

# **AISD THIRD BASE Parent Guide**



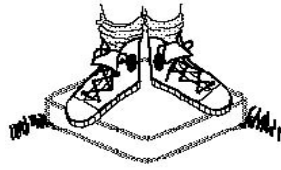
## **A SAFE PLACE BEFORE GOING HOME**

The total cost for AISD Third Base After School Care during the 2022-23 school year will be \$2780 (\$295 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. Search *[austinisd.org/third-base](http://austinisd.org/third-base) to print forms. Scan & email or US mail to the address below:***

**AISD Third Base  
4000 S. IH 35 Frontage Road/5<sup>th</sup> Floor  
Austin, TX 78704**

**PH: 512-414-0220  
Email: [mary.degollado@austinisd.org](mailto:mary.degollado@austinisd.org)**



**2022-23 AISD THIRD BASE After School Care  
MONTHLY FEE SCHEDULE  
Serving children in Pre-K4 to 5<sup>th</sup> Grade**

	<b><u>DUE DATE</u></b>	<b><u>Monthly Fee Per Child</u></b>
<b>Payment #</b>		
1	August 5	\$125
2	September 2	\$295
3	October 7	\$295
4	November 4	\$295
5	December 2	\$295
6	January 6	\$295
7	February 3	\$295
8	March 3	\$295
9	April 7	\$295
10	May 5	<u>\$295</u>
	<b>TOTAL</b>	<b>\$2780</b>

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

**\*\*Completion of the Workforce Child Care Subsidy application must be submitted to be considered for financial assistance.**

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

# AISD THIRD BASE

## After-School Care

### *Parent Guide*

#### **Welcome Families....**

AISD 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, AISD 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 AISD Third Base. Feel free to talk to the staff about your child's needs and how we can meet them.

AISD Third Base After-School Care is open to children enrolled in the host school (**Pre-K4 to 5<sup>th</sup> grade**). Admission is on a first-come first-served basis as 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 AISD 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 AISD Third Base main office. Please allow 48 hours for processing of registration before your child may start.

**AISD Third Base will follow guidance/recommendations from the CDC and Austin ISD as it pertains to COVID-19 protocols for the 2022-23 school year.**

#### **Tuition & Fees**

Full tuition for the 2022-23 school year is \$2780. Tuition is due on the first Friday of the month. Care on C-days will be \$30 per day (pending COVID restrictions).

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 AISD Third Base after termination for non-payment, parents will be charged an additional \$10 penalty per day per child.

#### **Fee Assistance**

Reduction in tuition is possible by applying for subsidized child care through the Workforce Solutions Capital Area Child Care Services application process. Please see the link below for more information about applying for Workforce subsidized child care.

<https://www.wfscapitalarea.com/our-services/childcare/for-parents/>

#### **Days & Hours of Operation**

AISD 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, AISD Third Base will also be closed.

AISD 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.

### **Children/Adults Not in Program**

In order to maintain the highest safety and security for children in and out of AISD Third Base during program hours, children not enrolled in the program cannot participate in AISD 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 helps ensure 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 and verify the person is on the authorized pick-up list.

A \$1.00 per minute late charge will be assessed for late pick up (after 6:00pm). Care may be terminated for excessive late pickups and/or non-payment or late pickup fees. Care will be terminated after the fourth late pick occurrence. After 6:30pm, if the program is unable to reach a parent or alternate contact, or if the students emergency/registration form does not include an alternate person who is available to pick-up the student, the AISD Police Department/CPS will be contacted.

### **Attendance/Absences**

Anytime your child will not be attending AISD 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 AISD Third Base Child Care.

### **Illness**

If your child becomes ill or gets hurt during AISD 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 AISD Third Base Child Care.

### **Medications**

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

AISD Third Base staff must administer it according to label directions.

### **Behavior Policy: Positive Guidance**

In order to ensure that AISD Third Base After-School Care is safe and effective, we need the cooperation of all 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, care may be suspended and/or terminated.

