



Where Children Learn and Grow



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# After-School Programs

## Parent Handbook 2024-2025

Phone: 281-239-2110  
[www.gbhd daycare.com](http://www.gbhd daycare.com)  
[www.gbkidsacademy.com](http://www.gbkidsacademy.com)

Updated: 4/10/24

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

**(2024-2025)**

**Welcome** to the Gingerbread After-School Programs.

The Gingerbread House Day Care Center opened in Rosenberg on May 1, 1982. Since then, we have added 7 state licensed after-school programs located at Arredondo, Bentley, Frost, Gray, Hubenak, Hutchison and Terrell Elementary. In 2014 we opened the Gingerbread Kids Academy in Richmond. We look forward to working with you and your family in providing your child with 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, & STEM.
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.

Sincerely,

**Tim Kaminski, Director of Operations**  
**Gingerbread After-School Programs**

**Kelly Novicke, Director**  
**Gingerbread After-School Programs**

**Kathryn Kaminski, Owner**  
**Gingerbread After-School Programs**

# Parent Handbook

## (2024-2025)

To establish a well-organized After-School program, the following information is being made available to all participants. Please keep this Handbook for future reference.

### **ENROLLMENT REQUIREMENTS**

A registration packet must be completed to enroll a student in the After-School program. Once the packet is complete, the registration fee, security deposit and first week's tuition are due at the time you submit the paperwork for processing. The State acknowledges that immunizations, TB, hearing, and vision screening documentation are kept on file at the public school. However, you must still sign the acknowledgment page. You must **re-register** your child to attend the after-school program every year.

### **HOURS OF OPERATION**

We will be open from 3:00 to 6:00 P.M. Monday thru Friday during the regular school year. **Closing Hours may be changed to 6:00 p.m. during emergency conditions or pandemics.** On early release days we will be open according to the early release schedule only if we have at least **15 students** sign up. When the public school is closed and childcare is needed, arrangements can be made, **IN ADVANCE**, with the Gingerbread House Learning Center or Gingerbread Kids Academy. If you reserve a spot, you will be charged whether your child attends or not.

The center will close at **5:30 or 6:00 P.M.** on early release days, and days that the school schedules use of the gym/cafeteria for functions that will begin at 6:00 P.M. or earlier.

### **LATE PICK-UP POLICY**

**Late pick-up is assessed beginning at 6:01 p.m. and every 10 minutes thereafter.** You will be charged a late fee of **\$40.00** for every 10 minutes that you are late. Payment is expected at the time you pick up your child or it will be drafted from your account the next day. Your child will not be able to return to the After-School Program until this charge has been cleared.

**If you are late in picking up your child/children more than twice, your childcare will be suspended for 1 week. This is a charged Week.**

**Late fees will be strictly enforced regardless of the reason for being late. Please make arrangements for alternate pick-ups for days when you might be running late.**

## **SIGN OUT PROCEDURES**

Any person picking up a child from the After-School Program must present a photo ID and be on the child's list of approved adults to pick up. They will be required to write the date, time, and sign the child's sign out sheet. Please do not call and change the names. This must be done in writing and changed on the enrollment sheet ahead of time.

Childcare licensing requires that we show accountability for each child absent. If you do not notify us that your child will be absent, we must contact the school to determine if your child was present at school that day. If we are unable to locate your child, we will contact you to confirm their location.

## **CUSTODY POLICY**

**NON-CUSTODIAL PARENT:** A parent has the right to pick up his/her children at any time. The only exception is a court order stating that they do not have that right. If there is a restraining order, it must specify the child. If the order pertains only to a spouse, this does not cover the child. If we do not have a copy of the legal documents, we cannot enforce a parent's personal request.

In cases of sole custody, we will not allow social visits of the non-custodial parent, or personal phone calls to the child while the child is in our care. These visits should be arranged during the time the child is at home. We provide an environment that is conducive to a child and eliminates as much stress as possible.

## **TUITION**

Tuition is due according to the Schedule located on page 11 of the parent handbook. Upon registration you paid the first week's tuition. There will be **(10) additional payments** during the school year. **You are not charged for the Thanksgiving, Christmas Break or Spring Break week.** Tuition is due every 4 weeks and must be paid prior to services being provided. If your child is absent on any given day or week, you will be charged the full rate. There are no daily rates.

