



# **PASAR After School Care Program Parent Handbook**

**Plano Independent School District**

Revised 12/16/2024

## PASAR After School Care Handbook

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## **PASAR After School Care Program**

PASAR is a child care program offered by Plano ISD's Child Care Services. To be eligible to enroll and attend any of the programs offered by PASAR, students must be enrolled in Plano ISD in grades PreK-5. PASAR operates three distinct childcare programs. These programs include:

- **After-School Care:** Follows Plano ISD's approved school year calendar. Program consists of on-site after-school child care for students in grades PreK-5. After-school care is available at elementary, early childhood and Head Start Plano ISD campuses.
- **Non-School Day Care:** Offered on Staff Professional Development Days and Fall Break. Program consists of on-site full day child care for students in grades PreK-5. The program is offered at one centrally located PISD elementary school.
- **Summer Camp:** Full-day child care program offered during June and July. Program consists of on-site childcare for students in grades PreK-5. The program is offered at one centrally located PISD elementary campus through the PASAR Program or an approved district partner.

PASAR child care programs are tuition based programs offered outside of the Plano ISD school time. Students must attend the PASAR program offered at the elementary campus where they are enrolled. Students are engaged in both large and small group activities, including arts and crafts, recreational games, homework help, positive character education and academic activities in reading and math.

### **History**

In 2001, PASAR began with a pilot program at Hughston Elementary. Parents were surveyed and expressed their desire for a quality after-school care experience that provided a safe, caring environment for their children. The pilot was a huge success! The following year PASAR was operating at fifteen elementary campuses. By 2005, the PASAR Program opened at forty-one Plano ISD Elementary Schools. PASAR continues to deliver quality after-school care for students in grades Pre-K through 5th grade. PASAR is available at elementary, Head Start and early childhood schools.

The program serves over 2,100 students at 42 elementary, early childhood and Head Start Plano ISD campuses. PASAR is not a licensed day care and has received exemption from the governance of child care licensing. PASAR is governed by the regulations of the Texas Education Agency.

### **The Mission of PASAR**

The mission of PASAR is to provide our Plano ISD students a safe, caring, engaging and fun after-school/ out of school time (OST) experience.

**Operating Hours, Days and Month of PASAR After School Care Program**

PASAR operates directly in connection with the Plano ISD Academic Calendar. Child care is available for Staff Day/Student Holiday days when PISD employees are required to work. Child care is offered during the months of August through the last week of May and/or the last inclement weather make up days. On PISD early release days, PASAR will begin immediately after the early dismissal time.

**Hours of Operation**

PASAR Elementary sites: Monday-Thursday 3:00 pm - 6:30 pm, and 6:00 pm on Fridays

PASAR Early Childhood sites: Monday - Thursday 3:15 pm - 6:30 pm, and 6:00 pm on Fridays

The sites close promptly at 6:30 pm Monday - Thursday and at 6:00 pm on Fridays.

Please note, staff are released from their workday at 6:30 Monday - Thursday, and at 6:00pm on Friday. We encourage parents to arrive at the site 10 minutes before our staff is released.

**PASAR Sites and Zone Leaders**

<b>North / Northwest Region Zone Leader - Rosa Handy 469-752-3094 rosa.handy@pisd.edu</b>	<b>South / Southwest Region Zone Leader - David Vasquez 469-752-3090 david.vasquez@pisd.edu</b>	<b>East Region Zone Leader - Jana Martin 469-752-5587 jana.martin@pisd.edu</b>
Andrews Barksdale Bethany Beverly Brinker Carlisle Centennial Daffron Gulledge Haun Hedgcoxe Mathews Rasor Skaggs Thomas Wyatt	Aldridge Beaty ECS Christie Davis Hightower Huffman Hughston Jackson Mitchell Rose Haggar Saigling Shepard Sigler Weatherford Wells	Barron Boggess Dooley Forman Harrington Hickey Hunt Isaacs ECS McCall Meadows/Head Start Memorial Mendenhall Miller Pearson ECS Schell Stinson

