

THIRD BASE

Parent Guide



A SAFE PLACE BEFORE GOING HOME

The total cost for Third Base After School Care during the 2018-2019 school year will be \$2410(\$255 mo.). Reduced Lunch tuition will be \$1675 (\$175 mo.) and Free Lunch Tuition will be \$1185 (\$125 mo.). Each tuition level is based on 177 days of school and will be divided into 10 monthly payments. In addition to the monthly fee, a one-time \$25 registration fee per family is required upon enrollment. Please see the second page for a complete monthly fee schedule. If you need more information, please call 512-414-0220.

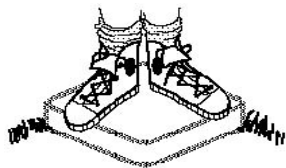
To enroll, please complete (without exception all blanks must be filled out) the Registration/Release form, the Discipline and Guidance Policy & Tuition Express(card/check) authorization form, scan & email or US mail to the address below:

**AISD Third Base
3908 Avenue B
Austin, TX 78751**

PH: 512-414-0220

FX: 512-414-0384

Email: mary.degollado@austinsd.org



2018-19 THIRD BASE After School Care

MONTHLY FEE SCHEDULE

Payment #	Due Date	Monthly Fee Per Child		
		Full	Reduced*	Free*
1	August 3 rd	\$115	\$100	\$60
2	September 7 th	\$255	\$175	\$125
3	October 5 th	\$255	\$175	\$125
4	November 2 nd	\$255	\$175	\$125
5	December 7 th	\$255	\$175	\$125
6	January 4 th	\$255	\$175	\$125
7	February 1 st	\$255	\$175	\$125
8	March 1 st	\$255	\$175	\$125
9	April 5 th	\$255	\$175	\$125
10	May 3 rd	\$255	\$175	\$125
TOTAL		\$2410	\$1675	\$1185

In addition to the monthly fee, a one-time \$25 registration fee is charged per family upon enrollment.

***A copy of the AISD Eligibility Reduced lunch letter must be provided for the lower fee.**

A \$35 late fee will be added, if the monthly payment is received After the 10th.

THIRD BASE

After-School Care

Parent Guide

Welcome Families....

Third Base After-School Child Care provides child care where children can learn, thrive, relax and have fun.

Working with parents, teachers, and other school staff, Third Base care givers develop activities that enhance the regular school curriculum. All activities are conducted in indoor and outdoor space that is organized, safe, fun and challenging to children.

You are an important part of third Base. Feel free to talk to the staff about your child's needs and how we can meet them.

Third Base After-School Care is open to children enrolled in the host school. Admission is on a first- come first-served basis openings occur. If there are no current openings, your child's name may be placed on a waiting list. You will be notified as space becomes available.

To enroll your child, you must complete and return the...

- * Registration Form
- * Discipline & Guidance Policy Form
- * Tuition Express Enrollment Form

Enrollment in the Third Base After School Program is not complete until a registration form with required information has been completed and submitted along with the required tuition. Forms and payments must be returned to the Third Base main office.

Tuition & Fees

Tuition for the 2018-19 school year is \$2410. Tuition is due on the first Friday of the month. Care on C-days will be \$25 per day. Reduced rates are available for families that qualify.

Tuition received after the tenth business day of the month is considered late and a \$35 late fee will be charged to the account. If full tuition is not received in Third Base's business office by 5:30pm on the 16th day of the month, after-school care services will be terminated immediately. To enroll a child, all past due fees must be paid plus a \$25 re-registration fee. For each day a child attends Third Base after termination for non-payment, parents will be charged an additional \$10 penalty per day per child.

Acceptable form of payment:

Tuition Express(Visa, MasterCard or check on-line automatic payment processing).

Fee Assistance

Free/Reduced lunch forms, as issued by the Austin-ISD, must be submitted along with registration and payment, in order to apply for fee assistance.

Days & Hours of Operation

Third Base After-School Care operates on days when school is in session. If school is out due to "C" day, Third Base will provide care at a designated school(s). If school is out due to bad weather or a holiday, Third Base will also be closed.

Third Base operates from the time school is out until 6:00pm.

A \$1.00 per minute late charge will be assessed for late pick-up after 6:00pm.

Licensed Facility

All Third Base sites are licensed by the Texas Department of Family and Protective Services (DFPS). All staff are trained in CPR/First Aid and receive training in Child Care related fields. You may visit the DFPS website at www.dfps.state.tx.us

Children/Adults Not in Program

In order to maintain the highest safety and security for children in and out of Third Base during program hours, children not enrolled in the program cannot participate in Third Base activities-indoor or outdoor-at any time.

Pick Up & Sign Out

When picking up your child, please do not forget to sign out. This ensures that your child has been picked up safely.

Children will not be allowed to leave the program without permission from parents or guardians. When adults unknown to staff pick up children, staff will check identification.

