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# Summer PASAR 2023

— Parent Handbook —

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# Operating Days, Hours & Months

**Days & Hours:** Monday - Thursday: 7:00 am - 6:00 pm

The Summer PASAR sites close promptly at 6:00 pm  
Late fees will apply at 6:01 pm.

**Months:** Summer PASAR operates during the month of June and through the last week of July.

**No PASAR care will be offered the week of July 3 - July 7, 2023.**

# Procedures for Arrival & Release of Students

## Arrival

Site doors open at 7:00 am daily. Please walk your student to the door of the designated PASAR area and sign your child in for the day through Eleyo.

## Release

Students will be released to authorized persons only.

Parents will provide the following information on authorized persons who will be picking up their student:

- Name
- Phone number
- Driver's license number
- Relationship to the student during the online Eleyo registration process.

If the information needs to be updated, please update the information in Eleyo. In extreme circumstances, a student will be released to an adult other than a parent or other adult listed in the child's file upon written request via email by the parent. This practice is limited to unprecedented circumstances and always requires a personal contact with a parent for approval, written permission email and a photo ID by the adult taking the child. A photo ID will always be required when a child is picked up by someone other than a parent.

Please provide sufficient time for end of the day parent questions and for staff to leave on time by arriving daily to pick up your child at least 5-10 prior to closing. Your help is greatly appreciated.

# Illness and Exclusion Criteria

A student may not attend PASAR if one or more of the following exists:

1. The illness prevents the student from participating comfortably in the operation activities including outdoor play
2. The illness results in a greater need for care than staff can provide without compromising the health, safety, and supervision of the other students in care
3. The student has one of the following (unless a medical evaluation by a health-care professional indicates that you can include the student in your operation's activities):
  - a. An oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness
  - b. A tympanic (ear) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness
  - c. An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness [Medium]; or
  - d. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill
4. A health-care professional has diagnosed the child with a communicable disease, and the student does not have medical documentation to indicate that the student is no longer contagious.

A student who was ill may return to PASAR when:

1. The student is free of symptoms of illness for 24 hours or
2. You have obtained a health-care professional's statement that the student no longer has an excludable disease or condition.

# Procedures for Dispensing Medication

## **Medication means:**

1. A prescription medication; or
2. A non-prescription medication, excluding topical ointments such as insect repellent and sunscreen.

## **Medication must be given:**

1. As stated on the label directions; or
2. As amended in writing by the student's health-care professional.

## **Medication must:**

1. Be in the original container labeled with the student's full name and the date brought to the operation;
2. Be administered only to the student for whom it is intended; and
3. Not be administered after its expiration date.

When medication is administered to a student in PASAR care, the following must be recorded:

- a. Full name of the student to whom the medication was given;
- b. Name of the medication;
- c. Date, time, and amount of medication given;
- d. Full name of the employee administering the medication; and
- e. Medication records are kept for at least three months after administering the medication.

## **For a medication to be administered to a student in PASAR, the following information must be obtained from the student's parent:**

1. In writing, signed and dated; or
2. In an electronic format that is capable of being viewed and saved; or
3. By telephone to administer a single dose of a medication.

Authorization to administer medication expires on the first anniversary of the date the authorization is provided

The student's parent may not authorize medication to be administered in excess of the medication's label instructions or the directions of the student's health-care professional.

Parent authorization is not required to administer a medication to a student in a medical emergency to prevent the death or serious bodily injury of the student, provided that the medication is administered as prescribed, directed, or intended.

# Specialized Medical Assistance

Specialized medical assistance is any medical assistance other than medication. Examples include, but are not limited to, assisting with an apnea monitor, protective helmet or leg brace.

Requirements regarding specialized medical assistance:

1. If a student requires specialized medical assistance, specialized medical assistance is provided as recommended or ordered by a health-care professional.
2. The health-care professional's recommendations or orders must be maintained for at least three months after the health-care professional has indicated the specialized medical assistance is no longer needed.



# Food Allergy Emergency Plan

A food allergy emergency plan is an individualized plan prepared by the child's health care professional that includes:

1. A list of each food the child is allergic to;
2. Possible symptoms if exposed to a food on the list; and
3. The steps to take if the child has an allergic reaction.

A food allergy emergency plan is required for each child with a known food allergy that has been diagnosed by a health-care professional. The child's health care professional and parent must sign and date the plan. A copy of the plan will be kept in the child's file.

# Procedures for Handling Medical Emergencies

## Accidents

Minor injuries which are treated by employees at the site will be reported in writing on an accident/ injury report and will be given to the parent on the day the injury occurs. Minor injuries include, but are not limited to: Minor cuts, scratches, and bites from other students.

