



THE CLUBHOUSE

TEXAS WOMAN'S UNIVERSITY

ENROLLMENT FORM CHECKLIST

- Admission Forms
- Authorizations & Acknowledgements
- Class/Work Schedule
- Guidance Policy
- Accommodation Form
- Water Safety Form
- FARE Form
- Climbing Wall Waiver
- Parent & Payment Information
- Parent Handbook
- \$50.00 Enrollment Fee (one per family)

Admission Information

Use this form to collect all required information about a child enrolling in day care.

Directions: The day care provider gives this form to the child's parent or guardian. The parent or guardian completes the form in its entirety and returns it to the day care provider before the child's first day of enrollment. The day care provider keeps the form on file at the child care facility.

General Information

Operation's Name:		Director's Name:	
Child's Full Name:		Child's Date of Birth:	Child Lives With: <input type="radio"/> Both parents <input type="radio"/> Mom <input type="radio"/> Dad <input type="radio"/> Guardian
Child's Home Address:		Date of Admission:	Date of Withdrawal:
Name of Parent or Guardian 1:		Address of Parent or Guardian 1 if different from the child's:	
Name of Parent or Guardian 2:		Address of Parent or Guardian 2 if different from the child's:	
List phone numbers below where parents or guardian may be reached while child is in care.			
Parent 1 Area Code and Phone No.:	Parent 2 Area Code and Phone No.:	Guardian's Area Code and Phone No.:	Custody Documents on File: <input type="radio"/> Yes <input type="radio"/> No
In case of an emergency, when the parent or guardian cannot be reached, call:			
Name of Emergency Contact:		Relationship:	Area Code and Phone No.:
Address:			
I authorize the child care operation to release my child to leave the child care operation only with the following persons. Please list name and phone number for each. Children will only be released to a parent or guardian or to a person designated by the parent or guardian after verification of ID.			
Name:		Area Code and Phone No.:	
Name:		Area Code and Phone No.:	
Name:		Area Code and Phone No.:	

Consent Information

1. Transportation:

I give consent for my child to be transported and supervised by the operation's employees. Check all that apply.

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

2. Field Trips:

I give consent for my child to participate in field trips.
 I do not give consent for my child to participate in field trips.

Comments:

3. Water Activities:

I give consent for my child to participate in the following water activities. Check all that apply.

- water table play sprinkler play splashing or wading pools swimming pools aquatic playgrounds

<p>Is your child able to swim without assistance?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>If no, your child is required to wear a life jacket while in or near a swimming pool.</p>	<p>Does your child have any physical, health, behavioral or other condition that would put them at risk while swimming?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, your child is required to wear a life jacket while in or near a swimming pool.</p>
<p>Do you want your child to wear a life jacket while in or near a swimming pool?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	

*A competent swimmer can enter and exit a pool safely on their own, tread water or float on their back for one minute, and swim 25 yards with no assistance.

4. Receipt of Written Operational Policies:

I acknowledge receipt of the facility's operational policies, including those for the following. Check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Discipline and guidance | <input type="checkbox"/> Procedures for release of children |
| <input type="checkbox"/> Suspension and expulsion | <input type="checkbox"/> Illness and exclusion criteria |
| <input type="checkbox"/> Emergency plans | <input type="checkbox"/> Procedures for dispensing medications |
| <input type="checkbox"/> Procedures for conducting health checks | <input type="checkbox"/> Immunization requirements for children |
| <input type="checkbox"/> Safe sleep | <input type="checkbox"/> Meals and food service practices |
| <input type="checkbox"/> Procedures for parents to discuss concerns with the director | <input type="checkbox"/> Procedures to visit the center without securing prior approval |
| <input type="checkbox"/> Promotion of indoor and outdoor physical activity including criteria for extreme weather conditions | <input type="checkbox"/> Procedures for supporting inclusive services |
| <input type="checkbox"/> Procedures for parents to participate in operation activities | <input type="checkbox"/> Procedures for parents to contact Child Care Regulation (CCR), DFPS, Child Abuse Hotline, and CCR website |

5. Meals:

I understand that the following meals will be served to my child while in care. Check all that apply:

- None Breakfast Morning snack Lunch Afternoon snack Supper Evening snack

6. Days and Times in Care:

My child is normally in care on the following days and times:

Day of the Week	A.M.	P.M.
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

7. Receipt of Parent's Rights:

I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.

