THE CLUBHOUSE
TEXAS WOMAN'S UNIVERSITY

ENROLLMENT FORM CHECK LIST

- [ ] Admission forms
- [ ] Authorizations and Acknowledgements
- [ ] TWU Class and /or Work Schedule
- [ ] Guidance Policy
- [ ] Parent and Payment Information
- [ ] Parent Handbook
- [ ] $25.00 Enrollment fee (one per family)

University Housing and Residence Life
P.O. Box 425380 Denton, TX 76204
E-mail:housing@twu.edu
Phone:940.898.3676
Fax:940.898.3638

ADMISSION INFORMATION

Operation Name	Director's Name	
TWU Clubhouse 857057	Shaneka Guyton	
Child's Full Name	Child's Date of Birth	Child's Home Telephone No.
Child's Home Address		
Date of Admission / Date of Withdrawal		
Parent's or Guardian's Name	Address (if different from child's address)	

List telephone numbers below where parents/guardian may be reached while child will be in care:

Mother's Telephone No.	Father's Telephone No.	Guardian's Telephone No.	Cell Phone No

Give the name, address and phone number of person to call in case of an emergency if parents / guardian cannot be reached:	Relationship

I hereby authorize the childcare operation to allow my child to leave the childcare operation **ONLY** with the following persons. Please list name & telephone number for each. Children will only be released to a parent or a person designated by the parent/guardian after verification of ID.

CHECK ALL THAT APPLY:

1. ☐ TRANSPORTATION: I hereby ☐ give ☐ do not give – consent for my child to be transported and supervised by the operation's employees:

Walk home ☐ for emergency care ☐ on field trips ☐ to and from home ☐ to and from school

2. ☐ FIELD TRIPS: I hereby ☐ give ☐ do not give – my consent for my child to participate in Field Trips:

Parent's Comments:

3. ☐ WATER ACTIVITIES: I hereby ☐ give ☐ do not give – my consent for my child to participate in Water Activities:

☐ sprinkler play ☐ splashing/wading pools ☐ swimming pools ☐ water table play

4. ☐ RECEIPT OF WRITTEN OPERATIONAL POLICIES:

I acknowledge receipt of the facility's operational policies including those for discipline and guidance.

5. I UNDERSTAND THAT THE FOLLOWING MEALS WILL BE SERVED TO MY CHILD WHILE IN CARE:

☐ **None** ☐ **Breakfast** ☐ **AM Snack** ☐ **Lunch** ☐ **PM Snack** ☐ **Supper** ☐ **Evening Snack**

6. MY CHILD IS NORMALLY IN CARE ON THE FOLLOWING DAYS AND TIMES:

☐ Mondays	from:	to:
☐ Tuesdays	from:	to:
☐ Wednesdays	from:	to:
☐ Thursdays	from:	to:
☐ Fridays	from:	to:
☐ Saturdays	from:	to:
☐ Sundays	from:	to:

AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION:

In the event I cannot be reached to make arrangements for emergency medical care, I authorize the person in charge to take my child to:

Name of Physician:	Address:	Ph.#:
Name of Emergency Medical Care Facility:	Address:	Ph.#:

I give consent for the facility to secure any and all necessary emergency medical care for my child.

_____
Signature - Parent or Legal Guardian

List any special problems that your child may have, such as allergies, existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, any medication prescribed for long-term continuous use, and any other information which caregiver's should be aware of:

Child daycare operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800)-514-0383 (TTY).

_____ _____
Signature – Parent or Legal Guardian Date

ADMISSION INFORMATION

SCHOOL AGE CHILDREN:

☐ My child attends the following school:

_____ _____
Name of School and Address | School Ph.#

CHECK ALL THAT APPLY:

☐ His / her immunization record is on file at the school and all required immunizations and/or tuberculosis test are current. Vision and Hearing screening records are also on file.

Name of sibling(s):

My child has permission to:
☐ walk to or from school or home,
☐ ride a bus, and/or
☐ be released to the care of his/her sibling(s) under 18 years old.

IMMUNIZATION RECORD:

☐ I have provided the childcare operation with a copy of my child's most current immunization record.

ADMISSION REQUIREMENT: If your child does not attend pre-kindergarten or school away from the child-care operation, one of the following must be presented when your child is admitted to the child-care operation or within one week of admission.

Please check only one option:

1. ☐ HEALTH-CARE PROFESSIONAL'S STATEMENT: I have examined the above named child within the past year and find that he / she is able to take part in the day care program.

_____ _____
Health Care Professional's Signature | Date

2. ☐ A signed and dated copy of a health care professional's statement is attached.

3. ☐ Medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization, which I adhere to or am a member of; I have attached a signed and dated affidavit stating this.

4. ☐ My child has been examined within the past year by a health care professional and is able to participate in the day care program. Within 12 months of admission, I will obtain a health care professional's signed statement and will submit it to the child-care operation.

