

Parent Handbook 2009-2010



PASAR!
PISD After School Care

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Mission Statement

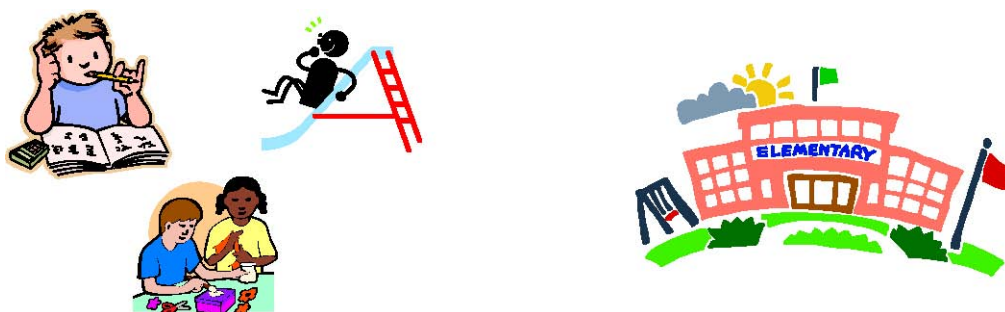
PASAR, the PISD elementary after-school care program, will strive to provide a safe, positive environment for students enrolled in the program. Opportunities will be given for students to work on homework, participate in structured recreational and fine arts activities, and to enhance their overall skill development.

What is PASAR?

PASAR is an on-site after-school care program for students in grades K-5 sponsored by Plano ISD. This is a fee-based program offered outside of the District curriculum and instructional school day. PASAR is not District funded. No District or District taxpayer monies are used to support PASAR. Participants must be in good standing in order to participate. Students must be enrolled at the school where they are participating in PASAR and fees must be prepaid for student participation in the program. PASAR has 3 program components: after-school care, holiday care, and a summer program.

Students must have registration forms and a medical emergency information sheet completed and on file. All staff and volunteers in the building have a background check through the PISD Safety and Security Department.

PASAR is held on all of the elementary campuses. During PASAR, students will be given opportunities to work on homework with a PISD teacher, participate in structured recreational and fine arts activities, and to enhance their overall skill development. Visit our web site for the complete parent handbook, parent financial handbook registration packet, latest holiday/ summer care information, and tuition pricing at www.pisd.edu/pasar.



Registration Location: PASAR Finance
2201 Spring Creek Parkway, Plano, TX 75023
(NW corner of Spring Creek Parkway and Pleasant Valley Drive)
PASAR Finance: 469-752-8915, PASAR Hotline: 469-752-8908
PASAR Program: 469-752-3782

PROGRAM COMPONENTS

After-School Care

The program hours are 2:45-6:30 PM each of the 179 school days. The PASAR day consists of:

- 1) The first 20-30 minutes is snack (provided by the school cafeteria) and relaxation time.
- 2) One hour of academic time Monday – Thursday is provided by a PISD certified teacher. Students will be given the opportunity to complete PISD homework and receive academic assistance, enrichment and support. PASAR makes no guarantees that homework will be completed at the time of student pick-up. Generally academic time is not offered the first and last week of the school year.
- 3) Recreation, fine arts, team building, and other activities compose the remainder of the day. Academic, social skills and self-esteem building components are integrated into these activities.

Daily schedules vary at each school, depending on the needs of that campus.

On PISD early release days, PASAR will begin immediately after the early dismissal time.

Holiday Care

Participation on school holidays is optional and daily prepaid tuition is in addition to the regular monthly tuition payments. Holiday Care is located at cluster schools within Plano ISD. Transportation is NOT provided to any Holiday Care cluster schools. Parents are responsible for ALL transportation to and from Holiday Care PASAR.

Summer PASAR

PASAR also offers a summer program, for students who have completed grades K-5. Summer PASAR operates daily from 7:00 AM - 6:30 PM. Summer Care will be located at site/sites. Information and registration forms for Summer PASAR will be published in March. Transportation is not provided NOT provided for Summer PASAR. Transportation from Summer School to PASAR is not available. Parents are responsible for ALL transportation to and from Summer PASAR.

*In the event of inclement weather consult TV channels, 4, 5, 8, 11. Radio 90.1 and 1080 will have information about school closings, beginning at 6:00 am. If PASAR is cancelled on a Holiday Care Day because of road conditions, a credit will appear in a following month's statement.