Signature — Parent or Legal Guardian

Date Signed

8. Child's Special Care Needs, check all that apply

- | | |
|--|--|
| <input type="checkbox"/> Environmental allergies | <input type="checkbox"/> Limitations or restrictions on child's activities |
| <input type="checkbox"/> Food intolerances | <input type="checkbox"/> Reasonable accommodations or modifications |
| <input type="checkbox"/> Existing illness | <input type="checkbox"/> Adaptive equipment, include instructions below |
| <input type="checkbox"/> Previous serious illness | <input type="checkbox"/> Symptoms or indications of complications |
| <input type="checkbox"/> Injuries and hospitalizations in the past 12 months | <input type="checkbox"/> Medications prescribed for continuous long-term use |
| <input type="checkbox"/> Other: _____ | |

Explain any needs selected above:

Does your child have diagnosed food allergies? Yes No Food Allergy Emergency Plan Submitted Date: _____

Child day care operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. To learn more, visit www.ada.gov/resources/child-care-centers/. 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 Signed

9. School Age Children

My child attends the following school:	School Area Code and Phone No.:
--	---------------------------------

My child has permission to:

Check all that apply.

- walk to or from school or home ride a bus be released to the care of their sibling younger than 18 years old

Authorized pick up or drop off locations other than the child's address:

Child's required immunizations, vision and hearing screening, and TB screening are current and on file at their school.

Authorization For Emergency Medical Attention

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

Name of Physician	Address	Area Code and Phone No.
Name of Emergency Care Facility	Address	Area Code and Phone No.

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

Signature — Parent or Legal Guardian

Date Signed

Requirements for Exclusion from Compliance

- I have attached a signed and dated affidavit stating that I decline immunizations for reason of conscience, including religious belief, on the form described by Section 161.0041 Health and Safety Code submitted no later than the 90th day after the affidavit is notarized.
- I have attached a signed and dated affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination that I am an adherent or member of.

Vision Exam Results

Right Eye 20/ Left Eye 20/ Pass Fail

Signature _____

Date Signed _____

Hearing Exam Results

Ear	1000 Hz	2000 Hz	4000 Hz	Pass or Fail
Right				<input type="radio"/> Pass <input type="radio"/> Fail
Left				<input type="radio"/> Pass <input type="radio"/> Fail

Signature _____

Date Signed _____

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. Select **only one** option.
- Health Care Professional's Statement: I have examined the above named child within the past year and find they are able to take part in the day care program.
 - A signed and dated copy of a health care professional's statement is attached.
 - 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.
 - 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 submit it to the child care operation.

Name of Health Care Professional, if selected _____

Address of Health Care Professional, if selected _____

Signature — Health Care Professional _____

Date Signed _____

Signature — Parent or Legal Guardian _____

Date Signed _____

Vaccine Information

The following vaccines require multiple doses over time. Provide the date your child received each dose.

Vaccine	Vaccine Schedule	Dates Child Received Vaccine
Hepatitis B	Birth (first dose)	
	1–2 months (second dose)	
	6–18 months (third dose)	
Rotavirus	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
Diphtheria, Tetanus, Pertussis	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
	15–18 months (fourth dose)	
	4–6 years (fifth dose)	
Haemophilus Influenza Type B	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
	12–15 months (fourth dose)	
Pneumococcal	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
	12–15 months (fourth dose)	
Inactivated Poliovirus	2 months (first dose)	
	4 months (second dose)	
	6–18 months (third dose)	
	4–6 years (fourth dose)	
Influenza	Yearly, starting at 6 months. Two doses given at least four weeks apart are recommended for children who are getting the vaccine for the first time and for some other children in this age group.	
Measles, Mumps, Rubella	12–15 months (first dose)	
	4–6 years (second dose)	
Varicella	12–15 months (first dose)	
	4–6 years (second dose)	
Hepatitis A	12–23 months (first dose)	
	The second dose should be given six to 18 months after the first dose.	

Varicella for Chickenpox

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

Signature

Date Signed

Additional Information About Immunizations

For additional information about immunizations, visit the Texas Department of State Health Services website at www.dshs.state.tx.us/immunize/public.shtm.

