

Students United with Neighbors for Successful Enrichment Time



Providing After School Care Since 1992

FAMILY HANDBOOK

2024-25

November 25, 2024

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WELCOME to the SUNSET After School Program!

This handbook is a comprehensive guide to understanding the policies and procedures of the SUNSET After school Program. Please read it carefully and keep it handy for future reference throughout the school year.

As a parent of a child enrolled in the SUNSET program, we encourage you to observe and participate in activities and events. You are always welcome to spend time with your child at SUNSET! Any contributions of your time or talents will be greatly appreciated.

All families should maintain current information by calling, emailing, and turning paperwork into your school's On-site coordinator. You may also update contact information through email or leave a voicemail without staff assistance.

Policies are reviewed annually and updated when necessary.

If you have any questions, please feel free to ask your On-Site Coordinator or contact our office.

SUNSET CONTACT INFORMATION

Program Director: Marty Nelson
Director: Jeanne Davis

Mailing address: SUNSET After School Program
405 Reimer Ave.
San Marcos, TX 78666

Office Phone: 512-392-1992
Emergency cell phone: 512-787-7243

E-Mail Address: sunset1@grandecom.net; sunsetasp92@gmail.com
Program Website: www.sunsetafterschool.com

At SUNSET we believe in a strong communication link between SUNSET's On-Site Staff, students, their parents, and the SUNSET Program Director, Marty Nelson.

SUNSET is a separate entity from SMCISD.

All parents or legal guardians are encouraged to call or e-mail the program director, Marty Nelson, with any questions, concerns, or compliments you may have regarding SUNSET. For info and updates, check our website: www.sunsetafterschool.com

SUNSET After School Program Family Handbook Summary

- We encourage you to come and visit SUNSET when we are on site.

- Please take a moment to meet the staff.
- Take time to visit with your child's supervisor/group leader.
- Family handbook covers tuition fees, philosophy, discipline and guidance, SUNSET procedures, and more. Please take the time to read it.
- We close at 6:30pm. If you are running late, please call the office.
- We are Texas Rising Star Certification; ranked 4 stars out of 4.
- Included in this Handbook is a Health and Wellness Resource list with contact information and website links for more information.
- We have a Family Information Binder. Please feel free to ask for copies of any information that would be helpful for you.
- We strictly limit technology on site to improve communication between staff, students, and families.
- We encourage families to collaborate with any needs that arise with your child/children.

Please sign the attached Family Handbook Acknowledgement Form and return it to your program's On-Site Coordinator! (Last Page)

Thank you for your cooperation.

We look forward to a rewarding and memorable year with you and your children.

Marty Nelson, SUNSET Program Director

SUNSET is a member of:

- San Marcos Chamber of Commerce
- Early Childhood Coalition of Hays County
- San Marcos Commission on Children and Youth (former commissioner)
- SMCCY Mental Health Coalition
- Leadership San Marcos, Alumni
- SMCISD Student Health Advisory Council (SHAC) committee (former co-chair)
- National After school Association (NAA)
- Texas After school Association (TAA)
- After School Care Alliance
- National Association of Child Care Professionals (NACCP)
- Taking Charge of Change Project Leadership Academy (graduate)

SUNSET TUITION FEES, FINANCIAL and PAYMENT INFORMATION 2024-25

Listed Prices subject to change 2024-2025 school year. Notice will be given if prices change.

Registration Fee: \$30.00 (\$10.00 each sibling) – **Non-Refundable**

<p>Full Time Rates: First Child and Pre-k children August and September: \$230 each month October through May: \$250.00 each month Each Sibling—Discount August and September: \$210 each month October through May: \$230.00 each month NO Discount for PRE-K Children</p>	<p>Daily Rate/ Part Time /Drop In August and September: \$23 a day per child October through May: \$25.00 a day per child Note if your child attends Sunset more than 10 days out of the month it is more economical to register them as full time. Example: October has 21 days of care at \$25, you would be paying \$525 for the month. $21 \times \\$23 = \\525</p>
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******We offer a sibling discount for each additional sibling (except Pre-K) the amount of \$20 to help offset the cost of monthly tuition. We hope this helps alleviate some of the financial stress for families enrolling multiple children in our program. On Parent Community Days we also offer a discount on siblings.**