GENERAL INFORMATION AND GUIDELINES

In compliance with Board Policies FB (LEGAL) and FB (LOCAL), no qualified student shall, on the basis of disability, race, religion, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under PASAR.

Due to staffing and budgetary restrictions, and because PASAR is not part of the District curriculum or instructional day, certain restrictions may apply to student participation in PASAR. All students must be physically, emotionally, socially and mentally capable of handling a 1:17 (adult/child) ratio in all activities with the maximum of 1:20. All children attending PASAR must be able to attend to their own bathroom needs. Our goal is to keep all of the children and staff safe. When inappropriate incidents occur during PASAR the staff uses many methods of redirection and re-teaching. Additionally, for the identified reasons, students must maintain appropriate behaviors in order to continue in PASAR. If students have persistent behavior problems that interfere with the general welfare of others and the "program" they may be temporarily or permanently removed from the program. PASAR has very serious consequences for physical aggression towards others. Persistent inappropriate behaviors may include, but are not limited to, temper tantrums, rudeness, disrespect, noncompliance, and physical aggression with students or adults. Parents will be notified at pick-up times if behavioral problems have occurred. In the event a child's behavior becomes unsafe to him/herself or others, the parent or another person designated by the parent may be called to pick up the child.

Students may be terminated from PASAR for nonpayment of fees, continual late payment of fees, or multiple late pick-ups. Behavioral issues and/or concerns may also be a reason for dismissal from PASAR.

In compliance with Plano ISD Board of Trustees Policy GKA (LOCAL) mutual respect, civility, and orderly conduct among District employees, parents, and the public is promoted. We do not intend this policy to deprive any person of his or her right to freedom of expression. Rather, we seek to maintain to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting teachers and other employees as positive role models, we encourage positive communication and discourage volatile, hostile, or aggressive actions. This District seeks and encourages our patrons to cooperate with this endeavor. Plano ISD Policy Manual is on the web. www.pisd.edu/about.us/policies/index.shtml

PASAR will not take responsibility for any lost or stolen items brought by students to the after-school program. Therefore, we discourage bringing items from home. Investigation of lost, broken or stolen items may be pursued by the Site Manager depending on time and staff constraints.

The Plano ISD Food Service Department provides prepackaged daily snacks during the school year. Please make sure that any food allergies are prominently listed on the PASAR registration form. Should your child have special dietary needs you may provide an appropriate daily snack. PASAR daily snacks are posted on the PASAR website. www.pisd.edu/pasar.



Medical Information:

Allergy Action Plan (Parents/guardians are responsible for turning in the Allergy Action Plan to their PASAR Site Manager each school year.)

PASAR does not maintain a school nurse or other health professional on staff. Medication will be administered in compliance with Plano ISD Board of Trustees Policies FFAC (LEGAL) and FFAC (LOCAL), and related District procedures and guidelines; however such medications will only be administered on an emergency basis. Students who have special medical needs must complete a "Medication Request Form (HS 001, Sp. Ed. 0028)" giving permission to administer needed medications (inhalers, pills, etc.). A student with severe allergies must have a Dr. or Physician's Allergy Action Plan on file with the PASAR Site Manager. **The physician's order must include wording that medication may be administered by an unlicensed assistive personnel. The Allergy Action Plan must be updated yearly by the parent and given to the PASAR Site Manager before the student can attend PASAR.** All end of the school day medications should be administered by the school nurse or other qualified personnel prior to the student's attendance in PASAR. Copies of any legal documents pertaining to a PASAR student need to be given to and kept on file with the PASAR Site Manager.

For any student with an epi-pen, the parent must bring over the counter Benadryl®. This is a must, as PASAR will not stock Benadryl® for those students with epi-pens.

Diabetic children must be able to attend to his/her own care as outlined in the individual health plan, which may include self-checking blood sugar/glucose levels, self-administering insulin in accord with the diabetes management and treatment plan, self managing low and high blood sugar/glucose levels as quickly as possible, carrying any diabetes supplies or equipment, and performing this self-care while at PASAR.