TB Test if required

Positive Negative Date: _____

Gang Free Zone

Under the Texas Penal Code, any area within 1,000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

Privacy Statement

HHSC values your privacy. For more information, read our privacy policy online at <https://hhs.texas.gov/policies-practices-privacy#security>

Signatures

Child's Parent or Legal Guardian

Date Signed

Center Designee

Date Signed

Physician or Public Health Personnel Verification

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

Signature

Date Signed



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/staff. I give The Clubhouse my permission to include my child in any TWU-approved 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 or videos which may be taken of my child for any purpose whatsoever, without compensation to me. All prints and images 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 my child. **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, field trips, swimming pools, and other locations. **Please Circle Yes or No**

Parent Signature: _____

Date: _____



WORK/CLASS SCHEDULE

Please show your work/class schedule, including the building and room numbers. Include places where you can be reached when you are not in class or work. 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					

Operational Discipline and Guidance Policy

This form provides the required information per 26 Texas Administrative Code (TAC) minimum standards Sections 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) grabbing or pulling a child;
- 4) putting anything in or on a child's mouth;
- 5) humiliating, ridiculing, rejecting or yelling at a child;
- 6) subjecting a child to harsh, abusive or profane language;
- 7) placing a child in a locked or dark room, bathroom or closet;
- 8) placing a child in a restrictive device for time out;
- 9) withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with 746.2803(4)(D); and
- 10) 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 Before or After School Program (BAP)/School Age Program (SAP) that Operates under 26 TAC 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 Section 261.001 and TAC 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: _____

Role: Parent Caregiver or Employee Household Member (CH. 747 only)

Minimum Standards Related to Discipline

- Title 26, Chapter 746 Subchapter L: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y)
- Title 26, Chapter 747 Subchapter L: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=747&sch=L&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=747&sch=L&rl=Y)
- Title 26, Chapter 744 Subchapter G: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y)

Child Water Safety Affirmation

In accordance with [5 TAC 341.0646](#) – Child Water Safety Requirements for Certain Organizations (also known as Caiti's Law), Texas Woman's University (TWU) requires the parent or legal guardian of each child under the age of 12 complete this form if they will be swimming or otherwise accessing a body of water.

Please complete and sign this form for each child under the age of 12 that will be attending a camp/event that involves pool/swimming activities.

I affirm that the child listed below is able to safely swim without a life jacket/personal flotation device.

I affirm that the child listed below is not at risk of injury or death when swimming without a life jacket/personal flotation device.

Please Note: TWU requires that all children who are under the age of 12 OR are less than 48 inches in height* pass a swim test prior to being allowed to swim without a life jacket/personal flotation device. However, a child's parent or guardian may instead request that their child be required to always wear a life jacket/personal flotation device, or that they not participate in such activities.

I request that the child listed below be required to wear a life jacket/personal flotation device during all pool/swimming activities.

I request that the child listed below not participate in pool/swimming activities.

Name of child

Parent/Legal guardian printed name

Parent/Legal guardian signature

Date

** TWU staff will check the height of participants at the pool before beginning water activities. If a child is not 48 inches in height, they will be required to take the swim test prior to being allowed to swim without a life jacket/personal flotation device.*



FARE
Food Allergy Research & Education

FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

**PLACE
PICTURE
HERE**

Name: _____ D.O.B.: _____

Allergic to: _____

Weight: _____ lbs. Asthma: **Yes (higher risk for a severe reaction)** **No**

NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.

Special Situation/Circumstance - If this box is checked, the child has an extremely severe allergy to the following food(s) _____.

Even if the child has MILD symptoms after eating (ingesting) this food(s), Give Epinephrine immediately.

For ANY of the following SEVERE SYMPTOMS



LUNG

Shortness of breath, wheezing, repetitive cough



HEART

Pale or bluish skin, faintness, weak pulse, dizziness



THROAT

Tight or hoarse throat, trouble breathing or swallowing



MOUTH

Significant swelling of the tongue or lips



SKIN

Many hives over body, widespread redness



GUT

Repetitive vomiting, severe diarrhea



OTHER

Feeling something bad is about to happen, anxiety, confusion

OR A COMBINATION

of symptoms from different body areas



- 1. INJECT EPINEPHRINE IMMEDIATELY.**
- 2. Call 911.** Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.
 - Consider giving additional medications following epinephrine:
 - » Antihistamine
 - » Inhaler (bronchodilator) if wheezing
 - Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
 - If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
 - Alert emergency contacts.
 - Transport patient to ER, even if symptoms resolve. Patient should remain in ER for at least 4 hours because symptoms may return

MILD SYMPTOMS



NOSE

Itchy or runny nose, sneezing



MOUTH

Itchy mouth



SKIN

A few hives, mild itch



GUT

Mild nausea or discomfort

FOR MILD SYMPTOMS FROM MORE THAN ONE BODY SYSTEM, GIVE EPINEPHRINE.