- Late Fee:** \$20.00 will be assessed if payment is not received by the 3rd business day of the month.
- Returned Check Fee:** \$25.00 will be assessed if your check is returned.
- Parent Community Day:** \$50.00 for the first child and Pre-K (each sibling \$30.00) - must be enrolled in advance.
- Late Pick up Fee:** \$3.00 per minute after 6:30pm
- SMCISD employees:** Call the office for SMCISD discount.
- Re-Enrollment Fee:** \$20.00 (If you take your child out of SUNSET and re-enroll within the same school year)
- CCS Co-Pays:** Co-Pays are determined by CCS. CCS requires that co-pays are paid by the 3rd business day of the month. CCS requires us to provide notification of non-payment by the 4th business day of the month.

****If we have any unforeseen school closures or additional days added in June, we will charge the daily rate of \$25 a day, for days attended. Early release days will be an additional charge.**

****You will receive a **SUNSET Monthly Statement by email.** If requested, a statement can be printed for you. Statements are always available online by logging into your account at myprocare.com.**

****Tuition is due by the 3rd business day of the month. Tuition is due 3 days after your start date.**

A late fee (\$20) will be assessed on the 4th business day of the month. If tuition is **not paid by the 16th of the month, care will be suspended until payment is made. Care will be reinstated once balance is brought up to date.** We will not carry over the balances to next month. ***This also applies to parents who share the cost of tuition (each parent paying a portion of the tuition payments).***

**** Daily and Drop-In days are paid on or before the day of attendance. Drop-in days are not billed monthly. You may pay for multiple days in advance.**

****For your convenience, we accept payments the following ways:**

- **On Site:** you may pay the On-Site-Coordinator with a check, money order, or cash. Please ask for a receipt.
- **Tuition Express with debit/credit card in myprocare.com.** Any payments made by debit/credit cards will be charged a small convenience fee by Tuition Express.
- **ZELLE** by sending to sunsetasp92@gmail.com.
- **Mail** a payment to: Sunset After School Program, 405 Reimer Ave., San Marcos, TX 78666

Make check or money order payable to SUNSET After School Program

***Cancellation of care by parent/guardian requires two weeks' notice. Please notify the office if you need to discontinue childcare services.**

***For TAX PURPOSES, we will supply a year-to-date statement for actively enrolled children at the end of January and you can download a year-to-date statement on myprocare.com. If you are not actively enrolled in our program, please call the office. Our tax ID number is: 74-2439582. If you have any questions call Marty Nelson at 512-392-1992**

CHILD CARE SUBSIDY PROGRAMS and SIBLING DISCOUNTS

If your family needs help with tuition, we partner with state and local agencies to provide tuition subsidies where we can. Contact us for potential solutions for your family. We are a Rural Capital Area Child Care Services provider. Contact Workforce Solutions for more information regarding Rural Capital Area Child Care Services Funding at 512-260-1937 option 5. We also work with employer funded childcare, such as FSAs, as well as school funded childcare assistance (such as ACC and Goodwill work program).

We offer a sibling discount for each additional sibling (except Pre-K siblings) to help offset the cost of monthly tuition.

We hope this helps alleviate some of the financial stress for families enrolling multiple children in our program. On Parent Community Days we offer a discount on siblings.

Parent Community Days are when we provide All Day Care.

SUNSET OPERATION HOURS

Sunset hours are from school's dismissal until 6:30pm, Monday-Friday.

SUNSET starts on the first day of school and ends on the last day of school. We are closed on the same holiday breaks as SMCISD. On Parent Community days, we will offer ALL-DAY care at a designated campus. An additional fee is charged for ALL-DAY care.

Notices of ALL-DAY Care days will be posted at the programs.

SUNSET is a licensed childcare program.