As a standard operating procedure (SOP), PASAR staff does not administer routine, daily injectable medications. However, any emergency medications will be administered as directed by the student's physician and current medical care plan. Exceptions to this SOP, if any, will be evaluated on an individual basis. If your child requires any special considerations for daily medical needs, for the safety and welfare of your child, it will be necessary to discuss these with the Director of PASAR before admission to the program will be considered on a case-by-case basis.

We consider health and safety to be a serious matter at PASAR. If your child becomes ill at PASAR, we will contact you immediately. It is your absolute duty to report to pick up your child within one hour upon request. Failure to comply with this request endangers the health of other students and staff members and thus may jeopardize your child's enrollment status. In the meantime, we will provide a quiet place for your child to rest until you arrive, separated from other students. By state regulation, you must keep your child home until your child is free from all symptoms of illness and fever for at least 24 hours as described below. A child must be excluded from child care when:

- The illness prevents the child from participating comfortably in PASAR activities.
- The illness results in a need for greater care than the staff can provide without compromising the health and safety of the other children.

Specific Conditions which Require Exclusion

- Fever, exclude until child has been afebrile for 24 hours, or until medical evaluation indicates inclusion;
- Oral temperature of 100 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
- Rectal temperature of 101 degrees or greater, accompanied by behavior changes.
- Other signs or symptoms of illness;
- Armpit temperature, as read on the thermometer of 99 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness; or

NOTE: Children's temperatures will be taken under the arm, forehead or orally. Rectal methods for taking temperatures will not be used.

- Signs of possible severe illness, including unusual lethargy, irritability, persistent crying, and difficult breathing.
- Uncontrolled diarrhea, defined as an increased number of stools compared with the child's normal pattern, with increased stool water and/or decreased form. Even one diarrhea incident may require exclusion if it is not contained by the child's diaper or if it is combined with other symptoms. Exclude until symptoms have disappeared for 24 hours.
- Vomiting two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration. Exclude until symptoms have disappeared for 24 hours.
- Mouth sores with drooling unless the child's physician or local health department authority states the child is non-infectious.
- Rash with fever or behavior change, until a physician has determined the illness not to be a communicable disease.
- Purulent conjunctivitis, defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, and including a child with eye pain or redness of the eyelids or skin surrounding the eye. May return 24 hours after treatment begins and symptoms have disappeared.
- Infestation (e.g. scabies, head lice), may return after treatment. All nits and egg sacks must be removed prior to child's return. It is necessary for the clinic personnel to check for continued infestation upon child's return to school.
- Impetigo, until 24 hours after treatment begins.
- Streptococcal pharyngitis, until 24 hours after treatment has been initiated, and until the child has been afebrile for 24 hours.
- Pinworm and Ringworm infections, until 24 hours after treatment begins.
- Chicken Pox, until 6 days after onset of rash or until all lesions have dried and crusted.
- Other conditions or symptoms as determined in the sole discretion of the administration at PASAR.

In general, policies developed by the American Academy of Pediatrics/American Public Health Association pertaining to the exclusion of children with other contagious diseases will be followed.

Specific Conditions that Do Not Require Exclusion

- Children who have a type of germ in their bowel movement or urine that can cause disease, but that is not giving any symptoms to the child whose stool or urine contains the germ.
- Children with conjunctivitis (pink eye) who have a clear, watery eye discharge and do not have any fever, eye pain, pus coming from the eye, or eyelid redness.
- Children with a rash, but no fever or change in behavior (must be released by a physician).
- Children with cytomegalovirus infection, carriers of hepatitis B and HIV infection.

- Children with a clear nasal discharge not accompanied by other symptoms; however, please note that cloudy, yellow, or green nasal discharge can be a sign of infection and can lead to exclusion from group care.

Procedure for Management of Illness

If a child appears mildly ill,

- Parent/guardian will be notified. Caregiver will inform parent of child's symptoms and review the policies and procedures for school participation.
- Child will be cared for apart from the other children and, if necessary, given a place to rest.
- Child should be picked up within 1-hour of parent notification.

Some communicable diseases must be reported to public health authorities so that control measures can be implemented. A list of these diseases can be found on the communicable disease chart in the Minimum Standard Rules for Licensed Child Care Centers. A complete copy of the Minimum Standard Rules is available for review online at <http://www.dfps.state.tx.us/>. Notify the child care director if your child's physician determines your child has a reportable disease.