## **CANCELLATION AND SECURITY DEPOSIT POLICY**

**There are no Refunds on Security Deposits.** Security Deposits can only be applied towards tuition payments with proper notification. If you decide to cancel the after-school services or not return for the next school year, you must give a **2 WEEK written notice prior to the next payment due date** in order to apply the security deposit towards the next payment. otherwise you are still responsible for payment of the 4 week payment.

## **LATE PAYMENT**

Payments are due on a Monday. You will be given a (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**. Your child will not be allowed to return to the camp until the tuition and late fees are paid.

## **RETURNED BANK DRAFTS & DECLINED CREDIT CARDS**

Tuition may be paid in cash, by bank draft, or credit card payment. If we receive a returned bank draft or a declined credit card payment your account will be assessed a **\$40.00 returned/declined payment fee**. After the 2<sup>nd</sup> returned draft or declined credit card, all future payments will be by cash only. 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@sbclglobal.net**.

## **STUDENT RESPONSIBILITIES**

Students may not bring any electronic devices such as game boys, i-pods, 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. We must have at least 15 students sign up in order for us to be open on the Early Release Day. **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 or the Gingerbread House Learning Center. **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 our Gingerbread Vans to the following locations:

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

**Hubenak Bentley & Terrell** Will relocate to Fulshear Fire Dept., 26051  
Fulshear-Gaston Rd, Richmond, 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 After-School program at (281) 239-2110 or (281) 232-9583 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 our FACEBOOK page TO SEE IF WE WILL BE OPEN OR CLOSING EARLY.**



If we must close the After-School Program for more than 3 days due to circumstances beyond our control, you will be charge ½ the regular tuition 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 that 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 parents 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 diagnosed food allergy 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 and doctor. If your child is absent due to illness for more than 2 days, a doctor's release note is required for them to 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 later 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. To re-enroll, an opening will have to be available, and a new registration fee paid.

## **DISCIPLINE**

If a **student** is expelled or must 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 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, however they must bring their own water bottle with their name on it. 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 30 hours of child development training within a year of their employment and are 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.

## **PARENT COMMENTS, QUESTIONS, OR VISITATION**

Parents have the right to visit their child at the program during business hours, to observe their child, program activities, and the building, grounds, and equipment without having to secure prior approval. Parents are entitled to review our policies, minimum standards, and most recent inspection reports. If you have any questions, concerns, etc... you may call the director, of operations Tim Kaminski at the Gingerbread Kids Academy, (281) 239-2110 during 9-11 M-F. On-site phones are available after 3:00 P.M. Please refer to the last page of the Parent Handbook for the number.

If you want to contact the local licensing office, PRS child abuse hotline or PRS website, ([www.txchildcaresearch.org](http://www.txchildcaresearch.org)), you may contact the director for the numbers or look in the local phone book under state listings, or the back of the Parent Handbook.

## **YEAR-END STATEMENTS**

You, as the parent, are responsible for keeping your cancelled checks and/or cash receipts for tax purposes. We are required to give you our EIN # 76-0020302. **If you require a printed Year-End statement you must submit your request in writing along with a check for the \$15.00 processing fee.**

## **NOTICE**

THIS IS TO NOTIFY YOU THAT THE OUTDOOR PLAY EQUIPMENT PROVIDED BY THE PUBLIC SCHOOL FACILITY **DOES NOT MEET LICENSING STANDARDS AS SPECIFIED IN SUB-CHAPTER (N) 744.3101** KNOWING THAT THE STUDENTS USE THIS EQUIPMENT DURING THE REGULAR SCHOOL DAY, I GIVE PERMISSION FOR THEM TO PLAY ON THIS EQUIPMENT DURING THE AFTER-SCHOOL PROGRAM HOURS AND RELEASE THE GINGERBREAD HOUSE AND IT'S EMPLOYEES FROM ANY LIABILITIES AND HOLD HARMLESS FOR INJURIES THAT MAY OCCUR ON THIS EQUIPMENT OR PLAYGROUND.