We are governed by the Texas Dept. of Health and Human Services and Texas Childcare Regulations division. License information is available during the SUNSET hours of operation. Information includes a copy of our Operating License, copies of the licensing inspection report, fire safety practices, and a copy of the Minimum Standards Guidelines. Parents, feel free to review a copy of the Minimum Standards guidelines, or review the most recent licensing inspection report. You can view our licensing history online at the THHSC websites listed below. Our local licensing office information is as follows:

THHSC

1901 Dutton Dr.

San Marcos, TX 78666

512-753-2211 www.dfps.state.tx.us or www.hhsc.texas.gov

child abuse hotline: 1-800-252-5400

We are a Texas Rising Star certified quality program. This is a Star level rated program through workforce Solutions Rural Capital Area Childcare Services. Currently we hold a 4 out of 4 (highest) star level.

SUNSET on SMCISD school premises

We use different areas of the SMCISD schools where we have a program. We follow the school's guidelines and rules for use of equipment and physical activity areas such as playscapes and play areas. Maintenance and repair for these areas is provided by SMCISD.

PROGRAM DESCRIPTION

The SUNSET Program provides a safe after school program for all children from Pre- kindergarten through fifth grade. Activities are designed to build self-confidence, develop cooperation, improve coordination, build lasting friendships, and to have fun. We use Conscious Discipline Curriculum and strategies to help children self-regulate their behavior and social emotional wellbeing.

SUNSET’S goals and objectives are:

To provide a loving and safe environment where the child’s physical and emotional needs are met.

To develop social skills in the following areas, the student will:

- Work/play alone and work/play cooperatively with others.
- build friendships
- be encouraged to build character qualities
- be encouraged to build life skills
- problem solve and develop skills for conflict resolution
- explore and expand personal interests
- self-regulation

SUNSET Activities/Curriculum Goals

Activities are planned each day at SUNSET to...

- build relationships
- improve social skills
- build physical activity
- explore creativity
- help with academics

All SUNSET students are encouraged to participate in a variety of individual and group activities offered each day. A curriculum calendar is posted each week on the Sunset board to inform parents of the activities planned.

No water activities. We do not participate in water activities at SUNSET, such as water balloons, water sprays, shallow pools.

Physical Activity and Screen Time Policy

SUNSET takes a proactive approach to helping children stay physically active. While outdoors, children have opportunities to run, climb, jump, push and pull, etc. They are encouraged to participate in games that are physically active that help develop gross motor skills. Outdoor play areas are checked daily for any hazards that would be unsafe for play. Playground equipment is checked daily for any damage or broken pieces. We report any damaged or unsafe equipment to SMCISD. Until repaired, we do not use the equipment. SUNSET also monitors Cold and Heat indexes for outdoor play. Cold temps, low 40 degrees with wind chill not more than 10mph and Hot temps high 95 with 50% humidity. Our students will occasionally watch movies during inclement weather or for special occasions, but screen time will not exceed 2 hours/week.

For more information on Screen Time usage please check out the Family Information Binder online or on site.

Sample SUNSET Pre-K Schedule

3:15 - 3:45pm	Attendance/Wellness Check Snack Social Time
3:45- 5:15pm	Group time / outside Rotations of activities Curriculum /Activities

5:15pm - 6:00pm Open centers
6:00pm - 6:30pm Activities / Clean up

Sample SUNSET K-5th Schedule

3:15pm - 3:45pm Attendance/Wellness Check
Snack
Homework
3:45 - 5:30pm Group time/outside
Curriculum
Rotations of activities
5:30pm - 6:00pm Open centers
Gym/outside
6:00pm - 6:30pm Activities/clean up

SUNSET Snack

- Healthy snacks are provided for the children as they arrive at our program. A calendar of the snacks provided will be posted on the SUNSET Family board and on SUNSET's website.
- Staff does not use food as a reward or punishment for behavior.
- Healthy snacks provided are low-fat, minimum sugar, real fruit or 100% fruit juice. Snacks fit the Texas Education Foundation, and USDA food program guidelines.
- If your child has any dietary restrictions or diagnosed food allergies, or food sensitivities, please inform the On-Site Coordinator immediately. Staff are educated about food allergies and take precautions to ensure children are protected. These allergies should be listed on your registration form and medical action plan.
- If you want to provide your child with a snack from home for after school, make sure it does not contain peanuts or peanut butter. Snacks provided by parents must not be shared with other children unless you are providing baked goods for a celebration or party held at SUNSET. We must ensure the snacks meet the needs of children who require special diets.