When contagious illnesses, such as flu, chicken pox, etc., appear in a class, notices will be posted on the bulletin board and/or an email message will be sent to all parents. The ill child's identity will not be revealed in any posted or emailed notices. Physician release may be required upon request in order to allow the student to return to the Center upon diagnosis of one of these illnesses or any other illness, as determined by the Center administration.

Pick up Information:

Parents may pick their child up at any time during the official program hours. Anyone picking up a PASAR student must have a picture ID available at the time of pick-up. **All Persons listed on the pickup information sheets will be able to sign students out.** The person or designated agent on the pick up list is responsible for giving all PASAR documents received at the time of pick up to the parent/guardian. PASAR encourages responsible adults to be on the pickup list for releasing children from PASAR. If a parent wishes an older child, (a child **13** years of age or older) to pick up a PASAR student on occasion, the parent/guardian (both if divorced) would be required to have a notarized note stating specifically who is to pick up the minor child, giving permission for the release of the PASAR student on file with the school site. If both parents (in the case of a divorce) do not agree, an older child may not be designated to pick up a PASAR student. (The school office has a notary on staff.) The older child must be on the pick up list and have and show a picture ID each time. A Student ID, Drivers License or Texas State ID will be accepted. Doors will be secure and a PASAR staff person may not always be at the door for immediate pick-up. The site uses a PASAR cell phone during program hours. For unscheduled early pick-up or to report a child absent for the day, parents need to call the Site Manager using the PASAR cell phone number provided for that campus. You may leave a message on the cell phone regarding student status at anytime. The number for each site will be given the first day of after-school care. PASAR phone numbers may be accessed on the website: www.pisd.edu/pasar. For Safety reasons we do not allow in and out pick up for PASAR students other than dental and medical appointments. If you return your student to PASAR on the same day please bring the dentist/medical return to school note. If you have questions for PASAR, please email them to: AskPasar@pisd.edu if an **emergency** arises, please contact the PASAR Site Manager or the PASAR office at 469-752-3782.

If we suspect the person picking up a child is under the influence of drugs or alcohol, we will call 911 and request police assistance.

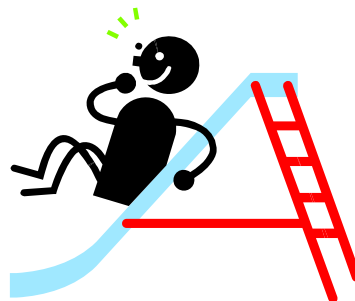
If a parent or other authorized adult cannot be reached within 30 minutes after closing, the PASAR staff will contact Child Protective Services for instructions.

Drop-Ins:

Those who register in PASAR and who will participate as a drop-in must pay at the time of registration the Pre-paid Drop-In Fee per child. This fee will be applied to the days of PASAR services. **Drop-Ins are not offered for Holiday/Summer Care.** A student cannot attend PASAR until the drop-in tuition is received. Parents should call the Site Manager 24 hours in advance before expected service or pre-arrange drop-in dates with the Site Manager a month at a time. Parents will be charged a full day's tuition rate for the day of service. There are no hourly rates available.

Outdoor Play:

Outdoor play is necessary for the healthy development of children. Weather permitting, outside play is scheduled for each group daily. It is PASAR policy that all children who are well enough to attend PASAR will play outside. Parents are asked to not request children "stay inside due to illness. To provide adequate supervision of children on the playground, all staff members must be able to oversee their activities. Please be prepared for sudden weather change by having a jacket or sweater available in the fall and spring.



Expectations

Enrollment in the PASAR after-school program constitutes an understanding that all parties will abide by the policies and procedures contained in the parent handbooks.

Parents may expect that:

- Their children are cared for in a supportive and consistent environment.
- They may visit with the Site Manager about concerns related to their child or the program.
- They will be told about any issues of concern about their child and have the opportunity to visit with the Site Manager in order to bring about improvement in the situation.
- They will be informed if their child does not arrive at PASAR according to his/her enrollment information.
- Mutual respect, civility, and orderly conduct are promoted in PASAR.

Children may expect:

- To have a supportive and consistent environment.
- To use all PASAR equipment, materials and facilities on an equal basis.
- To receive respectful treatment.
- To have discipline that is fair.
- To receive nurturing care from PASAR staff members.
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- To receive respectful treatment.
- To have discipline that is fair.
- To receive nurturing care from PASAR staff members.