FOR MILD SYMPTOMS FROM A SINGLE BODY SYSTEM (E.G. SKIN, GI, ETC.), FOLLOW THE DIRECTIONS BELOW:

1. Antihistamines may be given, if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

MEDICATIONS/DOSES

Epinephrine Brand or Generic: _____

Epinephrine Dose: 0.1 mg IM 0.15 mg IM 0.3 mg IM

Antihistamine Brand or Generic: _____

Antihistamine Dose: _____

Other (e.g., inhaler-bronchodilator if wheezing): _____

PATIENT OR PARENT/GUARDIAN AUTHORIZATION SIGNATURE

DATE

HEALTHCARE PROVIDER AUTHORIZATION SIGNATURE

DATE



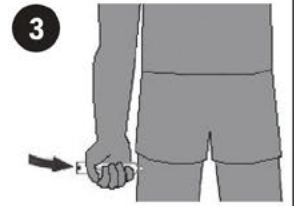
HOW TO USE AUVI-Q® (EPINEPHRINE INJECTION, USP), KALEO

1. Remove Auvi-Q® from the outer case. Pull off red safety guard.
2. Place black end of Auvi-Q® against the middle of the outer thigh.
3. Press firmly until you hear a click and hiss sound, and hold in place for 2 seconds.
4. Call 911 and get emergency medical help right away.



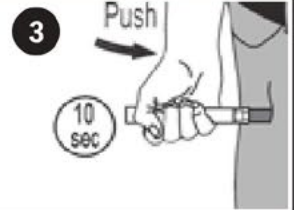
HOW TO USE EPIPEN®, EPIPEN JR® (EPINEPHRINE) AUTO-INJECTOR AND EPINEPHRINE INJECTION

1. (AUTHORIZED GENERIC OF EPIPEN®), USP AUTO-INJECTOR, MYLAN AUTO-INJECTOR, MYLAN
2. Remove the EpiPen® or EpiPen Jr® Auto-Injector from the clear carrier tube.
3. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward. With your other hand, remove the blue safety release by pulling straight up.
4. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
5. Remove and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.



HOW TO USE IMPAX EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF ADRENACLICK®), USP AUTO-INJECTOR, AMNEAL PHARMACEUTICALS

1. Remove epinephrine auto-injector from its protective carrying case.
2. Pull off both blue end caps: you will now see a red tip. Grasp the auto-injector in your fist with the red tip pointing downward.
3. Put the red tip against the middle of the outer thigh at a 90-degree angle, perpendicular to the thigh. Press down hard and hold firmly against the thigh for approximately 10 seconds.
4. Remove and massage the area for 10 seconds. Call 911 and get emergency medical help right away.



HOW TO USE TEVA'S GENERIC EPIPEN® (EPINEPHRINE INJECTION, USP) AUTO-INJECTOR, TEVA PHARMACEUTICAL INDUSTRIES

1. Quickly twist the yellow or green cap off of the auto-injector in the direction of the "twist arrow" to remove it.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward. With your other hand, pull off the blue safety release.
3. Place the orange tip against the middle of the outer thigh at a right angle to the thigh.
4. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
5. Remove and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.



HOW TO USE SYMJEPI™ (EPINEPHRINE INJECTION, USP)

1. When ready to inject, pull off cap to expose needle. Do not put finger on top of the device.
2. Hold SYMJEPI™ by finger grips only and slowly insert the needle into the thigh. SYMJEPI™ can be injected through clothing if necessary.
3. After needle is in thigh, push the plunger all the way down until it clicks and hold for 2 seconds.
4. Remove the syringe and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.
5. Once the injection has been administered, using one hand with fingers behind the needle slide safety guard over needle.