We encourage you to provide foods of nutritional value (nutritional information can be found at www.fns.usda.gov/tn/myplate). SUNSET is not responsible for its nutritional value or for meeting the child's daily food needs, and any choking hazards of the snack provided from home.

- On All Day Care (parent community days), we provide a morning and afternoon healthy snack. Parents are encouraged to provide a healthy and appropriate sack lunch on these days. We do not serve hot food items. Any liquids and food hotter than 110 degrees F. are kept out of reach. Refrigeration is not available. Please pack lunches accordingly with ice packs to maintain appropriate temperatures to ensure the safety of food brought from home.
- **Family Information Binder has additional parent information regarding food allergies, healthy snacks and healthy lunch ideas, including sample menus. Binder is located at the Family Table and on SUNSET's website.**

OPERATING PROCEDURES

Safety and Security

At SUNSET our number one concern is for our children's safety and security. The following are some guidelines to help us at SUNSET provide a safe and secure environment for your children. All participants are expected to follow all program rules and procedures while at SUNSET. Thank you for your cooperation.

SUNSET Eligibility, Admission and Separation (suspension of care) Procedures

Sunset is offered on a first come, first serve basis to students from Pre-K through Fifth grades, at the following SMCISD schools:

Bonham Pre-Kindergarten (PK)
Bowie Elementary (K-5)

Hernandez Elementary (K-5)
Mendez Elementary (K-5)

Crockett Elementary (K-5)
DeZavala Elementary (K-5)

Rodriguez Elementary (K-5)
Travis Elementary (K-5)

SUNSET promotes participation regardless of race, color, national origin, sex, age, religion, political belief, or disability. We make every effort to support the child's culture, home language and unique abilities. Reasonable accommodations will be reviewed upon request to see if the child's needs can be accommodated by SUNSET in accordance with the Americans with Disabilities Act.

SUNSET After school Program will make individualized assessment of the needs of the child. This may require a trial period enrollment to see if we can meet the child's needs within the framework of SUNSET ASP. Consultation and any medical information or school information that you as a parent can provide will help in the assessment of whether we are able to meet the child's needs. There are limitations on one-on-one care, the child must be able to function within a group and transition with children in a staff/child ratio of 1 staff person to 17 children. Safety is our number one priority. Keeping your child and the other children safe is our top concern.

The limitation on SUNSET's obligation to provide accommodation is that no such change is implemented if it would cause undue hardship to SUNSET After School Program. Undue hardship refers to financial difficulty, as well as to change that would fundamentally alter the operation of SUNSET After School Program.

Please contact the Program Director, Marty Nelson, to discuss such accommodations.

SUNSET After School Program will make individualized assessment of the needs and reasonable modifications to include children with disabilities/conditions unless doing so would constitute a fundamental alteration of the program.

*Enrollment is open to any child 4-12 years of age that attends an SMCISD school, provided that our center can meet his/her needs. Enrollment is granted without discrimination about sex, race, color, religion, or political belief.

*Interested parents and children are invited to tour the site, meet the staff, review, and complete all paperwork prior to enrollment. Upon receipt of the completed enrollment form and registration fee, placement will occur on a first-come, first-serve basis. Children are grouped by both age and developmental level.

*Parents must complete the required enrollment forms necessary to register their child for SUNSET. Returning parents must complete a new enrollment form each year. Registration fees must be paid before the child can attend SUNSET. Registration is ongoing through the school year, space permitting.

*Enrollment forms can be picked up during the SUNSET program between 3pm-6:30pm or downloaded from the SUNSET website.

*Please give a 2 week notice if suspending care with SUNSET. If you have any questions, please contact Marty Nelson at 512-392-1992.

Family Participation

Parents/Guardians have the right to visit at any time. Throughout the school year there will be opportunities for participation. These opportunities include special occasions, parent meetings, and other program-related activities. Parents are offered an annual written evaluation or survey. These suggestions and evaluation results are integrated into the program operation when applicable.

