

# PARENT HANDBOOK

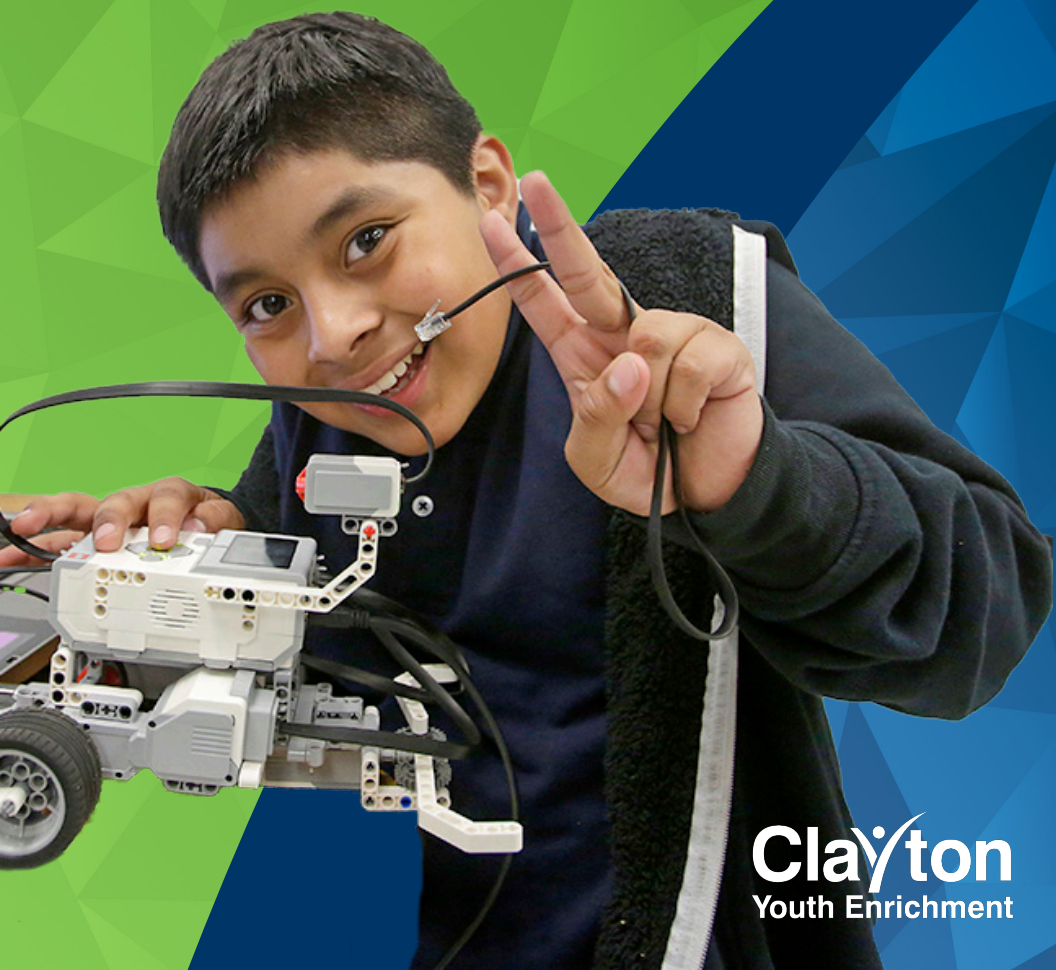
## *School Age Child Care*

**Revised August 2023**

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[www.claytonyouth.org](http://www.claytonyouth.org)



**Clayton**  
Youth Enrichment

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Welcome!

We are delighted that you have chosen us as your out of school time provider. Clayton has been serving families since 1975. Our goal is to provide you and your family with a safe, convenient and enriching environment in the out of school time hours.

Please read through this handbook and familiarize yourself with our policies and procedures. If you have any questions or need our assistance please do not hesitate to call our office at 817-923-9888.

Sincerely,

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Director of Programs

*Saleena Harner*

Associate Director of Programs

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## ABOUT CLAYTON YOUTH ENRICHMENT

- Clayton Youth Enrichment (Clayton) is a non-profit organization formed by parents in 1975 specifically to operate an on-site school-age child care program at Lily B. Clayton Elementary.
- Today, Clayton operates over 40 licensed, fee-based, school-site youth enrichment programs for Crowley ISD, Fort Worth ISD, Keller ISD and Other Charter and Private schools throughout Tarrant County, serving more than 1,500 children daily.
- Additionally, Clayton operates 6 contract programs through Trinity Basin Preparatory, 5 Fort Worth After School (FWAS) programs and 11 Texas Aces 21st Century Grant programs within Fort Worth ISD.
- All Clayton fee-based childcare programs are licensed by the Texas Department of Health and Human Services Child Care Licensing.
- Clayton has low staff-to-student ratios (1:15) that are much lower than state licensing standards.
- As a non-profit organization, any excess dollars go directly into the youth enrichment programs for scholarships, program enrichment and training and professional development for staff.
- Clayton is comfortable and experienced in collaborating with school districts and providing programs in shared spaces.
- Clayton selects, screens and carefully trains youth development workers specifically in school-age programs.
- Full time Clayton Site Coordinators have an average tenure of over four years.
- Clayton provides specialized services at River Crest Country Club, Mira Vista Country Club and for the Charles Schwab Invitational at Colonial Country Club, and is available to provide childcare at special events.
- Clayton has an agreement with One Safe Place to provide full-day childcare and preschool services for their clients, staff, and partnering agencies.
- During the summer, Clayton offers camp experiences for families through Adventure Camp, Pre-K Discovery Camp and STEAM Camp.



# PROGRAM OVERVIEW

Clayton offers before and after school care programs, enrichment services, holiday camp for school holidays/in-services, summer camps and an early learning program. We serve Tarrant County and South Dallas County. We partner with school districts and communities to offer several options for working families in need of enrichment and care for their children.