In the event a student receives an injury to the head, eyes, or ears and requires medical attention involving a doctor's visit or 911 being called, parents will be contacted immediately to notify them of the situation. Should a student experience any changes in behavior, signs of dizziness, headaches, nausea, staggering, bleeding from the ears, difficulty breathing, or similar signs after an injury to the head, eyes, or ears, 911 will be called. An incident/ illness report will be completed when a student visits the doctor after leaving the center or if 911 is called. Parents must sign the report and receive a copy within 48 hours of the incident.

## 911

If 911 is called, the site manager or zone leader will notify the parent/ guardians. If the parent/ guardian has not arrived by the time of transport, the site Manager or zone leader will accompany the child. The staff member going with the student to the hospital will bring the signed medical release form located in the student's enrollment folder along with emergency information on that student.

Incident/ Illness Report will be used as documentation for when a student is ill or an incident has occurred. The parents will receive a copy of the report. When filling out the report, employees will remember to maintain confidentiality and only mention the name of the student for whom the report is being completed. Each blank on the form will be completed with information or an N/A will be documented in the blank if not applicable.

An Incident or Illness Report is completed when a student sustains an injury, at the onset of an illness or reportable incident. Injuries, illnesses and incidents are listed below:

- Injury requiring medical treatment or hospitalization
- Incident that placed a student at risk
- Illness requiring hospitalization

# Parental Notifications

## Policy Change Notifications

Parents will be notified of any policy or operational changes with a signed letter or email.

Parents may also check the [www.pisd.edu/pasar](http://www.pisd.edu/pasar) website to view information about Summer PASAR.

If an emergency were to occur, parents will receive communication from PASAR in the form of a phone call or email. Please note, it is always important to update your student's Eleyo account with current phone numbers.

# Discipline and Guidance

The methods of discipline and guidance caregiver may use must:

1. Be consistent with your policies and procedures
2. Not be physically or emotionally damaging to the student
3. Be appropriate to the student's age and level of understanding
4. 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:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
2. Reminding a student 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 student's age and development, which is limited to no more than one minute per year of the student's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance or punishment 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 student
4. Hitting a student with a hand or instrument
5. Putting anything in or on a student's mouth
6. Humiliating, ridiculing, rejecting, or yelling at a student
7. Subjecting a student to harsh, abusive, or profane language
8. Placing a student in a locked or dark room, bathroom, or closet
9. Withholding active play or keeping a student inside as a consequence for behavior, unless the student is exhibiting behavior during active play that requires a brief supervised separation or time out
  - a. Regarding paragraph (9), a caregiver must never withhold active play from a student who misbehaves (i.e., keeping a student indoors with another caregiver while the rest of the students go outside or making a student sit out of active play in the afternoon for a behavior that occurred in the morning). However, if a student is exhibiting poor behavior during active play, a caregiver may separate the student from the group, to allow the student to settle down before resuming cooperative play or activities.
10. Requiring a student to remain silent or inactive for inappropriately long periods of time for the student's age.

# Suspension and Expulsion of Students

PASAR has serious consequences for physical aggression towards others. Students exhibiting behaviors that interfere with the safety and wellbeing of others and disrupt the PASAR program may be temporarily or permanently removed from the program.

Such behaviors may include:

- Outbursts
- Rudeness
- Disrespect
- Noncompliance
- Physical aggression with students or adults.

Parents will be notified at pick-up times if behavioral problems have occurred. In the event a student'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 student within one hour.

PASAR reserves the right to terminate enrollment if the program is unable to meet the educational needs of the student, or if the student behavior seriously hinders the educational opportunities of the other students.

Students may also 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.

# Meal and Food Service Practices

## Food From Home

It is the parents responsibility to provide the following items, as food is not provided by the PASAR Summer Care Sites:

- Lunch
- Two snacks and a water bottle (labeled with first & last name)

Please keep in mind, PASAR is a “nut free” zone when preparing and sending lunches & snacks from home. Lunches and snacks containing nuts and nut by-products will not be served.

Due to the potential risks associated with peanut allergies in children, PASAR does not allow peanut products to be used in art projects or special events.

Healthy, nutritionally-balanced lunches are encouraged. Please do not send candy, gum, soda, etc.

Please visit [www.fns.usda.gov/tn/myplate](http://www.fns.usda.gov/tn/myplate) to view information regarding sample menu items, introducing new foods, MyPlate materials, understanding nutrition labels and more.

# Immunization Requirements for Students

## Immunization Requirements

Each student enrolled or admitted to PASAR Summer must meet and continue to meet applicable immunization requirements specified by the Texas Department of State Health Services (DSHS). This requirement applies to all children in care through 14 years of age.