Name and address of health care professional:

_____ _____
Signature - Parent or Legal Guardian | Date

VISION	R 20/ _____	L 20/ _____	☐ PASS ☐ FAIL
SIGNATURE _____		DATE _____	

HEARING	**1000 Hz**	**2000 Hz**	**4000 Hz**	☐ PASS ☐ FAIL
R				
L				
SIGNATURE _____		DATE _____		

_____ _____
Signature – Parent or Legal Guardian | Date

ADMISSION INFORMATION

HEALTH REQUIREMENTS

Name of Child:	**Date of Birth**:

Age ► Vaccine ▼	Birth	1 mos	2 mos	4 mos	6 mos	12 mos	15 mos	18 mos	19-23 Mos	2-3 Yrs	4-6 Yrs
Hepatitis B											
Rotavirus											
Diphtheria, Tetanus, Pertussis											
Haemophilus influenzae type b											
Pneumococccal											
Inactivated Poliovirus											
Influenza											
Measles, Mumps, Rubella											
Varicella											
Hepatitis A											
Meningococcal											

TB TEST (if required)	☐ Positive	☐ Negative	Date:

Signature or stamp of a physician or public health personnel verifying immunization information above.

Signature — Date

Varicella (chickenpox) vaccine is not required if your child has had chickenpox disease. If your child has had chickenpox, please complete the statement: My child had varicella disease (chickenpox) on or about (date) _____ and does not need varicella vaccine.

Parent's signature — Date

☐ I am excluding my child from the immunization requirements for reasons of conscience, including a religious belief. I have attached an official notarized affidavit form developed and issued by the Department of State Health Services. I understand this affidavit is valid for 2 years.

For additional information regarding immunizations contact the Department of State Health Services at
www.dshs.state.tx.us/immunize/public.shtm

Signature – Parent or Legal Guardian — Date

THE CLUBHOUSE
TEXAS WOMAN'S UNIVERSITY

AUTHORIZATION FORM

Child's Name: _____

I am aware that children enrolled in Texas Woman's University Clubhouse Children's Recreation Program are observed and guided by students in training under the supervision of the center staff, and TWU faculty. I give The Clubhouse my permission to include my child in any TWU student or faculty research studies. **Please Circle: Yes or No**

Parent Signature: _____ Date: _____

I hereby consent to authorize the use and reproduction by Clubhouse, or anyone authorized by TWU of any and all photographs, videotapes or films which may be taken of my child for any purpose whatsoever, without compensation to me. All negatives and positives, together with the prints, shall constitute TWU property, solely and completely.

I certify that I am the parent or legal guardian of the child listed above, and I do give my consent without reservations to the above photo/video release on behalf of him/her. **Please circle: Yes or No**

Parent Signature: _____ Date: _____

I have received a copy of the Texas Woman's University Clubhouse Parent Handbook and understand the policies. I have read and understood the policies and take full responsibility for fees and actions taken by the TWU Clubhouse staff if policies are broken. **Please circle: Yes or No**

Parent Signature: _____ Date: _____

I hereby consent to and authorize the staff of Texas Woman's University Clubhouse to supervise my child during activities in which animals are brought in for educational programs. Animals may include, but are not limited to dogs, cats, guinea pigs, hamsters, fish, reptiles and insects. **Please Circle: Yes or No**

My child is allergic to the following animals:

_____

Parent Signature: _____ Date: _____

As a part of the Clubhouse enrichment curriculum I give Clubhouse staff permission to transport my child in university vans. Transportation can include, but is not limited to Denton ISD Schools, fieldtrips, swimming pools, and other locations. **Please Circle Yes or No**

Parent Signature: _____ Date: _____

University Housing and Residence Life
P.O. Box 425380 Denton, TX 76204
E-mail:housing@twu.edu
Phone:940.898.3676
Fax:940.898.3638

Updated: 3/19/18

THE CLUBHOUSE
TEXAS WOMAN'S UNIVERSITY

WORK/CLASS SCHEDULE

Please show your class schedule, including the building and room numbers. Include places where you can be reached when you are not in class. Please note that The Clubhouse is open for summer sessions from 7:30 AM to 5:30 PM. And Fall and Spring semesters from 3:00 PM to 6:00 PM.

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 AM					
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
5:30 PM					

Form Updated on 3/16/18

Texas Department of
Family and Protective Services

Form J-800-1099
New January 2018

OPERATIONAL DISCIPLINE AND GUIDANCE POLICY

Purpose: This form provides the required information per minimum standards §744.501(7), §746.501(a)(7), and §747.501(5).