Clayton is the largest single non-profit provider of on-site before and after school care in Tarrant County, Clayton partners with area school districts to provide enriching programs for children and their families.

Please see each addendum for additional information on our different program types.

## GENERAL INFORMATION

### CLAYTON HOLIDAYS

Clayton Corporate Office and Programs will be closed in observance of the following Holidays:

- New Year’s Day
- Martin Luther King Day
- Memorial Day
- Juneteenth

- Independence Day
- Labor Day
- Day before Thanksgiving
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve



**Days and Hours of Operation**

Please see the individual program areas for days and hours of operations as they vary per location. Select programs are open from 6:30am-8:00am if a Before School Care option is available and from the close of the school day until 6:00pm or 6:30pm.

**Program Locations and Transportation**

Our before and after school programs are operated on site at our partner campuses and typically open to students that attend that campus, with the exception of full day programs (school breaks, intercessions and holidays) which can be offered at a variety of locations and are open to anyone wishing to enroll. Transportation is



available at select afterschool locations only and must be arranged by a parent or guardian. Please contact our Client Services Team for more information regarding any transportation needs.

**School Year Early Release and Holiday Camps**

Clayton recognizes that working parents need care on early release days and during school holidays and in-service days. To meet this need, most of our programs (unless otherwise noted in the programs sections of this handbook) will offer care from the time school releases until our program is scheduled to close on early release days. During school holidays and in-service days select locations will offer care from 6:30am to 6:30pm, unless otherwise noted in the program registration.



*Early Release:* Only children enrolled in a Clayton program can attend Early Release Programs. Early Release is offered at no additional cost.

*Holiday Camps:* Open to all families who wish to attend given that space is available. Participants must enroll and pay any associated fees with full day offerings. All details will be posted on our website, [www.claytonyouth.org](http://www.claytonyouth.org) prior to each school holiday.

Parents are encouraged to register early for Holiday Camps as enrollment is on a first-come, first-serve basis. If the desired program is at capacity, parents may be given the option to enroll at an alternative location where space is available.

Clayton does not offer credits or refunds for Holiday Camp cancellations. Please see the Licensed Fee Based section and/or Summer Camp sections of this handbook for more information on fees.



## SCHOOL CLOSINGS/ DISRUPTION IN PROGRAM

If schools are closed due to inclement weather or adverse conditions, Clayton programs will also be closed. When schools delay opening, any programs that offer a before care option will be open for after-school care only.

If schools close early or cancel after school activities with adequate notice given, Clayton programs will also be closed.

For fee based programs, there will be no refunds or adjustments to payment plans if schools are closed due to inclement weather or adverse conditions.

Notification of school closings will be by local newscast, district websites and posted on our website.

In the event that the facility is compromised in any way, i.e. loss of power or water, structural damage, extreme or worsening weather conditions etc., parents will be notified to pick-up children as soon as possible to ensure the safety and comfort of participants.

## **Homework Policy**

Clayton recognizes that many families have busy evening schedules and outside commitments that make homework completion a challenge. To assist our families in meeting these commitments we offer a focused, quiet time to work on homework with adult assistance. Children will be encouraged to do homework but will not be forced. If students do not have homework other activities will be available during the homework time.

Clayton staff members are not certified tutors and our group ratios prohibit staff from working with students 1:1 or guaranteeing that all homework is correct and complete. Parents should also check their child's homework for accuracy and completion.

## **Lunches & Snacks**

During Holiday Camps and Summer Camp, children must bring a nutritional lunch from home. Clayton is not responsible for the nutritional value or

for meeting the child's daily needs when food is provided by the parent.

Clayton strives to maintain a nut free zone whenever possible. Staff do not have the ability to refrigerate lunches or to reheat food provided from home. Morning and Afternoon snack will be provided for all programming. Parents should provide appropriate snack items for children with special dietary needs due to medical or religious reasons for days when the posted snack is not suitable. A statement from a physician or a registered licensed dietician must be provided to serve a child an alternative meal or special diet.

## **Insect Repellent and Sunscreen**

During Holiday Camps and Summer Camp, children will have more opportunity for outdoor play and exposure to the sun. We highly recommend that parents apply insect repellent and sunscreen at home before coming to the program. Parents should also supply their children with insect repellent and sunscreen to bring to the program. These items must be in their original container and labeled with the child's name. Staff will remind children to apply insect repellent and sunscreen multiple times per day. Staff may assist children younger than age 9 with the application. For this reason, spray varieties rather than lotions are strongly encouraged.



**Field Trips, Transportation & Swimming**

Field trips and swimming may be planned during Holiday Camps and Summer Camp. An activity calendar will provide location, times and other important information. Field Trips will also be posted on the parent communication board.

Transportation for field trips is provided by the contracted bus service that the host district uses during the school year. In addition to certified bus drivers, our staff that attend field trips participate in an annual transportation training.

**Outdoor Play**

Staff inspect all licensed play areas and equipment daily to ensure a safe environment. Children may not be allowed to play in an area or on equipment if staff have determined it to be unsafe. Playground equipment located on public school property may not meet the requirements of HHSC licensing standards. Clayton programs strive to engage children in activities outdoors as much as possible, and may not use school playgrounds in favor of structured games. The nature of our programs is to provide youth with an ample amount of experiences in multiple environments, including structured games, learning activities, and small group interactions. Outdoor play will not occur during inclement weather.



**Animals On Site**

Pets from home are not allowed in any of our programs. Clayton will notify parents in advance if animals from vendors or enrichment providers will ever be introduced in the program. All animals onsite must have verification of current immunizations from a licensed veterinarian on file with the owner or vendor. If a service animal is required for your child, please speak with the corporate office to discuss accommodations.

## Staff Requirements

Each onsite Clayton program is managed by a Coordinator who is present daily. Support staff include Assistants and Specialists. Select programs also engage teachers and vendors to tutor and offer special interest clubs.