For current immunization requirements, please visit: [Immunization Unit](#).

For students PreK - Fifth Grade, click on "School Requirements," click on "Main Page," to the right of the page click on "Schools," and click on "[current year] Texas Minimum State Vaccine Requirements for Students Grade k-12."

The acceptable documentation for an immunization record is a signed statement from the child's parent that the child's immunization record is current and on file at the pre-kindergarten or school that the child attends. The statement must be dated and include, the name, address, and telephone number of the pre-kindergarten or school listed in the statement. This documentation is completed during the registration process.

# Enrollment Procedures

## Summer PASAR

To register for Summer PASAR, the student must have been enrolled in PISD for the 2022-2023 academic school year.

**Registration** will be via **Eleyo**, our afterschool software.

Please visit our website for additional information:

[PASAR After School Care / PASAR Summer Care](#)



# Water activities

During PASAR Summer Care, children will not be involved in water activities utilizing swimming pools at or on any off site locations.

Water activities may be available using sprinklers and/ or water tables.

Staff will closely monitor all of the students that are in or around the water activity.

# Animals

When animals are or will be present at the site.

PASAR staff will:

1. Notify parents in writing when animals are or will be present.
2. Ensure the animals do not create unsafe or unsanitary conditions.
3. Ensure students do not handle any animals that shows signs of illness, such as lethargy or diarrhea; and
4. Ensure PASAR staff and students practice good hygiene and hand washing after handling or coming into contact with an animal and items used by an animal, such as water bowls, food bowls, and cages.

# Procedures for Providing & Applying Insect Repellent and Sunscreen

Parents are responsible for sending their student/student's with both sunscreen and bug spray already applied daily.

PASAR staff may assist in applying sunscreen and bug spray to your student when the items are provided by the parent. The items must have the student's first and last name with the expiration date. We cannot use an item after it has expired.

# Procedures for Parents to Communicate with PASAR Management & Visitation

## **Open Door Policy**

Parents are always welcome to visit or observe their student. Observers should remain inconspicuous whenever possible and are required to wear their PISD badge or visitor badge.

As important events occur in your student's life or in a family, please share these with the appropriate PASAR staff. Such events might include the death of a loved one or pet, moving to a new house, the illness of a grandparent or other significant person in the student's life, or even the separation of parents. Informed staff are better able to support your student and communicate with you about how your student is responding to these events. Information you share with the PASAR staff is confidential and will not be shared with others.

We value parent ideas and input. We also value our time during PASAR with the students. We respectfully ask you to schedule private appointments to discuss issues and concerns that may arise in the course of your student's enrollment rather than discussing these concerns in the presence of students (your own and/or other students) or guests in PASAR.

## **Procedures for Parents/ Guardians to Speak to the Site Director**

The Site Manager will be available to discuss any questions or concerns about the policies and procedures of the operation by making an appointment by email or phone.

# Procedures to Review Site Licensing Information

A copy of the Texas Health and Human Services Commission [Minimum Standards for School-Age and Before or After-School Programs](#) is available for parent viewing at all times.

A copy of the most recent licensing inspection report will be posted in the entry.

# Emergency Preparedness Plan

## IN AN EMERGENCY TAKE ACTION



### HOLD! In your room or area. Clear the halls.

#### STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

#### ADULTS

Close and lock door  
Account for students and adults  
Do business as usual



### SECURE!

### Get inside. Lock outside doors.

#### STUDENTS

Return to inside of building  
Do business as usual

#### ADULTS

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



### LOCKDOWN! Locks, lights, out of sight.

#### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

#### ADULTS

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



### EVACUATE! (A location may be specified)

#### STUDENTS

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

#### ADULTS

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



### SHELTER! Hazard and safety strategy.

#### STUDENTS

Use appropriate safety strategy for the hazard

#### ADULTS

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

#### Hazard

Tornado  
Hazmat  
Earthquake  
Tsunami

#### Safety Strategy

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground



PLANO  
Independent School District



# Emergency Preparedness Plan

Emergency plans are located at each exit door of the building.

When conducting a drill or emergency evacuation, staff will take their emergency evacuation binder (Emergency Authorization Forms for each student are included in the binder), ipads and walkie-talkies with them to the designated locations.

Fire drills are practiced monthly and recorded on Form 7263 – Emergency Practices. Staff are trained regarding procedures for fire drills. Fire exit plans and evacuation sites are posted by each exit door.