Directions: Parents will review this policy upon enrolling their child. Employees, household members, and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

DISCIPLINE AND GUIDANCE POLICY

Discipline must 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 encourage 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 behavior 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, when 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 or open; and
9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

ADDITIONAL DISCIPLINE AND GUIDANCE MEASURES (ONLY APPLIES TO BAP/SAP PROGRAMS THAT OPERATE UNDER CHAPTER 744)

A program must take the following steps if it uses disciplinary measures for teaching a skill, talent, ability, expertise, or proficiency:

- Ensure that the measures are considered commonly accepted teaching or training techniques;
- Describe the training and disciplinary measures in writing to parents and employees and include the following information:
  - (A) The disciplinary measures that may be used, such as physical exercise or sparring used in martial arts programs;
  - (B) What behaviors would warrant the use of these measures; and
  - (C) The maximum amount of time the measures would be imposed;
- Inform parents that they have the right to ask for additional information; and
- Ensure that the disciplinary measures used are not considered abuse, neglect, or exploitation as specified in Texas Family Code §261.001 and Chapter 745, Subchapter K, Division 5, of this title (relating to Abuse and Neglect).

SIGNATURE	
This policy is effective on the following date:	
Signed by: X	Role: ☐ Parent ☐ Caregiver/Employee ☐ Household Member (Ch. 747 only)

MINIMUM STANDARDS RELATED TO DISCIPLINE

- Title 40, Chapter 746 Subchapter L:
  http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=40&pt=19&ch=746&sch=L&rl=Y
- Title 40, Chapter 747 Subchapter L
  http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=40&pt=19&ch=747&sch=L&rl=Y
- Title 40, Chapter 744 Subchapter G:
  http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=40&pt=19&ch=744&sch=G&rl=Y

THE CLUBHOUSE
TEXAS WOMAN'S UNIVERSITY

PERSONALITY FORM

Parents' Names: _____ TWU Affiliation: _____

Child's Name: _____ Nickname: _____

Birthdate: _____ T-Shirt Size: _____

Siblings:

Name: _____ Age: _____ School: _____

Name: _____ Age: _____ School: _____

Name: _____ Age: _____ School: _____

Address: _____

Child Lives With: _____

Mother's Name: _____ Profession: _____

Home: _____ Work: _____ Cell: _____

Father's Name: _____ Profession: _____

Home: _____ Work: _____ Cell: _____

Does your child have any allergies? **Circle: Yes No**

List Allergies: _____

Does your child take any medication? **Circle: Yes No**

List current medication: _____

Does your child have any dietary restrictions? **Circle: Yes No**

List dietary restrictions: _____

I hereby consent to and authorize the staff of Texas Woman's University Clubhouse to supervise my child during activities in which animals are brought in for educational programs. Animals may include but are not limited to dogs, cats, guinea pigs, hamsters, fish, reptiles and insects.

Circle: Yes No

My child is allergic to the following animals:

_____

As a part of the Clubhouse enrichment curriculum, I give Clubhouse staff permission to transport my child in university vans. Transportation can include, but not be limited to Denton ISD Schools, fieldtrips, swimming pools, and others locations.

Circle: Yes No

Parent Signature: _____ Date: _____

University Housing and Residence Life
P.O. Box 425380 Denton, TX 76204
E-mail:housing@twu.edu
Phone:940.898.3676
Fax:940.898.3638

Updated: 3/16/18

THE CLUBHOUSE
TEXAS WOMAN'S UNIVERSITY

PARENT INFORMATION AND PAYMENT FORM

Parent's E-mail Address:

Parent I.D. # :

Affiliation to the University (Student on/off campus, Staff, No-Affiliation):

☐ Student ☐ Staff ☐ No Affiliation

Are you on CSS?

☐ Yes; Income: _____ ☐ No

Below are payment instructions for paying your TWU Clubhouse enrollment fee online. This service is available 24 hours a day. If you have any questions you may reach me by email or phone (940-898-3681).

Payment Instructions:

Step 1. Go to: **http://bit.ly/lowrypayhere**

Step 2. Click on Clubhouse Payment

Step 3. Enter payment amount and click complete payment

Step 4. Enter the following and click continue

- Parent name
- Phone number
- Family account number
- Name(s) of child(ren)
- Payment frequency

Step 5. Review information and click checkout to continue

Step 6. Enter email address and select continue

Step 7. Enter payment information

Step 8. Review information and submit

Step 9. A receipt will be emailed to you upon payment

University Housing and Residence Life
P.O. Box 425380 Denton, TX 76204
E-mail:housing@twu.edu
Phone:940.898.3676
Fax:940.898.3638

Updated: 3/19/18

THE CLUBHOUSE
TEXAS WOMAN'S UNIVERSITY

PARENT HANDBOOK

1600 Oakland, Denton, Texas 76204
940-898-3653
SGuyton@twu.edu
http://bit.ly/clublowry

Updated 3/21/2018

THE CLUBHOUSE
TEXAS WOMAN'S UNIVERSITY

Quality Enrichment Program for children of TWU students, faculty and staff

Serving ages 5 – 12

Director: Shaneka Guyton

Mission Statement

The TWU Clubhouse after school and summer enrichment program provides a healthy, active and academically supportive environment for children of students, faculty and staff, while at the same time, offering hands on classroom management experiences for TWU student staff studying in related fields.