ADMINISTRATION AND SAFETY INFORMATION FOR ALL AUTO-INJECTORS:

1. Do not put your thumb, fingers or hand over the tip of the auto-injector or inject into any body part other than mid-outer thigh. In case of accidental injection, go immediately to the nearest emergency room.
2. If administering to a young child, hold their leg firmly in place before and during injection to prevent injuries.
3. Epinephrine can be injected through clothing if needed.
4. Call 911 immediately after injection.

OTHER DIRECTIONS/INFORMATION (may self-carry epinephrine, may self-administer epinephrine, etc.):

Epinephrine first, then call 911. Monitor the patient and call their emergency contacts right away.

EMERGENCY CONTACTS – CALL 911

RESCUE SQUAD: _____
DOCTOR: _____ PHONE: _____
PARENT/GUARDIAN: _____ PHONE: _____

OTHER EMERGENCY CONTACTS

NAME/RELATIONSHIP: _____ PHONE: _____
NAME/RELATIONSHIP: _____ PHONE: _____
NAME/RELATIONSHIP: _____ PHONE: _____



Parent Release and Waiver of Liability for
Minor Participation

I give permission for _____ to participate in the _____
(Name of minor) (Name of activity/program/camp/internship).

I acknowledge and accept that the activity/program/camp/internship may expose me and my child to hazards and risks, including injury or death, and that TWU cannot control these risks.

I acknowledge there may be physically strenuous activities and certify that my child is fit and capable of such participation.

I understand that TWU is not responsible for any medical expenses associated with any personal injury my child or I may sustain and understand that TWU does not provide medical insurance for me or my child.

I certify that my child and I are covered by adequate insurance to cover any personal injury which we may sustain while participating in this activity/program/camp/internship.

I understand that I am solely responsible for ensuring the adequate supervision of the above-named minor for the duration of his/her participation in the activity/program/camp/internship.

In consideration of TWU providing the opportunity for me and my child to participate in this activity/program/camp/internship, I release TWU, its Board of Regents, officers, employees, and representatives from any and all liability to me and my child, our personal representatives, estate, heirs, and assigns for any and all claims, demands and causes of action for any and all illness or injury to me and/or my child, including death arising out of, during or in any way connected with this activity/program/camp/internship.

I agree to indemnify and hold harmless, waive and covenant not to sue TWU, its Board of Trustees, officers, employees, and representatives from liability for the injury or death of any person(s) or damage to property that may result from my and/or my child's negligent or intentional act or omission while participating in the activity/program/camp/internship.

I hereby authorize the staff of this activity/program/camp/internship to act for me according to their best judgment in any emergency requiring medical attention if I am immediately unavailable. I authorize and give consent for TWU to administer general first aid for any minor injuries or illnesses experienced by me or my child if it reasonable to do so. If my child is in need of emergency medical care and TWU is not able to reach me or the listed emergency contact, I authorize TWU to sign all necessary papers and arrange for emergency treatment and hospital care.

Printed Name of Minor Participant: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

Home: _____ Work phone: _____ Cell phone: _____

Emergency Contact (if different than parent or guardian): _____

Home: _____ Work phone: _____ Cell phone: _____



PERSONALITY FORM

Parent(s)' Name(s): _____ TWU Affiliation: _____

Child's Name: _____ Nickname: _____

Birthdate: _____ T-Shirt Size: _____

Grade Level: _____

Siblings:

Name: _____ Age: _____ School: _____

Name: _____ Age: _____ School: _____

Name: _____ Age: _____ School: _____

Address: _____

Child Lives With: _____

Parent 1 Name: _____ Profession: _____

Home: _____

Work: _____

Cell: _____

Parent 2 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: _____



PERSONALITY FORM, cont.

Tell us about your child's learning needs. In what areas can we help?

Tell us about your child's behavior. Are there any issues of which we should be aware?

How do you like to handle discipline at home?

Parent Signature: _____

Date: _____



PARENT INFORMATION & PAYMENT FORM

Parent's Email Address:

Parent ID #:

Affiliation to the University (Student on/off campus, Staff, Non-Affiliation):

On-Campus Off-Campus Student Faculty/Staff/Alumni Non-Affiliation

Are you on CCS? (See handbook for Child Care Services Definition.)

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 out by email (housing@twu.edu) by phone (940-898-3676).