### **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. AISD Third Base centers are group child care facilities and are not equipped to provide individual, one-on-one care. Children must be potty trained.

### **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

**Personal Belongings**

Children's personal belongings, such as games, cards, toys and other items brought from home, cannot be permitted at AISD Third Base unless arrangements have been made with AISD Third Base staff. AISD Third Base is not responsible for personal belongings that are lost or broken during program hours

**Visiting Your Child at AISD Third Base**

You may visit the program at any time. Please note that AISD 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 Site Director.

**Bad Weather Policy**

When the school closes because of bad weather, AISD Third Base will also be closed.

**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 AISD Third Base staff as soon as possible.

**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.

**AISD Third Base will follow guidance/recommendations from the CDC and Austin ISD as it pertains to COVID-19 protocols for the 2022-23 school year.**

**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 AISD Third Base Child Care will be conducted by the Austin-ISD.

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

**Water Activities**

AISD 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**

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

**Outdoor Play Equipment**

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

**Concerns**

If you have any concerns regarding the level of care or other aspects of AISD Third Base Program, please discuss with the Third Base Site Director or call 414-0220.

**Lice**

Staff will notify parents of any child found to have head lice. Parents will be provided with lice education information to help treat the head lice. Children may return after a successful treatment. Upon return, the child's head will be checked by staff. If the child is found to have lice, the parent will be notified and child will be allowed to return after successful treatment. If lice continues for an extended period, the child will not be able to return until all lice is gone. There is no financial or time compensation for missed days.

**Parent Participation**

Parents of children in AISD 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 AISD Third Base are encouraged to submit questions and suggestions.

**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](http://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

**Sunscreen/Insect Repellent**

AISD Third Base staff do not administer sunscreen or insect repellent. Parents must apply before children arrive to AISD Third Base.

**Licensed Facility**

All AISD Third Base sites are licensed by the Texas Department of Health and Human Services (DHHS). 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](http://www.dfps.state.tx.us)



Start Date \_\_\_\_\_

**AISD THIRD BASE**  
4000 S. IH 35 Frontage Road/5<sup>th</sup> Floor  
Austin, TX 78704

PH 512-414-0220

FX 512-414-1228

Student ID# \_\_\_\_\_

School/Escuela \_\_\_\_\_

GRADE/Grado \_\_\_\_\_ (as of August 2022) email: mary.degollado@austinisd.org

### Child Information / Información del Niño

☐ Male/Nino

☐ Female/Nina

Child's Name

Birth Date

Nombre del Niño \_\_\_\_\_, Fecha de Nacimiento \_\_\_\_/\_\_\_\_/\_\_\_\_

First/nombre

Last/apellido

Address / Dirección \_\_\_\_\_ Zip Code/Código Postal \_\_\_\_\_ Phone/Teléfono \_\_\_\_\_

### Guardian Information / Información de Custodio Legal

Mother's Name

Father's Name

Nombre del Madre \_\_\_\_\_ Nombre de la Padre \_\_\_\_\_

Address (if different from child)

Dirección (si es diferente de la del  
niño) \_\_\_\_\_

Mother's place of employment

Father's place of employment

Lugar de trabajo del madre \_\_\_\_\_ Lugar de trabajo de la padre \_\_\_\_\_

### Important Phone Numbers / Números Telefónicos Importantes

Phone numbers while child is in care / Números telefónicos mientras su hijo(a) está en el centro:

**Mother (guardian) / Madre (custodio legal)**

**Father (guardian) / Padre (custodio legal)**

home / casa \_\_\_\_\_ home / casa \_\_\_\_\_

work / trabajo \_\_\_\_\_ work / trabajo \_\_\_\_\_

cell / celular \_\_\_\_\_ cell / celular \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

### Pick up Authorization / Autorización para Recoger al Estudiante

Persons authorized to pick child up / Personas autorizadas para recoger al niño(a):