Enrollment

The Clubhouse is an after-school enrichment program designed for school-age children between the ages of 5 and 12 (at the time of the child's enrollment) of enrolled TWU students, with priority given to TWU students living on-campus in Family Housing. Family Housing priority deadlines are July 15 for fall/spring and March 15 for summer. Other students, alumni, faculty and staff and other non-TWU affiliates will be considered on a space available basis.

Families are required to pay a $25.00 enrollment fee each fall or when they begin care. This fee is per family, families with more than one child only pay the $25.00. The enrollment fee is included in the CCS parent portions.

A Clubhouse enrollment form, enrollment fee, personality form, authorization form, work/class schedule form and a copy of the signed receipt of The Clubhouse Parent Handbook must be on file at the University Housing office as well as payment of tuition, by 3:00 p.m. the day before the child attends the Clubhouse. This paperwork can be found at

https://twu.edu/housing/family-housing/school-age-childrens-enrichment-program-the-clubhouse/

Parents may have access to the enrollment paperwork at this website at any time to make changes and updates for the child's records.

Parental Notification

Parents will be notified in writing or via email of any changes to our operational policies and enrollment agreement. A signed and dated copy will need to be completed by each family. One copy will be kept in the child's file at The Clubhouse and another copy will be sent home with the parents.

Texas Department of Family and Protective Services

The Clubhouse is regulated by the *Minimum Standards for School-Age and Before or After School Programs* outlined by the Texas Department of Family and Protective Services Child Care Licensing Division.

You may visit https://www.dfps.state.tx.us/Child_Care/Child Care Standards and Regulations/default.asp for a copy of these Minimum Standards.

Parents are always welcome to review a copy of the minimum standards and The Clubhouse's most recent licensing inspection report. These items are located in the Clubhouse office as well as the bulletin boards in the classroom.

The Clubhouse is responsible for developing and implementing operational policies in compliance with or exceeding the minimum standards specified by the State of Texas.

To contact local DFPS office call, (940) 381-3447

To report child abuse, neglect or exploitation call the DFPS 24 Hour child abuse hotline call, 1-800-252-5400 or online visit, www.txabusehotline.org

To visit DFPS website visit, www.dfps.state.tx.us

Required Training for Clubhouse staff

The Clubhouse staff, with the exception of the director, are TWU students studying in related fields.

Clubhouse staff is required to have:

- 25 hours of training related to the age group they work with each calendar year
- Transportation safety course
- CPR and first aid
- Abuse and Neglect training
- Other training required by TWU
- Staff are required to be familiar with DFPS Minimum Standards, Staff Policies and Procedures, and the Parent Handbook
- The State of Texas requires all childcare workers to have a current record on file of a tuberculosis examination showing they are free of contagious TB, if required by the Texas Department of State Health Services, or local health authority.

*Currently, Denton county does not require staff members to have record of a tuberculosis examination in their employment file.

Hours of Operation

During the fall and spring semester (August –June) the Clubhouse is open for drop off at 3:00 pm. Clubhouse will be open Monday-Friday all year round. The Clubhouse closes promptly at 6:00 pm during these months. Summer hours of operation (June-August) are 7:30 am – 5:30 pm. DISD has many special days and early release days throughout the school year, on these days the van will pick up at the early dismissal time.

Rates and Dates of Operation

Current rates, dates of operation, and payment due dates are listed on the TWU Clubhouse website at https://twu.edu/housing/family-housing/school-age-childrens-enrichment-program-the-clubhouse/. An enrollment fee of $25.00 is due at the beginning of each fall semester or at time of initial enrollment.

Payments

Once a parent submits the application to the University Housing and Residence Life office located on the third floor of Jones Hall, an email will be sent to them with instructions on payment online. All payments, including CCS parent pay will be made through the TouchNet System per instructions. A receipt will be mailed to the parent once payment is made. Late fees will occur if payment is not received by the 10th day of each month and will be posted to the parent account and invoice for payment. Any accounts more than 30 days past due may be subject to having the past due amount added to the parent's TWU student account.

CCS parent portions unpaid by the 10th of each month may have their care ended, as stated in the CCS agreement.

Fees will be invoiced and emailed to the parent. The parent must pay the late pick up fee online at the TouchNet website.

https://secure.touchnet.net/C21496_ustores/web/store_main.jsp?STOREID=56&clearPreview=true&SINGLESTORE=true

Late Pickup Fees

The Clubhouse closes promptly at 5:30 p.m. during the summer sessions and special days and at 6:00 p.m. during the fall and spring semesters.

A late fee of $1.00 per minute per child will be charged for any child(ren) left past closing time. If you cannot pick up your child(ren) on time, please arrange for someone else on your pickup list to pick her/him up for you. Fees will be charged to the parents' current TWU student or university account.