PAYMENT INSTRUCTIONS

Step 1. Go to the Clubhouse [payment link](https://commerce.cashnet.com/cashneti/static/storefront/HS-GTWU/catalog) (<https://commerce.cashnet.com/cashneti/static/storefront/HS-GTWU/catalog>)

Step 2. Scroll down to "Clubhouse Payment" and click "View Details"

Step 3. Enter the following and click "Add to Cart" at the bottom of the page

- Dollar amount found on the Clubhouse invoice you should receive by email
- Family Account Number also found on your Clubhouse invoice (if paying your enrollment fee, enter last name for the account number)
- Name(s) of Child(ren)
- Select your payment frequency (if you are a drop-in, you will select "Daily Pay")
- Name on the credit card used for payment
- Your phone number

Step 4. Click "Checkout" at the bottom

Step 5. Edit any details of your selected item if needed, or select "Continue"

Step 6. Enter payment information, click the box acknowledging your payment through Transact Campus Inc., and click "Continue" (you will have one more page to review before submitting the payment)

Step 7. Enter your email address for a payment confirmation receipt, and review the summary of your purchase and payment details

Step 8. Click "Pay"

From there, you should receive a receipt by email when payment is complete. If you encounter any payment issues when going through the process, please email housing@twu.edu.



THE CLUBHOUSE
TEXAS WOMAN'S UNIVERSITY

PARENT HANDBOOK



THE CLUBHOUSE

TEXAS WOMAN'S UNIVERSITY

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

Serving ages 5 – 12

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. Family Housing priority deadlines are July 15 for fall/spring and March 15 for summer. Alumni, faculty and staff, and other non-TWU affiliates will be considered on a space-available basis. Families are required to pay a \$50.00 enrollment fee each fall or when they begin care. This fee is per family; families with more than one child only pay \$50. The enrollment fee is included in the CCS parent portions. All items on the Enrollment Form Checklist must be submitted before the child attends The Clubhouse.

This paperwork can be found on the [TWU Clubhouse website](#).

Parents may have access to the enrollment paperwork at this website at any time to make changes and updates to 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. If this occurs, a new 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.

The Clubhouse uses email as a form of parental communication. Email will be used for updates and alerts, along with access to a calendar and newsletter. The newsletters include curriculum topics and lesson plans for the month, as well as details on activities and any important alerts.

Conversations at pick-up and drop-off should be brief; your chief responsibility remains the supervision of the children. If you need more time with a staff member, ask to schedule a time to meet.

Texas Department of Health & Human Services

The Clubhouse is regulated by the Minimum Standards for School-Age and Before or After School Programs outlined by the Texas Department of Health and Human Services.

You may visit <https://www.hhs.texas.gov/providers/protective-services-providers/child-care-regulation> 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 the HHS office call, (512)-424-6500.

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

To visit the HHS website visit, www.hhs.texas.gov

Required Training for Clubhouse Staff

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

Clubhouse staff are 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 certifications
- Abuse and Neglect training
- Other training required by TWU
- Be familiar with HHS 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. The Clubhouse will be open Monday-Friday all year round, and closes promptly at 6:00 pm during these months. Summer hours of operation (June-August) are 7:30 am – 5:30 pm. Denton ISD 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, as The Clubhouse's days of operation are a combination of the Denton ISD school calendar and the TWU academic calendar.

Rates & 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 \$50 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 & Dining office located on the first floor of Mary's Hall at Parliament Village, an email will be sent to them with instructions for payment online. All payments, including CCS parent pay will be made through the Transact System. 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, posted to the parent account, and invoiced for payment. Payment not received by the 20th day of each month will result in suspended care until the past due balance is paid. 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 Transact website: <https://commerce.cashnet.com/HSGTWU>

Late Pickup Fees

The Clubhouse closes promptly at 5:30 pm during the summer sessions and special days and at 6:00 pm 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 them up for you. Fees will be charged to the parent's 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 or staff will be able to have their current ID activated to gain access to the building. Other parents will have to go to the ID Services Office to have an ID made. The Clubhouse director must first email information to ID Services. 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 certain persons to report known abuse or suspected child abuse. Mandated reporters include a licensee, an administrator, or an employee of a licensed community care or childcare facility. No supervisor or administrator may impede or inhibit an individual's reporting duties or subject the mandated reporter to any sanction for making the report.