All Clayton staff counted in the staff to child ratio must meet the following requirements;

- 18 years of age (21 years of age for Coordinators)
- High School Diploma or GED
- Interview, Screening and Reference Checks
- Criminal Background Check and FBI Fingerprint
- Child Abuse Prevention Training
- CPR and First Aid Certification
- 20-40 hours of annual training depending on position

Clayton assumes no responsibility for staff's conduct or activities outside of Clayton programs. Staff members are not permitted to fraternize, transport or provide private child care for children who are or have been enrolled in our program for which a family connection or pre-existing relationship exists. Families and staff must notify Clayton administration of all such relationships in writing.

## Personal Belongings

- Clayton is not responsible for personal belongings or clothing that are lost or damaged, including cell phones and other electronic devices.
- Children participate in active play and should dress accordingly.
- All items (clothing, school supplies, lunch boxes, etc.) should be marked with the child's name
- Children should not bring toys from home to the program.



# STUDENT BEHAVIOR CODE OF CONDUCT

Clayton requires all students enrolled in our program to behave in ways consistent with our code of conduct. Rules and expectations are in place to ensure that each child's behavior is consistent with policies and goals of Clayton's programs. Students and parents/legal guardians should review the rules and expectations together. Our program staff are available at any time if you have questions or concerns about your child's behavior. For the safety of all students enrolled in our program, we can only discuss discipline and guidance relating to a parent or guardian's child and not that of other children in our program.



## Discipline and Guidance Policy

Clayton teaches every child in our program that they have both rights and responsibilities.

Each community is guided by the same set of Rights and Responsibilities:

**EVERYONE IN OUR COMMUNITY  
HAS THE RIGHT TO:**

- Feel safe** in our program and groups.
- Have a voice** during our activities and pass when the option is offered.
- Be heard** when using words appropriately and with respect.
- Try again** when mistakes are made.

**EVERYONE IN OUR COMMUNITY  
HAS THE RESPONSIBILITY TO:**

- Show respect and kindness** to others.
- Listen** to others with open ears, hearts, and minds.
- Speak up** and let others know when you need help managing emotions.
- Always try your best.** We are all works in progress.

In addition, Clayton staff make every effort to understand and accommodate the individual developmental, social and emotional needs of all children enrolled in our programs to ensure our program is a good fit for them.

Clayton staff members employ the I-D-E-A-L Response when dealing with behavior guidance. This method is a well-researched and effective method

of responding and redirecting negative behaviors and reactions in an effort to help children regulate their behavior. The method includes the following steps;

**Immediate:** Once a negative behavior occurs, the staff response to the child's behavior should be as immediate as possible.

**Direct:** Staff address students directly by getting on the child's level and making caring but assertive eye-contact when possible to ensure that the redirection is not seen as intimidating or threatening.

**Efficient:** Staff use short phrases to redirect the behavior giving the child choices or permitting the child to ask for a compromise in order to meet their needs more effectively.

**Action-Based:** Our goal is to replace negative behaviors with positive ones. Therefore we may ask a child to redo or try again, or a staff person may model the desired behavior to help the child learn the expectation or a strategy to avoid a negative behavior.

**Leveled at Behavior:** It is vital for this process to be effective that the correction that children receive is leveled at or directed to their behavior and not at the child personally.

Clayton's policy for discipline is in alignment with the policies of the Texas Department of Health and Human Services Child Care Licensing Minimum Standards for School-Age programs.

This policy states that when and where discipline is required the following actions may be taken:

**Step 1:** A Communication Form will be completed and discussed with the parent and child.

**Step 2:** Parents may be requested to pick up their child for the day if the behavior warrants removal.

**Step 3:** A conference will be scheduled to discuss a Behavior Agreement outlining appropriate behavior expectations, unacceptable behavior, and possible future consequences.

**Step 4:** If a child's behavior continues to be a disruption to the program, the child may be suspended or released from the program at the discretion of Clayton management.

If a child is suspended from school, the child may not attend Clayton during the suspension time.



Certain behaviors or incidents could lead to the immediate consideration of expulsion from our program and cannot be accommodated, this includes but is not limited to;

- If a child brings illegal substances or weapons to a program.
- Threatening or violent acts that put others or themselves in danger.
- A child's repeated inability or unwillingness to move with groups

or to stay within our program areas, running from staff and/or running out of our program, or attempting to hide from adult leaders.

- A child that requires one on one care in order to regulate their behavior.
- Behavior that causes our staff to restrain a child.
- Any other incidents or behaviors deemed unacceptable by program management.





# PARENT INFORMATION

## Parent/Legal Guardian Code Of Conduct

Clayton expects that all parents/legal guardians communicate often and regularly with our staff and Client Services Representatives where applicable. Furthermore, parents/legal guardians must;

- Check the parent information board daily for communication regarding policies, Holiday Camp enrollment and other important information.
- Notify the program if the child will be absent for the program. Messages may be left on the program phone. The school faculty is not responsible for notifying Clayton of absences.
- Designate all pick up persons who must be 18 years or older with a valid state issued I.D.
- Keep their account up to date and make all changes as soon as possible, as well as, report any change to Client Services at the corporate office regarding your child's enrollment records. Including but not limited to:
  - Change in address, phone numbers, physician, emergency contacts, and any updates to the immunization records.
- Notify the Clayton corporate office and program staff of any change in those individuals authorized to pick up the child.
- Provide Clayton with notice of all non-Clayton after school activities in writing by completing the Extra-Curricular Activities Form located at the afterschool site.
- Accompany the child into the program during any morning check-in times, and pin/sign the child in for the day.
- Enter the program or designated pick up area and pin/sign the child out of the program each day.



