park & REAL Learning Academy start in the last week of July; Wayside's October, December, and March tuition is \$169 (due to 2 week break); Magnolia's March tuition is \$169 (due to 2 week break)

**** EAC offers child care discounts to district employees

Discounts District employee and Passport Unlimited discounts are available. Parents must request discount information during the enrollment process.

Fees for Additional Children in Family Each additional child from the same family receives a \$15 discount for full months.

Fees for All-Day Child Care Student Holidays, \$35; Winter Break Camp, \$35 per day for sessions of varying lengths; Spring Break Camp, \$165 for the five-day session (including infant and preschool care); Summer Day Camp 2020 fees will be announced in the spring. *Pay your fees in advance for the semester to take advantage of free Student Holidays (these do not include Winter Break, Spring Break or Summer Camp).*

Student Holidays Extend-A-Care will provide care at selected schools on selected Student Holidays such as Columbus Day and Veterans Day. All-day care will also be offered during breaks such as Winter Break, Spring Break and summer. A separate registration and fee is required. The list of days will be located on the confirmation calendars on your account. Services will be provided early on days when the school calendar indicates an early release for children released at 12:00 p.m. at no extra cost. Extend-A-Care will not provide care when schools are closed/close early due to weather or emergencies, on Labor Day, Thanksgiving break, Christmas Eve and Day, December 26th, New Year's Eve and Day, MLK Day, Memorial Day, July 4th, several days in June prior to Summer Camp, approximately 1-2 weeks prior to the first day of the school year for cleaning of school buildings Note: Payment Schedule and Holiday Calendar will be provided to you with your confirmation email.

Extend-A-Care for Kids
 55 North IH 35, Austin - Business Office
 Phone (512) 472-9402; Fax (512) 472-2164
 EAC center phone numbers are listed in the business pages under Extend-A-Care for Kids

Center Name	Center Address	Alternate Shelter Location "Sister School"
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Altamira	10704 Bradshaw Rd	Blazier
Andrews	6801 Northeast Drive	Blanton
Anderson High School Preschool	8403 Mesa Dr., Austin, TX	Austin High
Austin High School Preschool	1715 W. Cesar Chavez Austin, TX	Little Angels
Austin Achieve Preschool	5908 Manor Rd. Austin, TX	Little Angels
Austin Achieve Elementary	7424 E. Hwy 290, Austin, TX 78723	Magnolia
Barrington	400 Coopers Drive	Walnut Creek
Barton Hills	2108 Barton Hills Drive	Zilker
Becker	906 Milton St.	Zilker
Blanco Vista	2951 Blanco Vista Blvd., SM	Kyle
Blanton	5408 Westminster Drive	Pecan Springs
Blazier	8601 Vertex Blvd.	Palm
Blazier Preschool	8601 Vertex Blvd.	Galindo Preschool
Brentwood	6700 Arroyo Seca	Pillow
Bryker Woods	3309 Kerbey Lane	Casis
Buda Elementary	1060 Old San Antonio Road	Elm Grove
Camino Real	170 Las Brisas Blvd., Nwld	Pflugler
Campbell	2613 Rogers St.	Maplewood
Casey	9400 Texas Oaks Drive	Kocurek
Casis	2710 Exposition Boulevard	Bryker Woods
Collins	7609 Apogee Blvd 78744	Popham
Cunningham	2200 Berkeley Ave	Odom
Dawson	3001 S. 1st Street	Galindo
Del Valle	5400 Ross Rd.	Popham
Eden Park Academy	6215 Manchaca Road	Joslin
Elm Grove	801 FM 1626	Buda
Fuentes	901 Goforth Road	Science Hall
Galindo	3800 S. 2nd Street	Becker
Galindo Preschool	3800 S. 2nd Street	Blazier Preschool
Graham	11211 Tom Adams Drive	Walnut Creek
Hart	8301 Furness Drive	Andrews
Hemphill	3995 E. FM 150	Tobias
Hornsby-Dunlap	13901 FM 969	Jordan
Houston	5409 Ponciana	Widen
IDEA Kyle	640 Philomena Dr	Fuentes
IDEA Montopolis	1701 Vargas Rd	Little Angels
Jordan	6711 Johnny Morris Road	Pecan Springs
Joslin	4500 Manchaca Road	Sunset Valley
KIPP Austin Ridge	8509 FM 969 # C	Hornsby/KIPP Austin Vista
KIPP Austin Ridge Day Care	8509 FM 969 #33 and #34	Little Angels
KIPP Austin South Campus	5107 IH 35 South	Houston/KIPP Austin Ridge
KIPP Austin South Campus Day Care	5107 IH 35 South	KIPP Austin Ridge

KIPP Austin North Campus	8004 Cameron Road, 78702	Andrews
KIPP Austin North Campus Day Care	8004 Cameron Road, 78702	KIPP Austin Ridge
Kocurek	9800 Curlew Drive	Casey
Kyle	500 W. Blanco	Blanco Vista
Langford	2206 Blue Meadow Drive	Perez
Linder	2800 Metcalfe Road	Travis Heights
Little Angels	55 North IH-35	Austin High (breaks: Metz)
Magnolia Montessori for All	5100 Pecan Brook Dr, Austin, TX 78724	Jordan
Maplewood	3808 Maplewood Ave.	Campbell
Menchaca	12120 Manchaca Rd.	Kocurek
Metz	84 Robert Martinez Jr St, 78702	Travis Heights
O.Henry	2610 W 10th St, Austin, TX 78703	Austin High
Oak Hill	6101 Patton Ranch Road	Patton
Odom	1010 Turtle Creek Blvd.	Pleasant Hill
Palm	7601 Dixie Drive	Blazier
Patton	6001 Westcreek Dr.	Oak Hill
Pecan Springs	3100 Rogge Lane	Blanton
Perez	7500 S. Pleasant Valley Rd.	Langford
Pflugler	4951 Marsh Ln, Buda	Science Hall
Pillow	3025 Crosscreek Drive	Brentwood
Pleasant Hill	6405 Circle South Road	Odom
Popham	7014 Elroy Rd.	Del Valle
REAL Learning Academy	6405 S. IH-35	Langford
Reilly	405 Denson Drive	Maplewood
Science Hall	1510 BeBee Rd.	Fuentes
Sims	1203 Springdale Road	Pecan Springs
Smith	4209 Smith School Road	Widen
Summitt	12207 Brigadoon Lane	Pillow
Sunset Valley	3000 Jones Road	Joslin
Tobias International	1005 East FM 150	Hemphill
Tom Green	1301 Old Goforth Rd.	Buda
Travis Heights	2010 Alameda Drive	Metz
Walnut Creek	401 W. Braker Ln	Graham
Widen	5606 Nuckols Crossing	Palm
Uhland	2331 High Road Uhland, TX 78640	Hemphill
Zilker	1900 Bluebonnet Lane	Becker