Secure Building Entry

Doors of the community center will be locked at all times. Parents who are students, faculty and staff will be able to have their current ID activated to gain access to the building. Other parents will have to go to the University Housing and Residence Life office on the third floor of Jones Hall to have an ID made. Please report your ID number to the director so that it can be activated.

Gang-Free Zone

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Staff Reporting Abuse or Neglect:

Texas Law requires caregivers to report suspected child abuse or neglect to the Texas DPRS or law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith. These are also available on the web at www.dfps.state.tx.us or your local Licensing Office at 940-381-3447.

The Center's Director or teacher will notify the Department of Protective Services, and/or the local law enforcement officials, when it appears that a child is being seriously neglected or abused. Staff will go through ongoing training for child abuse.

Failure To Report:

(A) A person commits an offense if the person has cause to believe that a child's physical or mental health or welfare has been or may be further adversely affected by abuse or neglect and knowingly fails to report it, in accordance with Section §34.02 of the code,
(B) An offense Under this Section is a "Class B" Misdemeanor.

Child Abuse and Neglect

Staff will be trained to recognize signs of child abuse and/or neglect and is required by the State of Texas to report all suspected abuse and or neglect. To report child abuse/neglect please call 800.252.5400 or visit https://www.txabusehotline.org/Login/Default.aspx to make a confidential report.

10 Signs of Child Abuse

You can become aware of child abuse by recognizing the signs.
Here are 10 signs that can help.

1. Unexplained injuries. Visible signs of physical abuse may include unexplained burns or bruises in the shape of objects. You may also hear unconvincing explanations of a child's injuries.

2. Changes in behavior. Abuse can lead to many changes in a child's behavior. Abused children often appear scared, anxious, depressed, withdrawn or more aggressive.

3. Returning to earlier behaviors. Abused children may display behaviors shown at earlier ages, such as thumb-sucking, bed-wetting, fear of the dark or strangers. For some children, even loss of acquired language or memory problems may be an issue.

4. Fear of going home. Abused children may express apprehension or anxiety about leaving school or about going places with the person who is abusing them.

5. Changes in eating. The stress, fear and anxiety caused by abuse can lead to changes in a child's eating behaviors, which may result in weight gain or weight loss.

6. Changes in sleeping. Abused children may have frequent nightmares or have difficulty falling asleep, and as a result may appear tired or fatigued.

7. Changes in school performance and attendance. Abused children may have difficulty concentrating in school or have excessive absences, sometimes due to adults trying to hide the children's injuries from authorities.

8. Lack of personal care or hygiene. Abused and neglected children may appear uncared for. They may present as consistently dirty and have severe body odor, or they may lack sufficient clothing for the weather.

9. Risk-taking behaviors. Young people who are being abused may engage in high-risk activities such as using drugs or alcohol or carrying a weapon.

10. Inappropriate sexual behaviors. Children who have been sexually abused may exhibit overly sexualized behavior or use explicit sexual language.

Some signs that a child is experiencing violence or abuse are more obvious than others. Trust your instincts. Suspected abuse is enough of a reason to contact the authorities.

Child Abuse Prevention

- Parents are encouraged to visit the clubhouse
- Staff and volunteers will be alerted to the physical and emotional state of all children and will notify the proper officials when any sign of injury or suspected abuse is detected.
- The clubhouse staff will not release a child to anyone other than the authorized parents/guardians or other individuals, in writing or by parent.
- Staff will ask to see a photo ID upon pick-up for anyone they do not recognize to be an authorized pick-up person.
- Criminal checks will be conducted on all staff and volunteers

Drop off and pick up procedures

Children may not be dropped off in the Clubhouse without a staff member present. Children will only be released to a parent or person designated by the parent. If a child needs to be released to a person not designated on their paperwork, a parent must email Clubhouse@twu.edu or call 940-898-3653 with the name of the person before they arrive to pick up the child. The person requesting release of the child must show a valid photo ID.

Child Care Services (CCS)

The Clubhouse is an approved CCS vendor. Parents are required to apply for aid and must pay regular rate of tuition until their benefits begin. Parents with CCS benefits are responsible for properly checking their child in and out each day. Failure to do so can result in loss of benefits. In this case parents are charged full amount of monthly tuition. Parents should know their parent portion when they make payments. Special day fees and enrollment fees are included in the parent portion of tuition.

Attendance

Tuition pays for your child's space during regular Clubhouse hours. Parents will not be refunded for days the child is absent due to illness or vacation.

Child Absences

In the event that a child is absent or will not be riding the van, the parent is required to notify The Clubhouse staff at 940-898-3653 or Clubhouse@twu.edu. In the event no notification is made, and the school reports a child absent, the van driver will call the Clubhouse to see if there was a late notification, then call parents to see if the child is with them. If there is no answer, a message will be left requesting the parent call back. The driver will wait 5 minutes before calling one more time. After the second call with no answer, another message will be left for the parent; the van driver will then call the director and then proceed to the next school. Parents will be fined $5.00 for the second occurrence and $10.00 for all other occurrences in a school year. Please keep in mind that this process can delay the van to other schools and create stress for children who are waiting.