## Parent/Legal Guardian Code Of Conduct Cont.

- Pick up a sick or injured child from the program as soon as possible after being notified by the program staff.
- Follow all attendance policies.
- Not pose a health or physical threat to any child in our care.
- Not approach or address any child not their own in our care.
- Not engage in discriminatory or hate speech, threats of harm, physical or verbal abuse against any other participant, adult or parent/legal guardian or other persons affiliated with or engaged in our care.
- Not use profanity or inappropriate language in front of minors.
- Not bring pets or animals into the program.
- Not carry a weapon on their person on the premises.
- Consume alcohol or illegal substances on the program premises or be under the influence at the time of pick-up.
- Not use tobacco products while on site.
- Parents/legal guardians have the right to discipline their own child; however, physical and corporal punishment is not allowed to be used while onsite at the program.

Services can be terminated at any time if the parent/legal guardian behavior is deemed unacceptable or inappropriate at the discretion of management or

for an individual's refusal to comply with Clayton, district and/or Texas Department of Health and Human Services Child Care licensing policies.

## Fundraising

Clayton may sponsor fundraisers throughout the school year to purchase materials for each program and to support the scholarship fund. Participation by parents and children is strictly voluntary.



## Refusal of Service

Clayton may refuse service under the following conditions:

1. Failure of parent or child to follow Clayton and school policies, procedures and guidelines.
2. Falsifying or omission of information on Enrollment Application.
3. Parent or child's behavior is disruptive to the program, including the use of physical or verbal abuse to staff or children.
4. Failure to pay fees as scheduled.
5. Failure to provide updated information and records.
6. Repeated failure to sign child in and/or out.
7. Repeated failure to pick up a child by closing time.
8. When Clayton management believes that continued services are not in the best interest of the child and/or agency.

## Family Involvement

Family involvement is always welcome within our programs.

Involvement may include:

- Chaperoning a field trip. (all parent chaperones must follow our volunteer policies. Parent chaperones must pay their own entrance fees, complete a background check, may not bring children not enrolled in our care, provide their own transportation and may not sign their child out from the field trip location)
- Assist in onsite events (must follow our volunteer policies).
- Make material donations at the Program or monetary donations on our website at [www.claytonyouth.org](http://www.claytonyouth.org).
- Visit as a speaker or special guest sharing about an occupation or cultural heritage.

Authorized parents/legal guardians of enrolled children are welcome to visit our programs at any time. Licensed fee based sites also have a copy of the Child Care Licensing Minimum Standards and the most recent Licensing Inspection reports available for review at the program or [www.hhsc.state.tx.us](http://www.hhsc.state.tx.us). DSHS Hotline: 1-800-252-5400

## Communication

We request that cell phones and other devices not be used while dropping off or picking up your child. All communication should be directed to the Coordinator, so that program staff can supervise the children. In order to better meet the needs of your child, we may share information with school personnel.

Clayton strives to deliver the highest quality and most appropriate services to children and their families. As part of this commitment, Clayton recognizes that children and families have an invested interest in the type and quality of services received. We welcome all feedback, and any comments or concerns related to the program can be directed to either the Coordinator or Clayton corporate management. We request that any serious concerns be discussed outside of program time so as not to disrupt the flow of activities.

### Non-Clayton After School Activities

In the event that your child participates in a school or community sponsored activity, an Authorization for Child to Leave Program form will need to be completed before the child can be released. Examples of such activities could include tutoring, sports, special clubs and assisting teachers.

## Phones

All programs are equipped with a cell phone. Voicemail or text messages may be left at any time to communicate with site staff. The Clayton cell phone is for business purposes only.

Children are not allowed to use personal cell phones while in the program. Personal use of cell phones by the children is not allowed.

## Legal Issues - Custody of Care

Certified legal documentation must be provided to Clayton staff in the following circumstances:

- If that documentation involves or includes instructions and/or specifically names Clayton Youth Enrichment or the childcare provider.
- Orders physical limitations or restrictions of a person involved with the child
- Restraining orders
- Orders revoking rights
- Supervised visitation
- Any other order or document that pertains to the immediate safety of the child.

Legal documentation can be provided to Clayton by emailing to Client Services at [clientservices@claytonyouth.org](mailto:clientservices@claytonyouth.org) and/or uploaded to your iCare account. If you upload to your iCare account it is important you communicate this to the Coordinator and/or Client Services.

Without legal documentation either parent will be allowed full access to the child during program time. In the event that an unauthorized adult attempts contact with the child, the local police department and custodial parent/legal guardian will be contacted.

Clayton will not accept orders that stipulate payment arrangements between parents or involve itself in

deciding which parent is responsible for payment. The primary account holder is responsible for all fees due to Clayton and communication will be limited to them and those they give permission to regarding financial information. Any and all arrangements outside of our normal policies and procedures for payment must be approved by and are at the discretion of the Client Services Manager and his/her Supervisors.

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## HEALTH AND SAFETY

### **Special Needs and Child Assessments**

Clayton is committed to meeting the unique needs of each child served. If a child is identified as having special needs, requiring equipment or needing more individualized care, an assessment may be required before his/her enrollment is considered complete.

The purpose of this assessment is to gather information, collect any and all required care plans and in some circumstances evaluate if the program design and staffing practices can meet the needs of the child appropriately.

Our goal is for every child to succeed in our program. However, in some circumstances we may not be the best fit for every family. Some things to consider when evaluating that fit are:

- Our program staffing is designed to care for small groups of participants at predetermined ratios appropriate for the age of children in that program. We do not offer 1:1 care.
- We only offer diapering and bathroom assistance in our early childhood centers. We do not assist pre-kindergarten or school age children in restrooms or with toileting.
- We cannot administer injections or medications that need to be inserted into the body.

If you should have any questions or need more information regarding our enrollment and/or admittance policies please contact corporate management at (817) 923-9888 or email [ccc@claytonyouth.org](mailto:ccc@claytonyouth.org) if you would like to schedule a meeting or initial assessment with our program staff.