## Plano ISD Child Care Services Team Contact Information

<p align="center"><b>PASAR Program Contact Information</b>  Address: Cox Building 1517 Avenue H Plano, TX 75074  <a href="mailto:pasar@pisd.edu">pasar@pisd.edu</a>  <a href="https://www.pisd.edu/pasar">https://www.pisd.edu/pasar</a></p> <p align="center"><b>Curriculum, Program Design &amp; Student Needs</b>  469-752-5586</p> <p align="center"><b>Registration/ Enrollment, Payments/ Billing &amp; Pending List</b>  469-752-8915</p>		
Director	Stacie Burk	469-752-5584
Coordinator	Devyn Clark	469-752-5587
Office Manager	Vacant	469-752-5586
Finance Manager	Becky Schwesig	469-752-8915
Finance Analyst	Judy Humphrey	469-752-8915
Zone Leader: North/ Northwest Region	Rosa Handy	469-752-3904
Zone Leader: South/ Southwest Region	David Vasquez	469-752-3090
Zone Leader: East Region	Jana Martin	469-752-5587
PASAR Registration:	<a href="https://pisd.ce.eleyo.com">https://pisd.ce.eleyo.com</a>	
PASAR Information:	<a href="https://www.pisd.edu/pasar">https://www.pisd.edu/pasar</a>	
PASAR Statements:	<a href="https://pisd.ce.eleyo.com">https://pisd.ce.eleyo.com</a>	
PASAR Income Tax:	Child Care Provider: Plano ISD/PASAR Address: 2700 West 15 <sup>th</sup> Street Plano, Texas 75075 Tax ID #: 75-6002252	

## **PASAR Finance Information**

### **Requirements to Register**

Students must be enrolled in Plano ISD, have a Student ID number, and be enrolled in grades Pre-K through 5th grade, including Head Start, Beaty ECS, Isaacs ECS and Pearson ECS. All students (new and returning) must complete a registration each year.

### **Eleyo**

Only a parent or legal guardian, using his/her own credentials when logging into Eleyo, may register their student(s) for PASAR and will be the owner of the contract and the PASAR customer. The PASAR customer is responsible for the financial account and is accountable for payments. Online registration is required to secure a spot on the pending list.

The registration process is complete, and the contract is approved once placement for the student has been secured at their campus, and any outstanding balance and registration fee have been paid.

Parents will be notified via email their contract has been approved.

### **Start Dates**

The online enrollment system offers the days available to start. Grayed out days are not available. The start date must be no more than 30 days from the submission of the contract entered by the customer. A start date is not secured until the contract is approved.

The start date will determine when tuition begins.

### **Registration Fee**

The registration fee is non-refundable. The registration fee will be charged at the time the contract is approved and you will be notified of acceptance by email.

### **Tuition**

PASAR is a prepaid program. Pick Your Day schedule is only offered to PISD Employees at select campuses. The weekly tuition is due before the start date selected for the student(s). If payment is not received by the start date, the student(s) is subject to withdrawal for non-payment.

Tuition is invoiced on a weekly basis, every Wednesday, with the tuition payment due on Friday for the upcoming week.

When the tuition/balance on an account is not received within 2 days of the invoice due date, a late payment fee of \$10 will automatically be assessed, and the student(s) is subject to withdrawal from the Program due to non-payment. The PASAR customer is responsible for all tuition/fees due, regardless if their student(s) attends or not. No credits or refunds are issued for missed days due to illness or bad weather days.

Please see the Fee Chart at <https://www.pisd.edu/Page/20620>

## **Discounted Rates**

Families who qualify for free or reduced lunches are eligible to receive the discounted rate for PASAR. In order to receive the discounted rate, a copy of the 2024-25 Plano ISD Food And Nutrition Approval Letter (FANS Approval Letter) with a "Start Date" of July 1, 2024, or later date, MUST be emailed to [pasar@pisd.edu](mailto:pasar@pisd.edu).

The PASAR Office must receive the FANS Approval Letter to verify a student's eligibility and apply the discounted rate. Please note, all contracts will be approved and charged the standard rate unless a FANS Approval Letter is on record. If PASAR Finance receives the FANS Approval Letter AFTER the contract has been approved, the discounted rate will be applied to the next weekly billing cycle, and a credit adjustment will be issued for up to the previous two weekly billing cycles.

For information regarding 2024-25 Meal Program Application, please visit the [Food and Nutritional Services website](#).

## **Employee Rate**

If you are a Plano ISD full-time, contracted employee or a long term substitute (requires single assignment of 21 days or longer & verified through human resources), you must be the one to set up the Eleyo account and enroll student(s) using your PISD employee email and providing the campus and assignment. Substitute employees who are not long term substitutes do not qualify for the employee discount rate.