PASAR expects that children will:

- Conduct one's self in a responsible manner.
- Exhibit an attitude of respect toward others. Respect and obey the school rules during the school day as well as during PASAR.
- Remain with their group and the PASAR staff at all times.
- Take care of materials and equipment properly and return items to their place before taking out new materials.
- Arrive at PASAR promptly, according to the enrollment information.
- Be prepared with homework assignments and materials for academic time.
- Leave cell phones and toys at home.

PASAR expects that parents will:

- Pay applicable fees on time.
- Keep the child's enrollment records up to date by using the change of service forms provided by the PASAR campus.
- Pick up their child on time.
- Contact their campus by calling the PASAR cell phone if their child will not be attending on a scheduled day.
- Pay attention to any communication from the Site Manager regarding their child's behavior and cooperate in efforts to bring about improvement in the situation.
- Promote mutual respect, civility and orderly conduct to all PASAR staff including in person and on the phone.

School	PASAR Cell Phone	School	PASAR Cell Phone
Aldridge	214-263-7937	Hunt	214-404-8608
Andrews	214-263-7938	Jackson	214-558-6474
Barksdale	214-263-0061	McCall	214-404-8609
Barron	972-342-4335	Mathews	214-668-5801
Bethany	214-208-2078	Meadows	214-263-7945
Beverly	214-208-2074	Memorial	214-914-5780
Boggess	214-244-9682	Mendenhall	214-914-4739
Brinker	214-558-6472	Miller	214-244-8456
Carlisle	214-914-5022	Mitchell	214-244-8167
Centennial	214-558-6473	Rasor	214-263-7946
Christie	214-263-7939	Rose Haggard	214-263-7941
Daffron	214-244-8959	Saigling	214-208-2149
Davis	214-914-5991	Schell	214-632-7174
Dooley	214-226-1860	Shepard	214-244-7856
Forman	214-263-7940	Sigler	214-263-7947
Gulledge	214-208-2075	Skaggs	214-208-2077
Harrington	214-914-4993	SPC	214-519-4026
Haun	214-244-8902	Stinson	214-244-7816
Hedgcoxe	214-578-0625	Thomas	214-263-7948
Hickey	214-263-7943	Weatherford	214-914-5039
Hightower	214-244-8612	Wells	214-208-2076
Huffman	214-263-7944	Wyatt	214-914-5145
Hughston	214-914-5568		

Holiday Care:

Participation on school holidays is optional and the daily Holiday Care prepaid tuition is in addition to the regular monthly tuition payments. Pre-registration will be on each campus prior to the holiday. Students will be registered when the parent has signed up at the school campus. After the deadline date, no refund or credit will be issued. Holiday Care is located at clustered sites and operates from 7:00 AM - 6:30 PM. Students attending must be pre-registered by the deadline at their home campus. Pre-payment alone does not guarantee a spot in Holiday Care. **The individual/agent completing a registration form for Holiday Care is financially responsible for the costs associated with Holiday Care. Financial responsibility exists regardless of the student's attendance at Holiday Care.** Students must bring a self-contained lunch that requires no refrigeration or microwave. Students need to be reminded not to share their food with other PASAR students, due to food allergies. Two snacks with drinks are provided daily. Academic time or Drop in service is not offered at Holiday Care. Transportation is NOT provided to any Holiday Care cluster schools. Parents are responsible for ALL transportation to and from Holiday Care PASAR.

NO refunds or credits will be given for non-attendance. The cancellation deadline is 6:30 PM on the deadline date. Cancellation must be done in writing prior to the deadline date.

Holiday Care - Medical concerns: For students with severe allergies or special medical needs that would require special training, parents must have physicians orders on file with PASAR before attending Holiday Care. These plans may be duplicated from the school nurse's records. Check the general guidelines for more medical information.