Parent Conferences

Conferences are offered two times per year on SMCISD Parent/Teacher conference days, or as needed. Please feel free to discuss any questions/concerns you have at any time with your child's supervisors.

Clothing Guidelines

Sunset follows the same dress code policy as SMCISD. Please send your child in comfortable, weather appropriate clothing that does not inhibit your child from participating in physical activities. Play clothes are recommended because our staff will not discourage children from participating in an activity to protect his/her clothing. Please provide, if necessary, extra clothing if your child has bathroom accidents. If no extra clothing has been sent with the child, we will call for immediate pick up.

Personal Belongings

We encourage the students to take care of their personal items, such as backpacks, jackets, toys, books, homework, water bottles, etc. We are not responsible for these items if lost or broken.

Updating Contact Information

All families should maintain current information for enrollment by calling, emailing, or turning paperwork into your school's On-site coordinator.

Social Media

SUNSET Staff are given guidelines on confidentiality and privacy of information pertaining to families that are enrolled in SUNSET. Staff are not allowed to use social media for relaying information to parents or to "friend" any child or parent within care. Parents, please do not use this method of contact with staff.

Inclement Weather

SUNSET follows the same inclement weather policy and procedure of SMCISD. In the event of any bad weather once school is in session, SUNSET will attempt to be on-site and will call parents for immediate pick-up. If we are not able to be on-site, we will contact you by phone to let you know how to pick up your child from school.

Children's Rights: Each student receiving services from SUNSET is entitled to the following rights and or privileges:

- To be accorded dignity in his/her personal relationship with staff and or other persons.
- To be accorded a safe and healthful environment.
- To be accorded an environment free from the following: corporal punishment, humiliation, intimidation, ridicule, threats, or mental abuse.
- To be accorded an environment that includes all the necessities of care.

Staff Member's Rights: Each staff member employed by SUNSET is entitled to the following rights and privileges:

- To be treated as a professional care giver by parents, students, school staff, and visitors.
- To be accorded a safe and healthful environment.
- To be accorded an environment free from the following: corporal punishment, humiliation, intimidation, ridicule, threats, or mental abuse.

Parent's Rights: Parents/Guardians of children attending SUNSET are entitled to the following rights and privileges:

- To be accorded dignity in his/her relationship with staff and or other persons.
- To be accorded a safe and healthful environment for their child.
- To be accorded an environment free from the following: corporal punishment, humiliation, intimidation, ridicule, threats, or mental abuse.
- Any parent, guardian, or child representative has the right to be informed of the appropriate procedure regarding grievances, questions, or concerns. For information regarding inspections see THHSC and CCR contacts on page 6 of this handbook.
- The procedure is as follows: Contact the program's On-Site Coordinator. Contact Marty Nelson, Program Director at (512)392-1992. If needed, parents may request SUNSET to view any video recording from the school's cameras. SMCISD will be notified, and a request will be made. Restrictions may apply if other children are in recording. Notification to parents of other children in recording will be notified prior to viewing.

Communication: Please talk with your On-site coordinator or the office if you have any questions, concerns, comments, or compliments.

Sign In/Out Procedures (Drop off/Pick-Up Procedure):

- All SUNSET students are required to go directly to SUNSET when school is released to be signed into the program. Parents of children enrolled in school activities, such as tutoring or school clubs, must inform the SUNSET staff of their child's schedule changes.
- When your child is going to be **absent** from SUNSET, **please call** the SUNSET office (512-392-1992) or email, to inform us of the absence.
- Children that are registered as Drop-Ins, please notify the office by phone call or email on or before the day of drop in. Also notify the school to send to SUNSET that day.
- Students may be picked up by authorized persons only, that are included on your enrollment form! Authorized persons include parents, guardians, or any person designated in advance on the enrollment forms.
- If a person other than those designated on the enrollment form will be picking up a student, the parent/guardian must call the SUNSET office at (512) 392-1992 to authorize the person picking up the student.
- Students must be signed out by an authorized person every day.
- Students may not walk home from SUNSET without being signed out by an authorized person.
- If the staff does not know the person picking up your child, the staff will call the office for verification. The person will be required to show a current photo identification or a valid driver's license. A picture of the driver's license or photo I.D. will be taken.
- SUNSET closes promptly at 6:30PM. If you or the person picking up your child is going to be late, call the SUNSET office. If we have not heard from you, we will call **all** contacts on the child's enrollment form to come and pick up your child. **Late pick-up fees of \$3.00 per minute after 6:30PM will be charged to your account if you are late. If we are not able to get in contact with you or an emergency contact, we will call CPS/police at 7:00pm.**