Name/Relationship Nombre/Relación	Address Dirección	Phone Teléfono
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_____/_____ Name/Relationship Nombre/Relación	_____ Address Dirección	_____ Phone Teléfono
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_____/_____ Name/Relationship Nombre/Relación	_____ Address Dirección	_____ Phone Teléfono
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**Medical Information / Información Médica**    **STUDENT:** \_\_\_\_\_  
**THIRD BASE Location:** \_\_\_\_\_

Please list any special problems your child may have such as allergies, illness, any medication prescribed and any information of which staff should be aware. Include any serious illness, injuries and/or hospitalization in the last 12 months.

Por favor escriba cualquier problema especial que su hijo(a) padezca como alergias, enfermedades, medicamentos prescritos o cualquier otra información que nuestro personal deba saber. Incluya información sobre enfermedades, heridas y/o hospitalizaciones durante los últimos 12 meses.

☐

CHECK NONE  
MARKA NINGUNA

☐

OR LIST  
O LISTA

Child's Doctor / Médico del Niño(a) \_\_\_\_\_ Phone / Teléfono \_\_\_\_\_

Address / Dirección \_\_\_\_\_

**Authorization for Emergency Medical Treatment /**  
**Autorización para Tratamiento Médico de Emergencia**

In case the child named on this form has an accident or sudden illness, and in the event I cannot be reached by telephone, I hereby authorize a representative of AISD to refer the child to the physician named above or seek appropriate medical care. AISD cannot be responsible for any costs incurred.

En caso que el niño(a) mencionado en esta forma sufriera un accidente o enfermedad repentina, y en caso que no me puedan localizar por teléfono, autorizo a un representante de Austin ISD a llevar a mi hijo(a) con el médico antes mencionado o solicitar servicio médico apropiado. Austin ISD no será responsable de los gastos que surjan.

Parent / Guardian Signature \_\_\_\_\_ Date / Fecha \_\_\_\_\_  
Padre o Madre / Custodio Legal Firma \_\_\_\_\_

Relative or friend to contact in case of emergency (if parents cannot be reached).  
Pariente o amigo para llamar en caso de emergencia (si no se localiza a los padres).  
Name / Nombre \_\_\_\_\_ Phone / Teléfono \_\_\_\_\_

Address/Dirección \_\_\_\_\_

I hereby authorize AISD Third Base staff to access my child's immunization records in the school's office.  
Doy mi autorización al personal de Third Base de Austin ISD para tener acceso a los registros de vacunas de mi hijo(a) en la oficina de la escuela.

Yes / Si ☐

No ☐

I hereby grant permission for my child to be transported and supervised by AISD Third Base staff during sponsored field trip. I understand that I will be informed in advance of any field/study trip.  
Doy mi consentimiento para que mi hijo(a) sea transportado y supervisado por personal de Third Base de Austin ISD durante excursiones/ viajes de estudio. Entiendo que se me informará con anticipación sobre cualquier excursión/ viaje de estudio.

Yes / Sí ☐

No ☐

I have received from AISD Third Base staff a copy of "A Parent's Guide to Day Care".  
Recibí de parte del personal de Third Base de Austin ISD una copia de "A Parent's Guide To Day Care". [Guía para padres sobre guarderías] (Se puede obtener el primer día.)

Yes / Sí ☐

No ☐

Photographs or other images of my child in Third Base may be used for educational and non-commercial purposes.  
Las fotografías o otras imágenes de mi hijo(a) en Third Base pueden usarse con propósitos educativos y sin fines de lucro.

Yes / Si ☐

No ☐

Child daycare operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800)514-0301 (voice) or (800)514-0383 (TTY).