PASAR will be CLOSED and NO care will be offered on the following dates:

August 17 - August 21, 2009
September 7, 2009, November 26 & 27, 2009,
December 24, 2009 - January 3, 2010
April 2, 2010, May 31, 2010



Holiday	Holiday Date	6:30 pm Cancellation Date
Parent/Teacher Conference Day	Friday: October 16, 2009	Friday: October 2, 2009
Thanksgiving	Wednesday: Nov. 25, 2009	Wednesday November 11, 2009
Winter Break	Monday/Tuesday/Wednesday: Dec 21, 22 & 23, 2009 and Monday: January 4, 2010	Monday: December 7, 2009
MLK	Monday: January 18, 2010	Wednesday: January 6, 2010
Student Holiday	Monday: February 15, 2010	Monday: February 1, 2010
Spring Break	Monday through Friday: March 15 - 19, 2010	Monday: March 1, 2010
Holiday Care Sites are subject to change, notification will be on the PASAR website as well as informational flyers at the schools.		

Summer PASAR

Summer PASAR information will be available in spring.

Summer PASAR:

PASAR also offers a summer program, for students who have completed grades K-5. Summer PASAR operates daily from 7:00 AM - 6:30 PM. Transportation is NOT provided for Summer PASAR. Transportation from Summer School to PASAR is not available. **Parents are responsible for ALL transportation to and from Summer PASAR.**

Monday through Thursday of each week, a professional educator spends 2 hours of fun academic time reviewing skills from the grade the student just completed. Recreational activities, fine arts, fun days, and field trips are also included in the program. Students must bring a self-contained lunch that does not need refrigeration or a microwave. Two snacks with drinks are provided daily. **The individual completing a registration form for summer care is financially responsible for the costs associated with summer care regardless of student attendance.** As stated above, this financial responsibility exists regardless of the student's attendance at summer care unless services are cancelled before the deadline. Drop in service is not offered at summer care.

PASAR will not offer care on July 4.



Summer - Medical concerns:

Students with severe allergies or special medical needs must provide a copy of the allergy action plan at the time of registration or on the first day of Summer PASAR. The school campus for Summer PASAR must have the Allergy Action Plan on the site before the student can attend Summer PASAR. Check general guidelines for more medical information. See medical concerns section.

Fieldtrip statement:

Due to increased security precautions, we cannot allow parents to drop off and/or pick up children at field trip locations. All children must originate at the school and return with the group to the school. All children must go on field trips with the group, even if they choose not to participate.

Graphics provided by Microsoft Clipart®

Holiday Care Sites 2009-2010

Cluster Sites for:
November 25, December 21, 22, 23, Jan 4, 18
and March 15-19 2010

Hedgcoxe

214-578-0625
7701 Prescott Dr.
Plano, 75025

Andrews
Barron
Bethany
Beverly
Carlisle
Hedgcoxe
Mathews
McCall
Rasor
Skaggs
Thomas
Wyatt

Rose Haggar

214-263-7941
17820 Campbell Rd.
Dallas, 75252

Barksdale
Brinker
Centennial
Daffron
Gulledge
Haun
Hightower
Huffman
Jackson
Mitchell
Rose Haggar

Schell

214-632-7174
5301 E. Renner R.
Richardson, 75082

Boggess
Dooley
Forman
Hickey
Hunt
Meadows
Memorial
Mendenhall
Miller
Schell
Stinson

Shepard

214-244-7856
1000 Wilson Dr.
Plano, 75075

Aldridge
Christie
Davis
Harrington
Hughston
Saigling
Shepard
Sigler
Weatherford
Wells



Cluster Sites for:

October 16, 2009 and February 15, 2010

Haun

214-244-8902
4500 Quincy Lane
Plano 75024

Brinker
Daffron
Gulledge
Haun
Mathews
Saigling
Skaggs
Wells
Wyatt

Hedgcoxe

214-578-0625
7701 Prescott Dr.
Plano, 75025

Andrews
Barron
Bethany
Beverly
Carlisle
Hedgcoxe
McCall
Rasor
Thomas

Rose Haggar

214-263-7941
17820 Campbell Rd.
Dallas, 75252

Barksdale
Centennial
Hightower
Huffman
Jackson
Mitchell
Rose Haggar

Schell

214-632-7174
5301 E. Renner Rd.
Richardson, 75082

Boggess
Dooley
Forman
Hickey
Hunt
Meadows
Memorial
Mendenhall
Miller
Schell
Stinson

Shepard

214-244-7856
1000 Wilson Dr.
Plano 75075

Aldridge
Christie
Davis
Harrington
Hughston
Shepard
Sigler
Weatherford