- Parents, please refrain from being on your cell phone when picking up your child. The staff may need to communicate information to you regarding your child.
- For parents on CCS: CCS requires an additional check out on their tablet or your phone for attendance.

Custodial Issues:

If there are specific custody guidelines regarding your children, SUNSET must obtain a copy of the necessary legal documents. Otherwise, students will be released to any adult authorized on the enrollment form. If a family situation arises, you must update the enrollment forms.

SUNSET Staff:

The SUNSET School site consists of the On-Site Coordinator and On-Site Supervisors. Take the time to get to know them. They are your child's caregivers. SUNSET Staff are caring individuals with experience in education or child related fields. THHSC/CCR require for After School Staff a minimum of 15 hours per year. New staff are required to complete 15 hours of SUNSET orientation and training before working. All staff attend applicable childcare training (additional 12-16 hrs.) in August for the fall semester and another training session (6-10 hrs.) the second semester in January. This training includes Conscious Discipline, Standard Response Protocol, Child abuse and neglect, Active Supervision, sports activities, and developmentally appropriate practices. All staff are certified in CPR/First Aid. In addition, each staff member is required by THHSC to receive a thorough background check, which includes a fingerprint check, before they begin working for SUNSET.

Staff Vaccinations

THHSC does not currently require our staff to be vaccinated (such as: flu vaccine, Tdap vaccine, or Varicella vaccine).

ILLNESS/EMERGENCIES/MEDICATION POLICIES

We do not have access to the school nurse or any medication in the Nurse's possession, this includes inhalers for use during school. If your child requires an inhaler during the hours of SUNSET (3-6:30pm) you will need to provide one with the name of the child, expiration date in original packaging or with pharmacy label. If your child requires an epi-pen for allergic reaction, please provide one with full label.

If a child becomes ill while in our care, staff will:

- Contact the parent to pick up the child.
- Care for the child apart from other children.
- Give appropriate attention and supervision until the parent picks up the child.

Parents must pick up the child if:

- The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
- The child has a temperature of 100.4 or greater.
- Symptoms of possible severe illness such as diarrhea, vomiting, or other signs that the child may be severely ill.
- A health-care professional has diagnosed the child with a communicable disease, and the child does not have a medical document to indicate that the child is no longer contagious.

If a critical illness or injury requires immediate attention of a physician, staff will:

- Contact emergency medical services.
- Give the child first-aid treatment or CPR when needed.
- Contact the child's parent.
- An Incident Report will be completed and filed at the site. A copy will be given to the parent and to THHSC-CCR.

For Minor Injuries:

- First Aid will be administered by staff.
- Parents will be notified, and an injury report will be completed and filed at the site. A copy will be given to the parent.

If your child has any allergies (such as bee stings, medications, seasonal allergies, ant bites, or diagnosed food allergies or food intolerances) or any medical conditions (such as asthma, diabetes,

seizures, heart conditions, concussions, fractures, broken bones, etc.) we will require you to fill out our medical action plan and an action plan provided from your Dr.

Medication. We will not dispense medication without a written medical authorization form. The form can be obtained from the On-Site Coordinator at the program your child attends.

Insect Repellant and Sunscreen. We do not provide insect repellant or sunscreen for your child. If you want to provide these items, you will have to fill out a medical authorization form giving consent to administer to the child.

GUIDANCE AND DISCIPLINE (including Termination Procedures)

Discipline must be individualized and consistent for each child. Discipline will be appropriate to the child's level of understanding and directed toward teaching the child acceptable behavior and self-control.