## **Payments**

All payments are made online at <https://pisd.ce.eleyo.com>. PASAR site staff and office campus staff cannot accept any payments for PASAR. Auto draft payments are available. Scholarships or grants are not available for PASAR through the Child Care Services Office.

## **Withdrawing from PASAR**

To withdraw a student(s) from PASAR, a withdrawal request must be submitted on-line via Eleyo by Tuesday of the current week to be effective the following week.

An account must be current and paid in full for the withdrawal from PASAR to be processed. The correct payment amount is required to be paid online prior to submitting the withdrawal form via Eleyo. To resume PASAR for a student(s) that has been withdrawn, a new contract will need to be submitted and the registration fee paid again through Eleyo at <https://pisd.ce.eleyo.com>. If there is a pending list at the student's campus, the contract will be placed on the pending list, in the order it is received and processed accordingly.

## **Withdrawal Due to Non-Payment**

PASAR is a prepaid program, and tuition is due each Friday or the student's start date, whichever occurs first. Full payment is required for a student to remain in PASAR. The customer's email address

is the primary method of contacting all customers by the Child Care Services office. It is the customer's responsibility to ensure his/her email is current in the Eleyo database.

Students may be withdrawn from PASAR for nonpayment of fees. If a student is withdrawn from the program due to non-payment, the parent must re-enroll the student and pay the registration fee again, along with any past due balance, to be in PASAR. If there is a pending list at the student's campus, the contract will be placed on the pending list, in the order it is received, and processed accordingly.

### **Late Pick-up Fees**

A \$30 late pick-up fee is charged for each student picked up 1 - 10 minutes past 6:30 PM Monday through Thursday and past 6 PM on Fridays, including Non School Day Care and Summer Camp. The fee is charged for each student picked up late, not per family. An additional fee of \$1 is charged for each minute past the first 10 minutes until the student(s) is picked up. The charge for any late pick-up fees will be included on the next invoice after the occurrence and due by the due date on invoice.

### **Non-School Day Care (NSD) & PASAR Summer Camp**

All financial procedures stated under PASAR Finance Information apply to Non-School Day Care & Summer Camp. Non-School Day Care & Summer Camp are optional, and tuition is in addition to the regular weekly tuition. Registration is required in Eleyo by deadlines provided on the PASAR website for each non-school day offered & Summer Camp. Customers will receive an email once Non School Day Care & Summer Camp enrollment has been accepted by PASAR. To cancel Non-School Day Care or Summer Camp, email [pasar@pisd.edu](mailto:pasar@pisd.edu) by the deadline provided on the PASAR website. Summer Camp is offered for students who have completed grades Pre-K-5. Non-School Day Care & Summer Camp operate Monday through Friday from 7:00 am - 6:00 pm.

## **PASAR Program Information**

### **Program Expectations**

Enrollment in the after-school program constitutes an understanding that all parties, PASAR Staff, parents and students will honor the following expectations.

### **Parent Expectations of Program**

Parents may expect:

- ★ Children are cared for in a safe, engaging and supportive environment.
- ★ Open communication with all PASAR staff.
- ★ PASAR staff will share timely communication about their child's interactions and participation in the program.
- ★ Safety is a top priority for all PASAR staff.
- ★ Highly trained youth development specialists and leaders.
- ★ Excellent customer service.

### **Program Expectations of the Parents**

PASAR expects parents to:

- ★ Contact the site manager if their child will not be attending on a scheduled day.
- ★ Keep Eleyo account, contacts, payment methods, up to date.
- ★ Monitor and follow communication from PASAR staff.
- ★ Use a respectful and polite tone.
- ★ Be ready to provide information, as well as to listen to staff observations and perspectives.
- ★ Follow the drop off and pick up procedures and schedule.

### **Children's Expectations of the Program**

Children may expect:

- ★ A safe, supportive and consistent environment.
- ★ To use all the program equipment, materials, and facilities on an equal basis.
- ★ To receive respectful treatment.
- ★ To have discipline that is fair and non-punitive.
- ★ To receive nurturing care from staff members who are actively involved with them.
- ★ To make memories and have FUN!!!

### **Program Expectations of the Children**

PASAR expects children to:

- ★ Respect for one another.
- ★ Show kindness toward one another.
- ★ Be ready for fun and play.
- ★ Remain with the group and childcare staff at all times.
- ★ Take care of materials and equipment properly and return them to their place when done.

### **Qualifications for PASAR Onsite Staff**

PASAR staff are background checked through the PISD Safety and Security Department. Staff receive preservice, onboarding and annual training hours. Managers are CPR, First Aid and AED certified.