Illness/Communicable Diseases





If your child is suffering from any of the following conditions they should not attend our program;

1. Any illness or condition that prevents the child from participating comfortably in program activities, including outdoor play.
2. Any illness or condition that requires our staff to be 1:1 with a child or compromises the health and safety of other children.
3. The child has any of the following symptoms
  - a. Oral temperature of above 100.4 degrees or arm pit or forehead temperature of 100.0 degrees
  - b. Is experiencing lethargy, abnormal breathing, uncontrolled diarrhea, vomiting, rash with fever, mouth sores with drooling.
4. A healthcare professional has diagnosed the child with a communicable disease, and the child has not met all requirements to return to the program or received medical clearance to return.

5. If a child has head lice, the hair must be properly treated and all nits removed before the child can return to the program.

In the event that a child presents symptoms of illness during the program hours. Parents will be called to pick up the child immediately.

If a child is dismissed from school due to illness, or if a child has been in a nurse's office at the end of the day, that child will not be allowed to come to our program.

To return to the program, children must be fever-free for 24 hours without the use of fever reducing aids in order to return to the program.

We are required to report all known incidents of communicable diseases to the local health department and state licensing where applicable. A notice will be posted on site notifying families of possible exposure and indicating the symptoms to look for. Please contact the program immediately if your child is diagnosed with a communicable disease. Any notice will not include the specific names of individuals.



## Medical Accident or Emergency

In the event of an injury or accident, appropriate measures will be taken to evaluate the situation and administer first aid treatment and/or CPR will be administered if needed.

In case of a medical emergency that is deemed to require medical attention, Clayton staff will call 911 and contact the parent.

If a child is transported to the hospital, staff will take the child's emergency medical release form and accompany the child to the hospital.

Staff will stay at the hospital until the parent arrives.

## Food Allergies

If your child has food allergies, a Food Allergy Support Plan will be collected during the enrollment assessment outlining the nature of the allergy, symptoms and treatment. This plan is required to be signed by the child's parent/guardian and doctor, must be filed at the program with the child's enrollment file and updated annually.

If at any time your child develops a new allergy not on file, please let us know immediately.

## Immunizations

Children enrolled must meet all applicable immunization requirements specified by the Department of State and Health Services, or present proof of exemption. These records must be on file at the child's home campus or onsite for non-school based programs.

The Department of State and Health Services does not require tuberculosis testing for children.

Clayton does not require or monitor specific immunizations for staff. However, all staff are required to be trained in the symptoms and transmission of communicable diseases and methods to protect themselves and others from infection including training on blood borne pathogens. All staff treat students with required personal protective equipment. Staff are also

required to follow our illness policies and not return to work until they meet all return to work/program requirements.

## Medication

Approved medication (prescribed or over-the-counter) will be administered at Clayton programs on a case by case basis and in compliance with all regulations set forth by state regulatory agencies. In most cases, we prefer that all medications are administered at home by parents or by the nurse at the child's school. If this arrangement is not possible, parents can request that medications are administered on site. In this circumstance, Clayton cannot retrieve medications from the school nurse's office and must have an original container. Clayton can only administer medications;

- The medication must not be the first dose taken by the child to ensure there are no allergies.
- Prescribed by a licensed physician
- Be in the original bottle or container
- Be clearly labeled with the readable original label and include;
  - a. Child's Full Name
  - b Name of medication
  - c. Dosage to be administered
  - d. Strength of medication
  - e. Side effects
  - f. Expiration date
  - g. Health Care Provider/Pharmacy name and contact information
  - h. Storage Instructions
- Must not require refrigeration.

The parent/legal guardian must complete the Medication Authorization Form in order for medications to be administered on site. This form must include the following information;

- The child's name
- The name of the medication to be given
- Date the medication is to be given including start date and the number of days to be given.
- Time of day the medication is to be given
- Signature of parent/legal guardian

The parent/legal guardian must give all medications to the Coordinator or staff member in charge. All medications will be secured in a locked location. Clayton administers medications around snack and meal times when approved. One staff person assigned to administer the medication will log the child's name, date and time of administration in the Medication Log.



A meeting or conversation must take place between site leadership and the child's parent/legal guardian before the medication is officially approved to ensure that all required documentation is collected and a plan is securely in place.

## **Emergency medications and testing devices**

Emergency medications (i.e. medications available as needed for chronic conditions such as asthma, allergies, heart conditions and seizures etc.) are permitted with a detailed Care Plan in place and on file at the site. The site leadership, child and parent/legal guardian must schedule a meeting to ensure all parties know when, where and how to administer the medications.

The emergency medication must meet all medication guidelines and permission to administer requirements listed previously in this section. The site must have its own container of medication and it cannot be carried by the child. The medication will be kept in a secure location that is readily available to supervising staff/teachers trained to give them.

Monitoring devices, such as a glucose testing device, can be carried by the child if the site leadership, child and parent/legal guardian meet to review the care and use of equipment. The child must test while in supervision of an adult and a Care Plan must be in place

outlining when, where and how to use the device.

## **Returning Medications**

All medications will be available for pick up on the last day of our program or the last day of prescribed use while our program is in session. Clayton does not receive and return medications daily, and each site must have their own containers to be stored according to the label in a secure location inaccessible to children.

Expired medications will be disposed of unless other arrangements are made. If a parent/legal guardian cannot be reached, then medications will be disposed of following the directions on the label.

## **Health Checks, Hearing and Vision Screenings**

Staff will visually observe each child as he/she enters the program each day to note any unusual or abnormal appearance or sickness. Although comprehensive health checks are not conducted by Clayton staff, children may be referred to the school nurse if necessary. Hearing and vision screenings for pre-kindergarten and school age children are completed at the school and are kept on file at the school.

## Child Abuse Prevention

Clayton realizes the crucial role that “mandated reporters” play in keeping children safe. Clayton provides all staff with child abuse prevention training annually and ensures awareness of their responsibility to report when there is reason to suspect that a child may be abused, neglected, abandoned, or exploited. It is the policy of Clayton that any suspicion or allegation of abuse, neglect, abandonment or exploitation perpetrated against a child is reported in adherence to the mandated reporter policy.