Immunization/Hearing and Vision Requirements

Each child must meet applicable immunization requirements specified by the Texas Department of State Health Services as specified in 25 TAC Chapter 97, Subchapter B (relating to Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education).

The application packet includes a statement from you indicating that the child's immunization record is current and on file at the school that your child attends, along with a copy on-file at the clubhouse. The statement must be dated and include the name, address, and telephone number of the pre-kindergarten or school listed in the statement.

Every child four (4) years of age or older is required to have a vision and hearing screening yearly. This can be done by your child's physician. We must have current record of this screening for your child to be in care.

Illness and Injury

If your child is ill, or has the signs or symptoms of illness, including but not limited to having a communicable disease, a temperature of 100.0 or greater, behavioral changes, vomiting and or diarrhea, he/she must be kept at home. In the event your child becomes ill while at the Clubhouse, the child will be isolated and you will be called immediately to pick up your child. Failure to respond to Clubhouse calls or an inability to pick up your child (or make arrangements for someone else to pick up your child) within one hour of notification can result in a staffing fee of $20.00 per hour, to have individualized supervision while isolated due to illness.

Children must be fever and symptom free for 24 hours before returning to the Clubhouse. In the event that your child has come in contact with an infectious disease, or if your child is carrying an infection of any kind please notify the Clubhouse immediately. Health checks will be administered as needed. Clubhouse staff will be held to the same health standards.

Medications

We do not administer any medication to the children in our care.
Exception: If a child has a recurring medical condition, such as asthma or allergic reactions, the child's parent or health care provider may sign a medication authorization form allowing Clubhouse Staff to administer the medication when symptoms occur for up to a six month period. The authorization must include information on symptoms to watch for. The parent must provide their own Sun Screen, and Bug Repellent labeled with the child's name as well as a parent's signature on the container in order for the Center to administer the product.

Medical Emergencies

In the event of a medical emergency Clubhouse staff will immediately call TWU Department of Public Safety (2911) for emergency medical services as well as the parent/guardian. First aid/CPR will be given as needed. If the parent/guardian cannot be reached, the staff will follow directives of medical providers and will authorize transportation to the nearest medical treatment facility.

Clubhouse Van Service

The Clubhouse vehicles will pick up children from the Denton elementary schools. Clubhouse vehicles will only pick up from the DISD schools within the Denton city limits. The clubhouse vans will also be used to transport the children to and from different on and off campus field trips. In the case of a medical emergency and we need to evacuate to a further safe spot vans may be used.

Children under the age of eight (8) years old and under four foot nine inches in height will be required to sit in a booster seat. Parents are not responsible for providing their children with booster seats.

All Clubhouse employees are required by licensing to undergo transportation safety training. Employees are trained during all pre-service trainings.

Drop-in Services

Occasionally drop-in services are offered during the summer and on special days. There must be a place available for your child in our teacher to staff ratios. Drop-in rates are $10.00 for after school services and $30.00 per day during the summer. Parents must have all enrollment paperwork and fees paid just as regularly enrolled students. Accommodations will then be made on a space available basis.

Discipline and Guidance

Discipline will be consistent and based on individual needs. It shall be of a positive nature and directed toward acceptable behavior. The Clubhouse director is always available to discuss special guidance needs and help carry over consistence guidance from home to the Clubhouse. For additional guidance information please see the Guidance Statement included in your enrollment packet.

Special Guidance Situations

Children are all unique and situations that arise in the classroom are just as unique. When a serious incident occurs at the Clubhouse, parents will be notified. Parents together with the Clubhouse director will come up with appropriate actions and guidance for each specific situation. These actions can include but are not limited to creative guidance, natural consequences, suspensions and or billing for repairs needed for property of the university or other children.

In situations that include a staff member being physically injured and or Clubhouse property is broken or destroyed, parents will be called immediately. The child involved will be suspended until a parent/classroom agreement has been developed.

Discipline and Guidance Policies

Discipline will be consistent and based on individual needs. It shall be of positive nature, directed towards acceptable behavior.

Each disciplinary measure will:

- be consistent with our policies and procedures;
- not be physically or emotionally damaging to the child;
- be appropriate to the child's age and level of understanding; and
- be appropriate to the incident and severity of the behavior demonstrated.

In addition to, the clubhouse staff will:

- document incidents
- teach social-emotional skills
- make environment modifications
- engage in discussions with parents

*Some serious behaviors could lead up to suspension or expulsions. Discipline techniques can also be found in minimum standards.

We reserve the right to refuse or discontinue service if a child exhibits a pattern of defiance towards authority, uses excessive harsh language, or poses a threat against self, staff or the children in care.

Parent Communication

The staff will communicate face to face daily with parents. Other means of communication will be phone calls, text messages, email, notes, classroom bulletin board on the front door and newsletters.