Sunset staff may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction by using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior. They will remind and redirect a child of behavior expectations daily by using clear and positive statements. They may use brief supervised separation (Safe Place Zone) 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. We have Conscious Discipline techniques to help a child learn how to resolve a conflict, learn how they can "fix" their mistakes and how to use their words with an assertive voice when needed.

There must be no harsh, cruel, or unusual treatment of any child.

All students are expected to adhere to program rules. Please remind your child to show the same respect to the program staff that they do adults at home and in the classroom.

Parent/On-site coordinator/Director Collaboration Regarding Challenging Behavior

Challenging behaviors require communication between the parents, the On-site Coordinator, and the Director. Together we will discuss strategies and come up with a plan to address the challenging behavior.

Our objective is to help them be successful in their activities and relationships at SUNSET and at school. Our conversations are framed around Conscious Discipline. Parents are kept informed as to their child's progress.

Please let the program staff know about any significant factors (lack of sleep, injuries, or unusual excitement at home and/or school) which might affect the emotional or physical behaviors of your child, so that we can care for them properly.

Behavior that results in a safety risk to the program will cause termination of care. (Such as: causing harm to children/staff, abandoning, absconding, or eloping from designated areas.)

Discipline actions may vary, depending on each situation.

1st Offense

Time-out, loss of privileges, staff counsel, behavior notice, 1–5-day suspension and/ or parent notification.

2nd Offense

Time-out, loss of privileges, staff counsel, behavior notice, 3–7-day suspension, parent notification, and/or required parent conference.

3rd Offense

Time-out, loss of privileges, staff counsel, behavior notice, 5–30-day suspension, parent notification, required parent conference, and/or termination from program.

All offenses may be discussed with school administration, when appropriate. The severity of an incident may result in discipline procedures in any order deemed appropriate by the On-Site Coordinator and Program Director.

No refunds will be granted if a child is suspended or terminated, (separation procedure).

List of Possible Offenses and Termination Offenses

-
- Disobedience (refusing to listen to or follow instructions)
- Disruptive Behavior (behavior that interferes with others from hosting or participating in the program)
- Profanity (cursing or using inappropriate language)
- Vandalism
- Theft (stealing from school, staff, or other students)

- Verbal threats to other students or staff (statement of intent to cause harm)
- Battery of another student or staff member (beating, hitting, biting, pushing, kicking, choking)
- Leaving the program without permission (refusing or failing to remain within designated areas)
- Sexual harassment (unwelcome verbal, visual, or physical sexual advances)
- Use or possession of weapons
- Use or possession of drugs, alcohol, or tobacco
- Bullying (threats, intimidation, ridicule)
- Behavior that threatens the safety and security of the SUNSET Program

*****Please note: Law enforcement may be notified regarding any of the above offenses if deemed appropriate by the SUNSET staff and Program Director.**

SUNSET EMERGENCY PREPAREDNESS PLAN

In case of an evacuation of school premises we will relocate to the following locations. Please note the information for your child's school.

SUNSET Emergency Numbers: 512-787-7243, 512-392-1992

Bowie Elementary - relocate across Hwy 123 to the SMHS Stadium
Traffic light at the corner of Monterey Oak and 123.
Bowie Sunset phone number: 512-738-2482

Crockett Elementary – relocate to the parking lot of Scheib Center,
1200 N. Bishop St.
Crockett Sunset phone number: 512-738-2483

DeZavala Elementary– relocate to Lamar School across the street from Dezavala.
DeZavala Rd at 1400 Hwy 123.
DeZavala Sunset phone number: 512-738-2503

Hernandez Elementary – relocate to medical offices across the street from
Hernandez parking lot at 310 Stagecoach Trail.
Hernandez Sunset phone number: 512-738-2531

Mendez Elementary – relocate across the street (from the front of Mendez)
to A Taste of China Restaurant at 1721 S. IH 35.
Mendez Sunset phone number: 512-738-2538