### **Procedures for Parental Notifications**

Parents will be notified of any policy or operational changes via email message in Eleyo, typically on the invoice, via program newsletter, or at [www.pisd.edu/pasar](http://www.pisd.edu/pasar).

If an emergency were to occur, parents will receive communication from PASAR in the form of a phone call, email and/or at [www.pisd.edu/pasar](http://www.pisd.edu/pasar). Please note, it is always important to update your student's Eleyo account with current phone numbers.

### **Inclement Weather**

If inclement weather develops throughout the school day, parents are notified through District channels. PASAR staff will remain on site until all children are picked up. PASAR strongly encourages all parents to pick up their students as early as possible from PASAR to help ensure the safety of PASAR staff. Your cooperation is greatly appreciated.

### **Student Custody**

In the case of shared custody, parents must provide information in the Eleyo system that is consistent with the court orders that the school campus has on file. PASAR staff will follow the custody court order that is on file with the school office.

### **School Clubs**

If your child attends extracurricular activities at the campus, complete the After School Club Participation Form. Parents must provide the site manager with this completed form prior to the date the after-school club will begin meeting.

### **Student Belongings**

PASAR is not responsible for any lost or stolen items brought by students to the after-school program. PASAR staff will return any found items to the school's Lost and Found.

PASAR discourages students from bringing electronics and toys from home. Students who bring their cell phones & other devices to PASAR, will be asked to keep them in their backpacks.

### **Snacks**

Every month PASAR staff will plan a theme snack and activity. Check the PASAR monthly activity calendar for more information.

Students may bring snacks daily that are "ready to eat" and do not require refrigeration or microwave. Please do not send candy, gum, soda, etc.

## **Safety Protocols - Emergency Preparedness Plan**

PASAR staff follow SRP (Standard Response Protocol), a nationally-recognized emergency response methodology that is action-based, flexible, and easy to learn. SRP is used at all Plano ISD campuses.

Monthly drills are performed at each PASAR site. Drills include: lockdown, secure, shelter for weather, fire, shelter for haz-mat, evacuation drill (non-fire) & hold.

## **Absences, Illness and Medical Information**

### **Absences**

Parents must call the PASAR cell phone number when a student will not be attending PASAR. Campus PASAR cell phone numbers are located at [pisd.edu/pasar](http://pisd.edu/pasar).

A student cannot attend PASAR if absent for the school day.

If your student becomes ill at PASAR, PASAR staff will contact the parent immediately. It is the parent's responsibility to pick up their student within one hour of being notified upon request.

The student may return to PASAR when fever or symptom free, for 24 hours, without medication.

### **Medication**

PASAR staff will follow any orders for dispensing medication that is processed through the school nurse following a Medication Authorization Form. Parents should note the need for a Medical Action Plan (Asthma, Anaphylaxis, Diabetes or Seizure Disorder) in the Eleyo system. Parents should also notify the PASAR Staff on site that a Medical Action Plan is on file with the school campus nurse.

Please view the District Health Forms for Parents at <https://www.pisd.edu/Page/1697>. The plan must be updated annually by the parent and given to the PASAR Site Manager before the student can attend PASAR.

### **Requirements regarding specialized medical assistance:**

- If a student requires specialized medical assistance, specialized medical assistance is provided as recommended or ordered by a health-care professional.
- 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.

## **Accidents & Student Injuries**

Parents should talk to their children about the importance of reporting any injuries to PASAR staff. This helps ensure that students receive the proper care they need.

If a student is injured, parents will be contacted by phone before picking them up on the day of the injury, after first aid has been given. When parents arrive, they will receive a report about the incident and may be asked to sign documentation.

## **Procedure for Handling Medical Emergencies – 911**

A Core Team (safety response staff) will be activated. One member of the PASAR Staff will remain with the child to provide first aid while other members of the PASAR team contact both 911 and parents.

After the site manager calls 911, PASAR staff will notify their respective zone leader. If EMTs determine the child must be transported to the hospital, and the parent has not arrived on the site, the site manager or zone leader will accompany the child. As a reminder, it is of great importance that all emergency contact and medical release forms in Eleyo are updated on a regular basis.

Student/ Accident Report will be used as documentation for when an incident has occurred. The parents will receive a copy of the report.

## **Student Management**

### **Student Well-Being**

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.