## Emergency Preparedness

Detailed emergency plans are on file at each site and are available to view by any and all parents/legal guardians, district, local and state officials including licensing representatives. For the following emergencies, the Clayton program will relocate to a safe designated area inside the school until the emergency is no longer a threat:

- Earthquake
- Lightning storm
- Severe weather including tornadoes
- Community lockdown
- Unauthorized person or internal threats

Once relocated to the safe place, all children will be accounted for. State and local authorities, district and Clayton administrators will be notified



as applicable and information for families will be posted on our website. Parents/legal guardians will be notified as soon as the site staff are able and Administrators and Officials have deemed the site is safe to approach. For the following emergencies, the Clayton program will relocate to an area outside of the school until the emergency is no longer a threat:

- Gas leak
- Bomb threat
- Fire
- Compromised structure
- Flood

Children will be transported to a safe location immediately. Once relocated to the designated safe place, all children will be accounted for. State and local authorities, district and Clayton administrators will be notified as applicable and information for families will be posted on our website. Parents/legal guardians will be notified as soon as the site staff are able.



If a Clayton location is closed or deemed unfit to host a program for an extended period of time, Clayton will work with the individual campus, district representatives, and emergency management personnel to determine an alternative location.

## Liability

Clayton is not responsible for medical expenses resulting from an illness or accident at the program.

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## SUMMER CAMP ADDENDUM

### Introduction

At Clayton, Summer camp days will be filled with hands-on fun and collaborative learning experiences that appeal to your child's varied interests! All camps offer a healthy dose of physical activity, foodology, special events and field trips\* each week. We provide a safe place for students and teach essential life skills to help build a strong community.

We have a variety of options for you to choose during the summer! Which Adventure will you choose? Adventure Camp, Pre-K Discovery Camp or STEAM Camp

## Adventure Camp

Adventure Camp will be available for students that want a more robust outdoor experience on a property situated on 30 acres of land. Campers will be able to swim, boat, learn archery, visit with farm animals including horses from the Pocket Ranch and take advantage of the gyms, sand volleyball courts and hiking trails daily. Campers will also participate in traditional day camp activities, teambuilding and occasional trips. Student Groups are divided into Explorers age 5-8 and Pathfinders age 9-13. Adventure Camp is held at Christ's Haven, 4200 Haslet Rd, Keller, 76244.

Swim Lessons will be available to a limited number of campers. Swim Lessons are \$60 per student per week. Campers will participate in 45 minute group-based sessions taking place over a span of 4 camp days. The swim lesson program is designed to acclimate students to the water, establish comfortability, and provide age appropriate swim activities, stroke introduction, and skill development. Swim Instructors are lifeguard certified.

Campers participating in Swim Lessons and during group swim will need to bring a towel, sunscreen, goggles, and water shoes (flip flops are acceptable).

Group Swim: all campers will be swim tested prior to being allowed to enter the pool.

*Sample Schedule*

- Opening
- Community Time
- Special Interest Clubs (Boating, Archery, Fishing, Disc Golf, Sports, Low ropes)
- Lunch
- Group/Theme Activities/Swimming/ Gym Time/STEAM
- Reflection
- Closing

**Pre-K Discovery Camp**

Pre-K Discovery Camps are exclusively for students that are 4 and 5 but who have not been to school or kindergarten yet. These camps are themed based and offer a variety of developmentally

appropriate activities while meeting the unique needs of younger students. These camps do not participate in field trips but do have occasional splash days.

*Sample Schedule*

- Welcome
- Circle Time
- Group/Theme Activities
- Lunch and Rest/Nap Time
- Learning Centers
- Reflection
- Closing

**STEAM Camp**

STEAM Camps are held at local elementary or church campuses that offer theme based summer activities based in science, technology, engineering, art and mathematics. STEAM camps participate in field trips or all camp events once a week. Student Groups are divided into Explorers age 5-8 and Pathfinders age 9-13.

*Sample Schedule*

- Opening
- Community Time
- Physical Activity
- Group/Theme Activities
- Lunch
- Group/Theme Activities
- Reflection
- Closing



Enrollment and Fees

Register online at [www.claytonyouth.org/summer-camp](http://www.claytonyouth.org/summer-camp)

A one time \$50 registration fee per child (up to \$90 per family) will be required at the time of enrollment.

Scholarships are available and CCMS is accepted at select locations.

Curriculum Framework

At Clayton, every activity and lesson plan is planned using the S.A.F.E.R. model. This model helps to ensure our staff are conducting activities with clear intentions and meeting site goals within our activities.

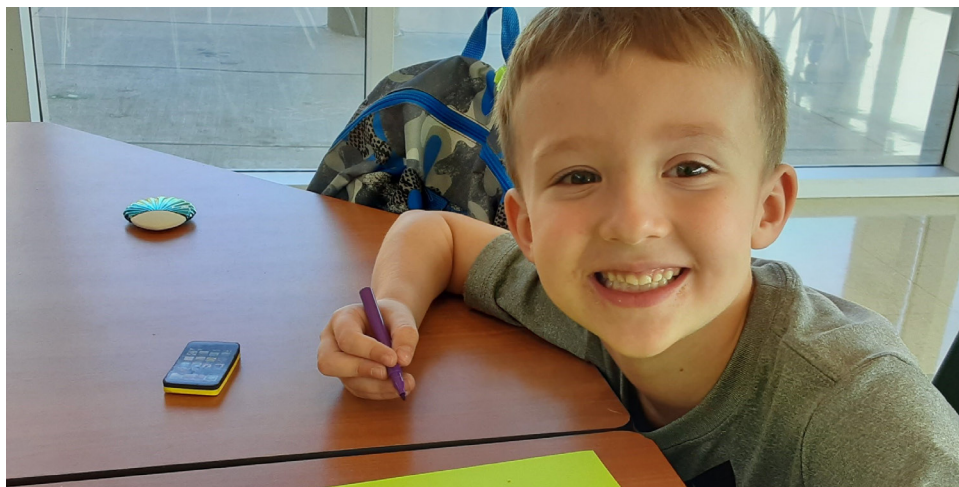


LICENSED FEE BASED PROGRAM ADDENDUM

Texas Department of Health and Human Services requires the following information be shared with families;

Gang Free Zone

Gang related criminal activity or engaging in organized criminal activity within 1000 ft. of the school building is a violation of the law and is subject to increased penalty under state law.