**LAMAR C.I.S.D. IS NOT RESPONSIBLE FOR SUPERVISING THE CHILD CARE PROGRAM, DISCIPLINE, SAFETY PROCEDURES, PERSONNEL REQUIREMENTS, RESPONDING TO QUESTIONS FROM PARENTS OR ANY OTHER MATTER CONCERNING THE OPERATION OF THE CHILD CARE PROGRAM, SUCH BEING THE SOLE RESPONSIBILITY OF THE CHILD CARE PROVIDER.**

## **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](http://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](http://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 After-School Program Does Not  
Discriminate Against Race, Denominational Preference, Color,  
Sex, or National Origin

# 2024-2025 PAYMENT SCHEDULE – IN 4 WEEK INCREMENTS

DATE DUE	WEEKS PAID	1 CHILD	2 CHILDREN	3 CHILDREN	STUDENT HOLIDAY
<b>Aug., 12</b>	Aug 19 - Aug 23 Aug 26 - Aug 30	\$170	\$340	\$510	Aug.12 First day
<b>Aug., 26</b>	Sept 2 - Sept 6 Sept 9- Sept 13 Sept 16 - Sept 20 Sept 23-- Sept 27	\$340	\$680	\$1020	Sept. 2 - Labor Day Sept. 26 - Early Release Sept. 27 - Fair Day
<b>SEPT., 23</b>	Sept. 30 - Oct 4 Oct 7 - Oct 11 Oct 14 - Oct 18 Oct 21 - Oct 25	\$340	\$680	\$1020	Oct. 11-14 Fall Break Oct. 25 - Early Release
<b>OCT., 21</b>	Oct 28 - Nov 1 Nov 4 – Nov 8 Nov 11 - Nov 15 Nov 18- Nov 21	\$340	\$680	\$1020	Nov. 22 - Student Holiday Nov. 25-29 Thanksgiving
<b>Nov., 18</b>	Dec 2 – Dec 6 Dec 9 - Dec 13 Dec 16 - Dec 20 Jan 6 - Jan 10	\$340	\$680	\$1020	Dec. 20 - Student Holiday Dec. 23 - Jan 6 Winter Break
<b>Jan., 6</b>	Jan 13 – Jan17 Jan 20– Jan 24 Jan 27 - Jan 31 (3 week payment)	\$255	\$510	\$765	Jan. 7 - Student Holiday Jan. 20 MLK Day Jan. 31 Early Release
<b>Jan., 27</b>	Feb 3 – Feb 7 Feb 10 – Feb 14 Feb 17 – Feb 21 Feb 24 - Feb 28	\$340	\$680	\$1020	Feb. 17 Student Holiday Feb. 28 - Early Release
<b>Feb., 24</b>	March 3 - March 7 March 17– March 21 March 24 -March 28 (3 week payment)	\$255	\$510	\$765	March 7 - Early Release Mar. 10-14 Spring Break March 28 - Early Release
<b>Mar., 24</b>	March 31- April 4 April 14 - April 18 April 21 - April 25 April 28 - May 2	\$340	\$680	\$1020	April 17 Early Release April 18 Student Holiday April 21 Spring Holiday
<b>April., 28</b>	May 5 - May 9 May 12 - May 16 May 19 - May 23	\$255	\$510	\$765	May 22 Early Release May 22 Last School Day May 26 Memorial Day
May 5-9	FALL REGISTRATION 2026				Tuition and Fees Due for Fall Registration 2026

\*\* 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 4<sup>th</sup> Street  
Rosenberg, TX 77471  
**281-239-2110**

Terrell Elementary ASP  
26026 Candela Heights Dr.  
Richmond, TX 77406  
**281-239-2110**

Gray Elementary ASP  
5055 Sunrise Meadow Dr.  
Richmond, TX 77469  
**281-232-9583**

Local Licensing  
1110 Ave. G, Rosenberg, Tx 77471  
281-341-9696  
PRS-Child Abuse Hotline 800-252-5400  
Website: [www.txchildcaresearch.org](http://www.txchildcaresearch.org)