Rodriguez Elementary – relocate to Trace Amenity Center across the street

201 Rollingwood Dr.
Rodriguez Sunset phone number: 512-787-8671

Travis Elementary – relocate at the Pac n Sac Store on the corner of Lime Kiln Rd. & Post Rd. Pac n Sac Store at 1501 Post Rd.
Travis Sunset phone number: 512-738-2539

Bonham Pre-K -- relocate at the Owen Goodnight Middle School at 1301 Hwy 123.
Bonham Sunset phone number: 512-738-2550

FAMILY HANDBOOK Resource List for Children's Health and Wellness

Health and Nutrition

Healthy Children – <https://www.healthychildren.org>

USDA – www.nal.usda.gov
www.fns.usda.gov/tn/myplate

Zero to Three – <https://www.zerotothree.org>

Kids Health - <https://kidshealth.org/>

CDC guideline for children ages 0 to 17 yrs old, has information on developmental milestones, behaviors, health guidelines, to head lice.
<https://www.cdc.gov/child-development/resources/>

Office on Women's health – <https://www.womenshealth.gov/>

Healthy Kids Healthy Future – <https://healthykidshealthyfuture.org/>

Farm to Early care and education – <https://www.farmentoschool.org/>

Local Farmers Market open 9:am Saturdays on San Antonio St., San Marcos, TX

Head lice information – <https://www.healthychildren.org>

Oral Health – <https://www.cdc.gov/oral-health/>

Pediatric Dentistry Resources

San Marcos Pediatric Dentistry -- 512-353-5500 <https://kidsdentalandbraces.com/>

Alligator Dental -- 512-393-3500 <https://www.alligatordental.com/>

Crescent Dental – <https://www.crescentsmiles.com/>

Omar Guerra DDS -- 512-396-3727 -- <https://www.omarguerradds.com/>

When opening these links they will expand to other resource sites. Copy and paste in your browser to open.

SUNSET After School Program Strategies to promote a healthy and safe environment at SUNSET

SUNSET Families,

The CDC and THHSC no longer require Covid to be a reportable disease as of March 2024.

Our SUNSET Staff are following the same CDC guidelines to ensure that we are working together to provide a safe and healthy environment for our SUNSET community.

Arrival procedures: Daily wellness check-in for signs or symptoms of illness such as,

- fever of 100 degrees or more
- cough/runny nose/ cold and allergy symptoms. Allergies should be listed on the health assessment part of your enrollment form
- shortness of breath or difficulty breathing
- sore throat
- muscle aches or body aches
- vomiting or diarrhea

If any of these symptoms are visible, staff will be calling you to get more information or for immediate pick-up.

On occasion SUNSET is displaced to a different area of the school. Please watch out for notices at the sign out table or by text or email, to know where we will be located and where pick up will be.

For security and safety of SUNSET and the school premises, parents will pick up children at the designated door or gate of their child's school. Please call the SUNSET phone number on or before arrival for entrance.

We understand that policies and guidelines are subject to change at any time. SUNSET will continue to update with any changes in our current policy.

Thank you for your understanding and support to keep all of us safe and healthy!

Marty Nelson,
Program Director

SUNSET After School Program
Family Handbook and Medical Plan Acknowledgement Form

Child's Name _____ School _____
Parent/Guardian's Name _____

I acknowledge that I have access to the Family Handbook on the website. Paper copies of the Family Handbook available upon request. I agree to adhere to the policies and procedures stated in this handbook. I have also received the SUNSET Emergency Preparedness plan locations and acknowledge all the information with my signature below.

Signature _____ Date _____

SUNSET does NOT have access to the school nurse.
All Medications, EpiPens, Inhalers, etc. must be provided directly to SUNSET.

SUNSET Medical Action Plan

Child's name _____

Please give brief description of your child's health condition:

Diagnosed Food Allergies: _____

Other Allergies: _____

Asthma _____ Other Health Condition: _____

Signs, Symptoms and/or triggers: _____

If your child is triggered, please list the steps you would like to be taken by the SUNSET Staff. A Doctor's statement will be required for any diagnosed medical condition that requires emergency care.

1. _____

2. _____

3. _____

4. _____