Parent conferences and special meeting are available any time, by appointment or the director has an open door policy during Clubhouse hours.

Parents can assume a reasonable expectation of confidentiality when meeting with the Clubhouse director. In some cases information may need to be given to classroom staff, to support the child through a difficult transitions or other information relative to serving the child and parent. Please remember that there are four cameras in the classroom and one camera in the director's office.

Parent education

Orientation or a parent meeting is recommended before your child begins attending the Clubhouse. It is also a wonderful idea to allow your child to visit the classroom before they begin attendance. Ideas about family time, discipline and guidance, developmental milestones and much more can be found in the monthly Clubhouse newsletter.

Parents Rights and Responsibility

Parents may visit The Clubhouse at any time during normal operating hours. Parents will be asked to sign in and out and be escorted by a Clubhouse staff member during their visit. Parents are always welcome to participate in any Clubhouse activities.

Special problems or occurrences affecting your child(ren) will be brought to the attention of the parents/guardians. Please feel free to request a conference concerning your child(ren) at any time.

Parents have the right to:

- A safe recreation environment for their children
- Qualified staff members
- Notification of serious or recurring discipline problems
- Notification of learning problems
- Assistance in helping their child achieve benefits from the program
- Respect for them and their child

Parent responsibilities include but are not limited to:

- To provide for the basic needs of the child
- To ensure compliance with Clubhouse attendance requirements and if applicable to promptly report all absences to CCMS
- To be honest and prompt in replying to Clubhouse communications
- To participate in parent conferences with Clubhouse staff as requested
- To maintain current home, work and emergency telephone numbers and other pertinent information
- To ensure that the child is properly attired and all other needs are met
- To bring any learning problems that might interfere with the creation and behavioral ability of the student to the attention of Clubhouse personnel
- Accept responsibility for child's behavior

Visitors/Observers & Volunteers

Parents/Legal guardians may visit the Clubhouse at any time during operating hours. Programs with parent involvement are frequently more effective serving the families enrolled. If you have a special talent or interest, please let the staff know. We would love to have you share your passion with the children. Parties, fieldtrips and other special events are wonderful times to build relationships with Clubhouse staff as well as offering parents an opportunity to see how the classroom operates.

Observation students, guest speakers and volunteers must go through a criminal background check before spending time in the Clubhouse classroom. Observations can be made from the observation room. People using the observation room should have previous permission from the director and sign in and out in the Clubhouse office. No more than two observation students will be allowed in the classroom at one time.

Parents who would like to observe their children in the classroom are welcome to do so in the observation room just outside the classroom door.

Programs and activities

During the school year, the Clubhouse program includes outdoor gross motor opportunities, homework support, healthy snacks, enrichment activities, water activities and games. Programing is often supplemented by TWU Staff and organizations with puppet shows, nutrition lessons, crafts, sporting and literacy activities.

Summer activities include visits to the TWU Library, Fit and Rec, sports camps, swimming, tennis, and Zumba on campus. Off campus fieldtrips include destinations such as the zoo, museums, planetarium, and much more. The children will be transported in TWU vans.

Enrichment Activities

All teachers will be assigned planning for one day of the week. The plan includes one classroom activity (cooking, science experiments, arts and crafts, or other learning activities) and one group game. The director has resources in the office and a list of online resources as well. The Clubhouse children will have limited access to screens of all kinds. Movies will be limited in the classroom and computer time (excluding homework) will be limited to 20 minutes each week. This practice allows the children to have social interaction with other classmates, develop emotional, language, and motor skills. Activity plan and menu can be found on the parent board above the master roll.

Developmental Milestones for School-aged Children

The Clubhouse strives to keep your child challenged in all developmental domains (emotional, social, motor, language and cognitive). With a wide range of ages, individual and small group interactions are the best environment to measure growth and development. The director may occasionally request a meeting with parents to discuss developmental difficulties. For a complete list of developmental milestone, please visit:

http://www.stanfordchildrens.org/en/topic/default%3Fid%3Dthe-growing-child-school-age-6-to-12-years

or

http://www.nrcpfc.org/ifcpc/module_1/Module1_Handout4_DevelopmentalMilestones.pdf

Daily After-School Schedule

3:00 – 4:00: Arrival, check in, Free Centers
4:00 – 4:30: Snack & Outdoor Gross Motor activities
4:30 - 5:00 Homework support
5:00 – 5:40 Enrichment activities and Free Play
5:40 – 6:00 Organized group game

Snacks and Meals

During the school year, the Clubhouse provides one lunch of high nutritional value each day provided by the Intrinsic Foundation. During the summer, the Children receive a morning and afternoon snack as well as a lunch. Snack will be served family style. The children will serve themselves, including pouring their own water/milk. Teachers will sit at a table with the children while they are eating snack, to model good manners and appropriate meal time conversation. The children will clean their own area of trash and load their dishes into the dishwasher. They will then return to their seat and visit politely while their classmates finish snacks. If a child has special dietary needs or is a picky eater, parents are welcome to provide meals from home. If refrigeration is required, please make sure the meal is properly labeled with your child's name. For additional information on packing healthy lunches for children please visit http://www.redbookmag.com/life/mom-kids/advice/g483/healthy-lunchbox-ideas/ .