## Discipline

Each disciplinary measure must:

- Be consistent with your 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.

A caregiver may only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
- Reminding a child of behavior expectations daily by using clear, positive statements.

- Redirecting behavior using positive statements and
- 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 [High]:

- Corporal punishment or threats of corporal punishment.
- Punishment associated with food, naps, or toilet training.
- Pinching, shaking, or biting a child.
- Hitting a child with a hand or instrument.
- Putting anything in or on a child's mouth.
- Humiliating, ridiculing, rejecting, or yelling at a child.

- Subjecting a child to harsh, abusive, or profane language.
- Placing a child in a locked or dark room, bathroom, or closet and
- 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 §744.2103(b)(4) of subchapter G of Child Care Minimum Standards (relating to What methods of discipline and guidance may a caregiver use?) and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

**Financial Terms and Conditions**

**Fee Structure**

Clayton considers a full week of care to be when care is scheduled to be offered at least 3 days within a week. If a site is scheduled to be open for three or more days in a week, parents are charged the weekly fee. If a site is only scheduled to be open 2 or fewer days within a week, the fee will be billed at the daily rate. When children attend school and our program regularly for 3 or more days a week and there are also 1 or 2 full days off for holidays or in service days within that week, Holiday Camp will be offered at an additional cost to cover the extra hours of care offered in those days. Parents not wishing to attend the Holiday Camp during this week will only be charged the weekly fee.

The regular full weekly fee will not be charged during full week breaks (fall, winter and spring).

**Enrollment fees**

Clients must pay an enrollment fee for each school year when enrolling in Clayton's programs, including Daily Drop In Care Only. Enrollment fees are due at the time of enrollment and are non-refundable. A separate enrollment fee is required for participation in summer programs.

Children who leave Clayton's program and re-enroll will be charged a re-enrollment fee in order to return. Enrollment fees provide for the administrative costs of program set up and maintenance for each school year and or summer program.

Enrollment fees are \$50 per child (up to a max of \$90 per family).





Program Options

Clayton Youth Enrichment offers two types of program options during the school year, scheduled attendance (3 to 5 days each week) plans and one variable attendance based plan.

- 1. Scheduled Attendance Plans (3 to 5 days each week)
  - After School Only Care
  - Before & After School Care\*
  - Before School Only Care\*
- \*Not available at all locations.
- 2. Variable Attendance Based Plan (Unscheduled Attendance)
  - Daily Drop In Care



Program Rates

Program rates are determined by the program option elected during enrollment.

Scheduled Attendance Plans

These plans charge an upfront flat fee each week based on the scheduled attendance of 3 to 5 days each week for a four week period. Actual attendance does not alter the weekly fee.\*

- Fees are based on a commitment of 3 to 5 days of attendance each week for a minimum period of 4 weeks. Extended care on early release days is included at no additional cost.
- Fees are assessed based on the days of operation per week, not the child’s individual attendance within that week.
- Fees may be prorated if the week includes only 2 days of regular school attendance and 3 or more days of holidays. Variable Attendance Based Plan Per day per child fee based on actual child attendance.\*

\*See Rate Chart

Changes to Enrollment

Enrollment changes cannot be processed on the parent portal. To submit an enrollment change request, contact the Client Service Department. A processing fee of \$10.00 per child

will be due at the time the change is processed. Enrollment changes must be in effect a minimum of four weeks before further changes can be made. Changes must be made one week in advance of the effective change date and are placed into effect on the first day of the week (Monday). Retroactive changes cannot be made to attendance plans.

## **School Year In-Service Days and Holidays**

School Year In-Service Day and Holiday Camps are not included in the Scheduled attendance (3 to 5 days each week) plans or the Variable Attendance Based Plan.

During School Year In-service days and school holidays, Holiday Camp may be offered. These programs may be held at central locations or neighboring districts, but are not school specific.

Clients are required to register in advance if planning to attend. Holiday Camp rates will be applied for fall, winter and spring for those who enroll. Charges will not be incurred without an enrollment. Once registered, fees are non-refundable.

An additional fee, due at time of enrollment, will be charged for children attending Holiday Camp to cover the additional hours of care offered on those days. Scheduled Attendance Plan weekly billing for weeks that also include

holidays or days off, is determined by the number of days our program operates at our regular hours during that week.

- Scheduled Attendance Plan weekly fees are not charged on full weeks off where the family does not register for Holiday Camp.
- If the full day program is offered in a week where there are at least 3 days of regularly scheduled school, then Scheduled Attendance Plan weekly fees will be charged and parents must pay in addition for each day of our Holiday Camp they enroll for attendance.



## Daily Drop In Care Attendance

Drop-in/Daily Rate participants must notify the program of their attendance by 12:00pm, preferably by text message to the site phone.

Fees are due on the Monday of the week following a drop-in attendance. Fees are only charged when drop in attendance is used.

## Payments for Services

Scheduled attendance (3 to 5 days each week) plan fees are due on the Monday of each week of service. The weekly rate is due regardless of the days your child attends or if schools are closed one to two days due to holiday or in-service.

Clients may pay fees online or by phone (between the hours of 8:30am and 5:30pm, Monday through Friday, excluding Clayton holidays). Online payment options (electronic funds transfers) via Clayton's parent portal.

1. Electronic check or credit card payments as a one time payment. Credit card or bank account information are not stored in the Parent Portal.