**PASAR Summer Care 1:** Aldridge Elementary 720 Pleasant Valley Lane Richardson, TX 75080  
- Outside of the site away from fire lane and 50 feet away from site

**PASAR Summer Care 2:** Barksdale Elementary 2424 Midway Road Plano, TX 75093 – Outside of the site away from fire lane and 50 feet away from site

**PASAR Summer Care 3:** Carlisle Elementary 6525 Old Orchard Drive Plano, TX 75023 - Outside of the site away from fire land and 50 feet away from site

Sheltering/ Severe Weather Drills are practiced every three months of the school year (four times in a calendar year) and recorded on Form 7263 – Emergency Practices. Sheltering/ Severe Weather Drills involve taking shelter within the site to temporarily protect children and staff from situations such as a tornado. Sheltering can also be used when an endangering person is in the area, though not on the premises. Staff are trained on Sheltering/ Severe Weather Drills as outlined in PISD disaster/ tornado drill procedures.

Lock-Down Drills are practiced every three months of the school year (four times in a calendar year) and recorded on Form 7263 – Emergency Practices. Lock-Down Drills help to keep children and staff in place to protect them from a volatile person on the premises. Staff are trained on Lock-Down Drills as outlined in PISD Lock-Down drill procedures.

## District-Wide Emergency

If an emergency were to occur, the Site Managers are responsible for calling 911 and Child Care Regulation. Staff are responsible for calling a parent/ the parents of each student in their group. If the internet is available, email may also be utilized to help contact parents. Staff will notify parents that all students have been safely evacuated. Attendance will be taken at the emergency location along with emergency backpacks and first aid kits. The backpack has parent and emergency contact phone numbers, authorization for emergency care, and physician's information. Time permitting, activities for the students will also be taken to the relocation site. Please know, if the staff are assisting with students, we will not respond to your call or text immediately. Students are our first concern.

Once we assure all students are safe, staff will contact each parent to let them know of the situation and of any change in location. All emergency phone numbers and Child Care Regulations phone numbers are located in the Site Director's work cell phones and are in our emergency backpack.

# Instructions on How to Contact Licensing, Texas Abuse & Neglect Hotline & Access to HHSC Website

As a parent or guardian with a student enrolled in PASAR Summer Care, you have the right to review all current inspections conducted by Texas Health & Human Services, the Fire Department, the Health Department, and any other inspections as may be required for the operation of PASAR Summer Care. To review these documents, please contact the Site Manager. From time to time PASAR Summer Care is required to post such inspections in an obvious location for parents to review. Should this be the case, PASAR Summer Care will post the appropriate inspections on the wall located nearest to the entrance of the program.

Important Contact Information for Parents:

## **Child Care Regulation**

550 East 15<sup>th</sup> Street Suite 120

Plano, TX 75074

469-229-6900 Ext. 6901

[CCRQuestions@hhs.texas.gov](mailto:CCRQuestions@hhs.texas.gov)

## **Texas Abuse/Neglect Hotline**

(800) 252-5400

<https://www.txabusehotline.org>

## **Texas Health and Human Services**

<https://www.hhs.texas.gov/>



# Procedures for Conducting Health Checks

Daily Health Checks will occur by staff observing all students as they arrive for signs of illness, lice or other health issues.

# Information on Vaccine-Preventable Diseases for Employees

All recommended vaccines by the Centers for Disease Control and Prevention are optional and are not required for an employee to work at PASAR. A recommended adult immunization schedule may be viewed at: [Recommended Adult Immunization Schedule](#).

# Child Care Agreement & Insurance Information

On behalf of myself and child, I agree as follows: Plano Independent School District (PISD) and its officers, agents, employees and directors shall not be liable or responsible for, and shall be saved and held harmless by me and my child from and against any and all suits, actions, losses, damages, claims, or liability of any character, type or description, including all expenses of litigation, court costs, and attorney's fees for injury or death to any person, or injury to any property, received or sustained by any person or persons or property, arising in whole or in part from the negligence of PISD, its officers, agents, employees and directors. I further agree to defend, at my own expense, and on behalf of PISD, its officers, agents, employees and directors and in the name of PISD, its officers, agents, employees and directors, any claim or litigation brought in connection with any such injury, death, or damage. It is the expressed intent of the parties to this Agreement that the indemnity provided for in this section is an indemnity extended by me and my child to indemnify and protect PISD and its officers, agents, employees and directors from the consequences of its and their own negligence.

Pursuant to the Texas Tort Claims Act, public school districts are entitled to sovereign immunity which protects districts from liability for personal injury and negligence claims, with the exception of claims involving property damage, personal injury, or death arising from the operation or use of a motor vehicle by a school district officer or employee. Therefore, Plano ISD is not required to obtain, and will not obtain insurance in addition to standard District coverage for claims and/or injuries that occur at PASAR Summer Care.