Should a parent or staff member suspect abuse or neglect, these steps are the usual course of action:

- Staff members are encouraged to discuss the suspected case with the director, and they must follow mandatory reporter protocol.
- The Director will observe the child, talk with the child, and further seek to determine if abuse or neglect may have occurred. These findings will be documented in the child's file.
- The Director may talk with the child's parent(s) about the concerns.
- The staff and Director will determine the need to call the appropriate child abuse agency.
- A social worker or representative of the agency may visit the child at The Clubhouse or the child's home.

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 & Neglect

Staff will be trained to recognize signs of child abuse and/or neglect and are 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> 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 received in writing by the 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 & 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 the 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 the parent(s) 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 & 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 Admission Information Form 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 page 5 of the Admission Information Form in 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, per the Admission Information Form.

Illness & 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, they 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 your child is 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 document this information in part 8 of the Consent Information section of the Admission Information 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 sunscreen, and bug repellent labeled with the child's name as well as a parent's signature on the container in order for The Clubhouse to administer the product.

Medical Emergencies

In the event of a medical emergency, Clubhouse staff will immediately call TWU Police Department (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 Services

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 where 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 & 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 consistent guidance from home to The Clubhouse. For additional guidance information, please see the Guidance Policy 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 & Guidance Policies

Discipline will be consistent and based on individual needs. It shall be of a 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, 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 the 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, either 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 transition 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.

Computer and Television (Screen Time)

Children are limited to Structured Educational Use, like Educational Programs, unless otherwise advertised for special occasions. Television and games may be used during quiet time for children, unless permitted for special occasions.

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.

Parent Rights & Responsibilities

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 your attention. 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 Clubhouse staff
- 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 & Activities

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

Summer activities include visits to the TWU Library, Fit and Rec, sports camps, swimming, tennis, and Zumba on campus. Off campus field trips 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.

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 & 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. Snacks 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 the 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.

Weapons

The use or possession of firearms, fireworks, or any other illegal or lethal weapon anywhere in TWU Housing or within the immediate vicinity, on the TWU campuses is prohibited by law. Under state law, weapons prohibited in TWU housing or the immediate vicinity currently include, but are not limited to; any club, explosive weapon, firearm, firearm silencer, handgun, switchblade knife, knife, knuckles, machine gun, short-barrel firearm, armor –piercing ammunition, ammunition, hoax bomb, chemical dispensing device (other than a small chemical dispenser sold commercially for personal protection), blow gun, stun gun, bow, arrow, sword, slingshot, racetrack, or zip gun. Additional items prohibited in TWU Housing include fireworks, toy look-alike guns, paintball guns, pellet and BB guns, and decorative firearms (operable or inoperable). Pursuant to state law, these weapons are prohibited on the TWU campuses. The unlawful use or possession of a firearm constitutes a third-degree felony

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.

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 a Ziploc bag with the child's name on it. Staff will be available to assist as needed to apply. There will need to be written documentation, via the Admission Information Form, 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™, X™, and Snapchat™.

Clubhouse staff members are not permitted to post pictures 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 or the TWU CARE Office.

Campus Notifications

Texas Woman's University Police Department 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/police/pioneeralert>.

Also, 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.

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, and walk them to the destination with a 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 the TWU Library. 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 Police Department/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 Police Department 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.

Accommodations for Families

This document outlines our program’s policies and process in supporting families and children who may need additional accommodations, to include home language, differing abilities and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the public and in the parents’ primary language. Please notify Center Management if you or your child require accommodations and we will ensure that we do our part in making sure your needs are met.

Below are ways that our program will partner with your family:

1. If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions.
2. Participation in all comprehensive meetings if needed.
3. Complete supporting documentation from authorized medical professional for any accommodations related to the child’s physical or developmental needs.
4. Provide materials and resources in parent/child’s primary language.
5. Provide opportunity for cultural inclusiveness by hosting cultural events throughout the year.

As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, our Early Learning Program does not discriminate on the basis of race, color, national origin, sex, age, or disability in the admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operation. For additional information or referral to the appropriate system coordinator, contact Center Management.

Provider's Guide to Parent's Rights

Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
 - Video recordings of the alleged incident are available;
 - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
 - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

Required Notifications

- The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The child care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.

Helpful Tips

Since a parent may perceive an action taken by a child care facility as retaliatory, keep in mind:

- Documentation is essential in supporting your actions; and
- Follow the suspension and expulsion policy outlined in your operational policies and update your policy, if needed.