A \$1.00 per minute late charge will be assessed for late pick up (after 6:00P.M.). Care may be terminated for excessive late pickups and/or non-payment or late pickup fees.

Attendance/Absences

Anytime your child will not be attending Third Base Child Care but is not absent from school, please call the staff to inform them that your child will be out for that day.

Please note: There will be no refunds or credits of tuition for days your child does not attend Third Base Child Care.

Illness

If your child becomes ill or gets hurt during Third Base Child Care, we will make him or her as comfortable as possible and call you. If your child is very uncomfortable and /or show signs of contagious illness, you must pick up your child as soon as possible.

Please note: There will be no refunds or credits of tuition for days your child does not attend Third Base Child Care.

Medications

If your child is taking any medication which must be administered during his or her time at Third Base, you must check in those medications with the Third Base staff. Children will not be allowed to administer their own medications. Third Base staff will administer medication to your child.

Parents must complete a form authorizing Third Base staff to administer the medication. Staff will record each dose of medication administered.

Prescription Medications must be in the original container labeled with the child's name, a date, directions and the physician's name.

Non-prescription medication must be labeled with the child's name and the date the medication was brought to the center.

Non-prescription medication must be in the original container.

Third Base staff must administer it according to label directions.

Behavior Policy: Positive Guidance

In order to ensure that Third Base After-School Care is safe and effective, we need the cooperation of all the children, parents and staff. If a discipline problem arises with a child, staff will work to provide positive guidance for that child. If the problem continues after reasonable attempts to solve it, the child may ultimately be dismissed from the program.

Children with Special Needs

If your child has special needs, please discuss those needs with the staff. Staff will assess those needs and make reasonable efforts to accommodate your child, provided taking such steps would not fundamentally alter the nature of the program. Third Base centers are group child care facilities and are not equipped to provide individual one-on-one child care.

Snacks

Your child will be served a nutritious snack each day. Please do not send extra food with your child unless a special medical condition exists or special arrangements have been made.

Personal Belongings

Children's personal belongings, such as games, cards, toys and other items brought from home, cannot be permitted at Third Base unless arrangements have been made with Third Base staff.

Visiting Your Child at Third Base

You may visit the program at any time. Please note that Third Base staff is responsible for supervision of the children at all times and must limit their conversations with parents. If you would like to have a conference with staff, please schedule a time with the Third Base head childcare worker.

Bad Weather Policy

When the school closes because of bad weather, Third Base will also be closed. If the school closes during Third Base hours, Third Base staff will stay until all children are picked-up.

Emergencies

In case of an emergency involving your child, Third Base staff will call you immediately to discuss the matter with you.

If there is an emergency that will cause you to be late in picking up your child, please be sure to call Third Base staff as soon as possible.

Concerns

If you have any concerns regarding the level of care or other aspects of Third Base Program, please discuss with the lead child care worker on site or call 414-0220.

Immunization Requirements

All immunization requirements are compliant with standard AISD immunization policy. Records are kept in the school's main office.

Tuberculin Testing

All tuberculin testing requirements are compliant with standard AISD tuberculin testing policy. Records are kept in the school's main office.

Hearing and Vision Screening

All hearing and vision screening requirements are compliant with standard AISD hearing and vision screening policies. Records kept in the school's main office.

Transportation

Any transportation of children in Third Base Child Care will be conducted by the Austin-ISD.

Any volunteer, and/or chaperones, attending Third Base field trips will be subject to a criminal history check conducted by the Austin-ISD.

Water Activities

Third Base will not participate in swimming-related water activities.

Field Trips

In the event of a field trip, parents will be notified and permission slips will be required prior to any child participating in an off-campus activity.

Animals

Third Base prohibits contact between children in care and any animal on campus. In the event a child brings an animal to care, such as a "class pet", animal must remain in the cage/aquarium throughout the entire day at Third Base.

If a child is bitten, or scratched, by an animal in Third Base the child's parents will be notified, and first aid will be administered.

Outdoor Play Equipment

Third Base children access outdoor play equipment and playscapes on Austin ISD campuses that do not meet State Licensing standards.

Parent Participation

Parents of children in Third Base are invited to participate in center activities. However, if said participation becomes a distraction, or in some way puts children in the center at risk, parents may be asked to refrain from further participation.

Parents of children in Third Base are encouraged to submit suggestions regarding Third Base.

Minimum Standards Review

Parents are invited to review the Texas Department of Family and Protective Services Minimum Standards Guide. A copy of the Minimum Standards Guide is kept on site for parents to review at all times.

Parents are invited to review the site's most recent licensing report. This report is posted on site, at all times, and additional information relating to past inspections can be found by visiting the DFPS website (www.dfps.state.tx.us).

How to Contact TXDFPS

Local Licensing Office
14000 Summit Drive, Suite 100
Austin, Texas 78728
(512) 834-3195

Child Abuse Hotline 1-800-252-5400