

A Special Educators Prayer

By Dr. David J. Welsh

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

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

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

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

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**Gingerbread House After-School
814 FM 2977
Richmond, TX 77469
(281) 239-2110**

(2023-2024)

Welcome to the Gingerbread House After-School Program.

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

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

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

Please take the time to read this parent handbook.

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

Respectfully,

Tim Kaminski, Director
Gingerbread After-School Programs
Nat'l. Assoc. for Education of Young Children

ms:K



LATE PAYMENT

Payments are due on a Monday. You will be given one (1) day grace period to make your payment. If payment is not received by Tuesday at 6:00 pm, you will be assessed a **\$40.00 late payment fee**. If payment is not received by that Friday, your child care service will be suspended for the following week until payment is made including the late fee.

INSUFFICIENT CHECKS

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

Tuition Assistant Programs

Tuition Assistant Programs are available through Texas Workforce Solutions and for military families through Child Care Aware of America. Eligibility requirements are explained with application. You may contact Texas Workforce Solutions or Child Care Aware of America for additional information or Tim Kaminski at **twkaminski@sbclgobal.net**.

STUDENT RESPONSIBILITIES

Students may not bring any electronic devices such as game boys, ipods, cell phones, etc. without a written release. For the safety of the students, the after-school program will follow all school policies as stated in the LCISD parent handbook including any special restrictions related to emergency situations or pandemic conditions. This will include proper dress attire including shoes. Thongs, clogs, high heels, sandals will not be considered safe attire for indoor/outdoor play. Students may be suspended or dismissed from the program for violating any of the school policies or the behavior policies for the Gingerbread After-School program.

EARLY RELEASE

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

SCHOOL HOLIDAYS

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

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

EMERGENCY PREPAREDNESS

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

Hutchison & Arredondo: Will relocate to Gingerbread Kids Academy
814 FM 2977, Richmond, TX 281-923-4162

Hubenak & Bentley: Will relocate to Fulshear Fire Dept., 26051
Fulshear- Gaston Rd, Richmond, TX 281-346-4800

Frost: Will relocate to Fire Station #3, 11750 Mason Rd, Richmond, TX
281-238-1210.

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

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

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

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

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

PARENT NOTIFICATION

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

MEDICAL EMERGENCY / ILLNESS / INJURY

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

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

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

MEDICATIONS/ALLERGIES

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

ABSENCES

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

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

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

DISCIPLINE

If a **student** is expelled or has to stay after school for a school reprimand or detention for any reason, they will not be allowed to attend the After-School program that day. We will not discipline students for events that occurred during regular school hours. This is handled through school policy. When the students enter our program, they abide by our rules and policies.

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

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

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

CLASSROOM SETTING

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

SPECIAL NEEDS/ARDS/BIP/IEP

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

SNACKS

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

STAFF TRAINING

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

Vaccine Preventable Diseases

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

INSTRUCTIONS

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

Notice:

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

Consumer Product Safety – You may access the CPSC Recall at www.cpsc.gov. HB 95

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

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

The Texas Department of Family and protective Services website is www.dfps.state.tx.us.

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

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

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

2023-2024 PAYMENT SCHEDULE – IN 4 WEEK INCREMENTS

DATE DUE	WEEKS PAID	1 CHILD	2 CHILDREN	3 CHILDREN	STUDENT HOLIDAY
Aug., 14	Aug 21 - Aug 25 Aug 28 - Sept 1	\$170	\$340	\$510	Aug. 14 First day
Aug., 28	Sept 4 - Sept 8 Sept 11- Sept 15 Sept 18 - Sept 22 Sept 25 - Sept 29	\$340	\$680	\$1020	Sept. 4 - Labor Day Sept. 29 - Fair Day
SEPT., 25	Oct 2 - Oct 6 Oct 9 - Oct 13 Oct 16 - Oct 20 Oct 23 - Oct 27	\$340	\$680	\$1020	Oct. 6-9 Fall Break Oct.27 Student Holiday
OCT., 23	Oct 30 - Nov 3 Nov 6 - Nov 10 Nov 13 - Nov 17 Nov 27- Dec 1	\$340	\$680	\$1020	Nov. 17 - Early Release Nov. 20-24 Thanksgiving
Nov., 27	Dec 4 – Dec 8 Dec 11 - Dec 15 Jan 1– Jan5 Jan 8 - Jan 12	\$340	\$680	\$1020	Dec. 15 Early Release Dec. 18 -Jan 1 Winter Break Jan. 2 - Student Holiday
Jan., 8	Jan 15 – Jan19 Jan 22 – Jan 26 Jan 29 - Feb 2 (3 week payment)	\$255	\$510	\$765	Jan. 15 MLK Day
Jan., 29	Feb 5 – Feb 9 Feb 12 – Feb 16 Feb 19 – Feb 23 Feb 26-Mar 1	\$340	\$680	\$1020	Feb. 20 Student Holiday
Feb., 26	March 4 - March 8 March 18– March 22 March 25 -March 29 (3 week payment)	\$255	\$510	\$765	March 8 -Early Release Mar. 11-15 Spring Break March 29 - Student Holiday
Mar., 25	April 1 - April 5 April 8 - April 12 April 15 - April 19 April 22 - April 26	\$340	\$680	\$1020	April 1 Student Holiday
April., 22	April 29 - May 3 May 6- May 10 May 13- May 17 May 20 - May 24	\$340	\$680	\$1020	May 23 Early Release May 23 Last School Day May 27 Memorial Day
May 6-10	FALL REGISTRATION 2025				Tuition and Fees Due for Fall Registration 2025

** Add \$25.00 per day per child to regular payment for early release days. Must sign up and pay in advance. **THERE ARE NO REFUNDS OR TRANSFERS FOR EARLY RELEASE DAYS.**

Important Numbers

Emergency----- 911
Home Address: _____

Mom's Work #: ----- _____
Cell #: ----- _____
Dad's Work #: ----- _____
Cell #: ----- _____
Doctor's Number: ----- _____
Hospital Number: ----- _____
Police Department: ----- _____
Fire Department: ----- _____

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

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

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

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

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

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

Gingerbread House
2417 4th Street
Rosenberg, TX 77471
281-239-2110

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

PRS –Child Abuse Hotline
(800) 252-5400

Website – www.txchildcaresearch.org