We take food allergies very seriously. If a child with nut allergies is enrolled, the Clubhouse will be nut free. If your child has a nut allergy, please make sure that you notify the director. The director will then notify staff and other parents. All allergies will be posted on the Clubhouse refrigerator and updated as enrollment changes. A food allergy plan must be filled out by doctor and parent before admission.

Safety

Children will be supervised at all times. Two teachers will always be present to ensure the safety of children. If one teacher must step away, the director will step in to help. During cooking and science projects children will not have access to liquids above 110 degrees Fahrenheit.

Emergency Preparedness Plan

Fire

The Clubhouse conducts fire drills once a month. In the event of a fire inside The Clubhouse the children will evacuate outside between Capps and Fitzgerald Hall at Lowry Woods. The staff will line the children up in a quick and orderly fashion, walk them to the destination with the clipboard and backpack. Once they arrive at the destination a teacher will do a count and role call. Everyone will remain until we get an all clear from proper authorities.

In the event of a fire at Lowry Woods and we need to relocate, the children will be taken to TWU Library. The address for : 1200 Frame St, Denton, Texas 76209. If weather permits students will walk. If transportation is needed for a quick and safe evacuation TWU vans will be used. In the event of a fire, parents will be notified once all children and staff are in a safe location. If we need to relocate off campus we will transport all the children to the Emily Fowler Central Library located at: 502 Oakland St, Denton, TX 76201.

Medical

Minor Medical: Minor medical injuries/illnesses (i.e. falls, cuts, sprains, and strains) involving employees or children will be handled by the Clubhouse staff.

Major Medical: If medical attention is required, the TWU Department of Public Safety/2911 will be called to request an ambulance. If a child has to be escorted to the hospital, parents will be called immediately. The Clubhouse staff will escort the child to the nearest hospital.

Tornado

Severe weather drills will be held quarterly. In the event of a tornado warning, TWU will implement the severe weather notification system. Safe shelter places in the Clubhouse include the office located in the Director's office, and Clubhouse restrooms. Boys will duck and cover in the boys restroom with two teachers. Girls will duck and cover in the girls restroom with two teachers. The director will take the master roll and do a face to name check in each restroom before taking cover.

All children and staff members will remain sheltered until the TWU Department of Public Safety notifies us that it is all clear.

Bomb Threat

In the event of a bomb threat the safety of the children will be our first priority. The Clubhouse staff members will evacuate to a safe designation in accordance with our emergency preparedness plan guidelines.

Power Failure

Power failures will be handled on a case by case basis. In the event that the power failure affects our ability to maintain a safe environment, parents will be called to come get their children from a safe location.

Playground

The children will play outside every day that the temperature or wind chill is 42 degrees or warmer. Please send a warm jacket and hat for cold days. The benefits of outside play are many, including reducing stress, increased attention span, social skill improvement, vision and vitamin D.

- Children will be supervised by two teachers at all times when playing on the playground. If a case comes up where one teacher must leave the playground the director will be called for help.
- Children will remain inside the gate for free play. All children should participate when playing an organized group game outside the fence.
- Parents are required to sign the children out on the master roll on the playground.
- Playground safety checklist is completed each day before the children arrive.

Insect repellent/Sunscreen

Due to the number of allergies that different children may have, the clubhouse will not provide Insect repellent or sunscreen to the children. If you would like your child to have insect repellent or sunscreen, please send it in Ziploc bag with child's name on it. Staff will be available to assist as needed to apply. There will need to be written documentation stating that staff has permission to assist and that the parents will provide these items.

Social Networking

Clubhouse staff members are prohibited from "friending" any parent, child, or guardian of The Clubhouse. Such social networking websites include but are not limited to Facebook™, Twitter™, & Instagram™. Clubhouse staff members are not permitted to post pictures, take or make comments about any of the parents or children of The Clubhouse on any social media site.

Family Resources Manual

A complete list of local resources can be found in the director's office.

Campus Notifications

Texas Woman's University Department of Public Safety uses a variety of methods to alert students, faculty, and staff in case of a significant emergency on a campus.

We encourage all TWU affiliates to enroll in the Pioneer Alert system. The Pioneer Alert system can be accessed by visiting:

http://www.twu.edu/dps/pioneeralert.asp. Also, the Remind.com will also be used for another way of communication for those who do not have access to the TWU alert system. The Clubhouse staff looks forward to caring for your child and building a relationship with your family. Please do not hesitate to contact us at 940.898.3653 or email Clubhouse@twu.edu , if you have questions or would like to discuss the program.