Parent / Guardian Signature \_\_\_\_\_ Date / Fecha \_\_\_\_\_  
Padre o Madre / Custodio Legal Firma \_\_\_\_\_



# Discipline and Guidance Policy for AISD THIRD BASE AT

Name of Operation \_\_\_\_\_

- Discipline must be:
  - (1) Individualized and consistent for each child;
  - (2) Appropriate to the child's level of understanding; and
  - (3) Directed toward teaching the child acceptable behavior and self-control.
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
  - (3) Redirecting behavior using positive statements; and
  - (4) 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:
  - (1) Corporal punishment or threats of corporal punishment;
  - (2) Punishment associated with food, naps, or toilet training;
  - (3) Pinching, shaking, or biting a child;
  - (4) Hitting a child with a hand or instrument;
  - (5) Putting anything in or on a child's mouth;
  - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
  - (7) Subjecting a child to harsh, abusive, or profane language;
  - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
  - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Check one please:

\_\_\_ parent

\_\_\_ employee/caregiver

\_\_\_ household member of child-care home

## Reglamentos de Guía y Disciplina para Third Base en la escuela de \_\_\_\_\_

La disciplina tiene que ser:

- (1) Personalizada y uniforme para cada niño
- (2) Adecuada para el nivel de entendimiento del niño
- (3) Orientada a la enseñanza del niño del comportamiento adecuado y el control de si mismo

Solamente puede utilizar métodos positivos de disciplina y orientación que fomóntenla autoestima, el control de si mismo y la conducta independiente, y por lo menos incluyan lo siguiente:

- (1) Usar elogios y fomentar el buen comportamiento
- (2) Recordar a los niños las expectativas de comportamiento diariamente utilizando frases claras y positivas
- (3) Cambiar el comportamiento utilizando frases positivas
- (4) Usar un tiempo breve de alejamiento del grupo, bajo supervisión, cuando sea adecuado para la edad y el desarrollo de niño, limitado a no más de un minuto por cada año de edad del niño.

Ningún niño debe ser tratado de manera severa, cruel o fuera de lo común. Los siguientes tipos de disciplina y orientación están prohibidos:

- (1) Castigo corporal o amenazas de castigo corporal
- (2) Castigos asociados con la comida, la siesta o el entrenamiento para usar el baño
- (3) Pellizcar, sacudir o morder al niño
- (4) Pegar un niño con la mano o con un objeto
- (5) Poner cualquier cosa dentro de la boca del niño o sobre ella
- (6) Humillar, ridiculizar, rechazar o gritarle a un niño
- (7) Someter al niño a escuchar un lenguaje severo, abusivo o grosero
- (8) Meter a un niño dentro de un cuarto, baño o clóset oscuro o con la puerta cerrada con llave
- (9) Hacer que el niño se mantenga callado o inactivo por periodos de tiempo largos e inadecuados para su edad

Mi firma es verificación que e leído y recibido una copia de la póliza de disciplina.

\_\_\_\_\_  
Firma

\_\_\_\_\_  
Fecha



## Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express® – a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

### ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) \_\_\_\_\_ to initiate credit card charges to the below referenced credit card account (**Section A**) OR, initiate debit entries to my (our) Checking or Savings Account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

#### COMPLETE ONE SECTION ONLY

##### SECTION A (Credit Card)

Cardholder Name	Phone #		
Cardholder Address	City	State	Zip
Account Number	Expiration Date		
Cardholder Signature	Date		

##### SECTION B (Bank Account)

Your Name	Phone #		
Address	City	State	Zip
Bank or Credit Union Name			
Bank or Credit Union Address	City	State	Zip
		<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Routing Transit Number (see sample below)	Account Number (see sample below)		

#### For Official Use Only

Date Received

Employee Signature

John Sample Mary Sample 123 Main Street Anytown, USA	555-555-5555 555-555-5555	000000
Pay to the order of:	<b>Attach Voided Check Here</b>	\$
	Deposit slips not accepted	Dollars
00000000000000000000	00000000000000000000	0000
Routing Number	Account Number	Check Number

A service of



procare  
SOFTWARE®