2. Electronic check or credit card payments as a recurring auto draft each week on Mondays. Credit card or bank account information entered for the recurring payments are stored in the Parent Portal for the purpose of Clayton payments only. Clayton Youth Enrichment employees are only able

to view the last four digits of the stored information. Clayton Youth Enrichment does not store credit card or bank account information at the Corporate Office. Clients may pay in advance in order to avoid late fees or disruptions in services. Clayton will not issue refunds or credit adjustments due to absences or suspensions. Program employees are not permitted to accept payments at any time (cash and/or checks).

## Late Payment Fees

A \$15.00 late fee will be applied to all delinquent accounts for the following charges: weekly fees, drop-in fees, search fees, and late pick up fees. Late fees are incurred after the end of the business day each Wednesday on all unpaid balances.

## Returned Checks

A \$30.00 fee will be charged to the account for each returned check or failed electronic payment. In the event of repeated incidents of insufficient payments, a credit card transaction may be required for future payments.

## Additional Fees

Additional fees will be added to the account as they are incurred and are due to be paid on the following business day. Late fees will apply if not paid when due.

## Late Pick Up Fee

A late pick up fee of \$10.00 per child will be charged if the child is picked up during the first five minutes after closing time. An additional \$1.00 per minute per child will be charged thereafter.

## Search Fee

Parents with children enrolled in the Before and After School Care and After School Care Only plans are required to notify the Site Coordinator (preferably by text message to the site phone) of a child's absence prior to the end of the school day. Failure to do so will result in a \$10.00 "search" fee per child to be applied to the account.

## Attendance Outside of the Elected Program Time

Children enrolled in the After School Only Care Plan or the Before School Only Care Plan that attend before school or after school when not scheduled will be charged the Daily Drop in rate that is appropriate for that site.

## Refunds

Refunds must be requested through the Client Services Department via phone, email, fax or mail within ten (10) days after the last day of attendance



## Terminations

Clayton reserves the right to terminate an account at any time for the following reasons:

1. Delinquent payment for services after 12:00 p.m. on Friday of the week of service.
2. Repeated failure to pick up your child from the program before closing time.
3. Nonattendance for a full week without notice provided to the Client Service Department by the parent or guardian.
4. Violations of the Clayton Youth Enrichment Code of Conduct by the child, parent, or authorized to pick up contact.

The Client Service Department will determine when the termination of services is in effect and will contact the parent or guardian on or before the effective day of termination. The site staff and school administration will also be notified.

## Re-Enrollment

Parents wishing to re-enroll children after termination for non-payment will be required to pay all past due balances, including late payment fees, fees for the week of return, plus a \$25.00 reinstatement fee via electronic payment then authorize weekly automatic payments in the iCare AutoPay system. If for any reason the automatic payments through AutoPay are discontinued or in the event the automatic payment is declined, your child will consequently be terminated from the Clayton Youth Enrichment program effective immediately.

## Discounts

Clayton provides the following discounts to full week enrollment fees to those who qualify:

- Sibling
- Clayton Employee Discount
- ISD Employee Discount (for full-time ISD employees)
- Military Discount (for active duty military personnel)

To qualify, clients must pay the full enrollment fee, contact the Client Services Department and provide necessary verification. Discounts do not apply to Daily Drop In Care or full day programs.

## Financial Assistance

Clayton realizes that some parents need assistance with childcare expenses. Clayton is a provider for Child Care Management Services (CCMS) which provides subsidized child care to families who qualify. Clayton also provides scholarships made possible from community resources. Clients wishing to apply for scholarship assistance may complete the online request form from <https://claytonyouth.org/programs/scholarships-for-our-families/>.

## Collections

Clients are expected to pay all charges and fees on or before the designated due date. Clayton prefers to work directly with clients in the collection of payments due. Despite Clayton's attempts to collect past due accounts, if amounts remain overdue due to the client's financial inability or unwillingness to pay, the account may be placed into a collection agency.

## Tax Documents

As a courtesy, Clayton provides clients a Total Annual Child Care Expenses Receipt – Income Tax report of total childcare expenses online through the parent portal at the end of each year.



**Account Information**

To find out about your account balances, receipts, etc., visit Clayton’s website at [www.claytonyouth.org](http://www.claytonyouth.org), click on the link for Parent Portal Access, and log-in to your account. If you need further assistance, contact Client Services at 817-923-9888.

**ENROLLMENT INFORMATION**

The enrollment process is complete when all required documentation (paper or electronic) and fees are submitted and accepted. From your main page in iCare you can see the status of your enrollment listed as “pending” or “active.” See Financial Terms & Conditions for specific fee information. To enroll, visit our website at: [www.claytonyouth.org](http://www.claytonyouth.org).

**Parent of Record**

Parents/Legal Custodians are considered the parents of record and are responsible for payment of tuition and authorizing who may pick up the child(ren). All changes must be submitted in writing.

**Non-Discrimination Clause**

Clayton Youth Enrichment does not discriminate in employment, enrollment or nutrition programs on the basis of race, color, religion, national origin, sex, marital status, disability or handicap, age, veteran status or any other status protected under local, state or federal laws.

**Licensing**


Clayton School Age Child Care programs are licensed by the Texas Department of Health and Human Services Child Care Licensing. A copy of the state department’s Minimum Standards, as well as a copy of the most recent licensing inspection, can be found at the parent sign-in area at each program. A copy can also be found at [www.hhsc.state.tx.us](http://www.hhsc.state.tx.us).

## IMPORTANT NUMBERS

Texas Health and Human Services:  
(817) 321-8604 or [www.hhsc.state.tx.us](http://www.hhsc.state.tx.us)

The Child Abuse Hotline: 1 (800) 252-5400

DSHS Hotline: 1-800-252-5400.



# Clayton

## Youth Enrichment

**Corporate Office**

8:30 a.m. – 5:30 p.m.

600 Griggs Ave., Fort Worth, TX 76103

(817) 923-9888

(817) 288-0506 (fax)

[ccc@claytonyouth.org](mailto:ccc@claytonyouth.org)