### **PASAR and Positive Behavior Interventions and Supports (PBIS)**

The Site Manager works closely with the assigned Zone Leader to make informed decisions to address behavior concerns as well as to determine the appropriate disciplinary actions in PASAR.

PASAR follows STOIC, a proactive and positive behavior support to help students manage their behaviors. STOIC stands for:

- **Structure and organization:** room arrangement, daily schedule
- **Teach expectations:** display, model, teach and review behavior expectations before every activity
- **Observe student behavior:** actively supervise children by moving around and near the children, provide positive feedback, proactively intervene
- **Interact positively:** provide positive feedback immediately and based on specific behaviors
- **Correction:** redirect and correct student behavior in a calm, consistent, immediate and respectful manner

Alongside the use of the STOIC Framework above, PASAR uses the CHAMPS Framework . The CHAMPS Framework (Conversation, Help, Activity, Movement, Participation & Success) creates a common language for all staff to use and provides clear guidance for students on decision making.

## **Guidelines for PASAR Student Success**

PASAR students will model the PASAR Way:

- ★ Respect for one another
- ★ Kindness toward one another
- ★ Ready for fun and play.

Each program site offers a variety of tools to promote and incentivise student engagement and positive interactions. Our goal is to provide the students attending PASAR with a safe, engaging, and welcoming after-school environment.

### **Self-Reflection Sheet/ Behavior Incident Form**

In the event a student behavior issue rises to the level of a parent being informed, parents can expect to see one of the following forms of communication:

- **Student Reflection Sheet**

Students are given the opportunity to self-reflect on minor behavior incidents where a student may need time away from the group. The student will reflect on how they are feeling, what happened, why did an incident happen, how big is the problem and what can the student do differently next time.

- **Behavior Incident Form**

If PASAR students do not follow the guidelines for student success and CHAMPS, a Behavior Incident Form is completed. PASAR keeps the form at each site. Incidents on the Behavior Incident Form are uploaded into Review360, the District Student Management Program.

If the incident is part of an investigation, the information from the investigation is uploaded into the Review360. For elementary students, the documentation in Review360 is deleted at the end of the school year. Each student begins a new school year with no documentation in the system.

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.

## **Student Threats**

If a student makes a threat of self harm or harming others, parents will be notified via phone to come to the site to pick up the student. PASAR staff will notify the school administration team. The parent should expect a call from the campus principal or designee the following school day.

## **Suspension or Expulsion of Students**

Students exhibiting behaviors that interfere with the safety and wellbeing of others, deter from the educational opportunities of other students and disrupt the PASAR program may be temporarily or



permanently removed from the program. Such behaviors may include:



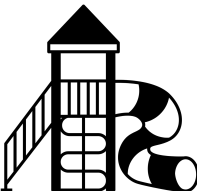

- Bullying
- Persistent, noncompliance, outbursts, rudeness, disrespect
- Physical aggression with students or adults.


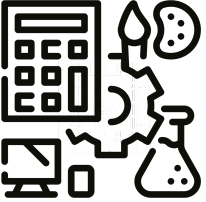
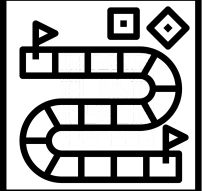
## The PASAR Day



### PASAR Daily Activity Schedule

The PASAR schedule ensures an engaging and enriching after school environment filled with activities designed to support learning, play, and personal growth. From relaxing snack breaks and energetic outdoor games to academic support and creative STEAM projects, students thrive in a space that fosters connection, exploration, and fun. With the guidance of caring staff and the company of familiar friends, every moment at PASAR is an opportunity for students to learn, laugh, and grow!

PASAR Activity Schedule: Monday - Friday		
<b>Attendance</b> 	<b>3:00-3:15 pm</b> <b>Arrival</b>	
	<b>Parents can expect:</b> <p>Prioritized child's safety. By staff conducting accurate attendance checks daily, it ensures all students are accounted for and supervised at all times. This creates a secure and caring environment for learning and play.</p>	<b>Students can experience:</b> <p>An after school program that provides a safe and welcoming space right on campus. Students will be greeted by familiar faces—both staff and friends—creating a comforting and enjoyable environment to unwind, learn, and play.</p>
<b>Snack Time</b> 	<b>Parents can expect:</b> <p>A time for students to eat a snack provided from home and to recharge. This relaxing break fosters social interaction and prepares students for the rest of the activities in a supportive environment.</p>	<b>Students can experience:</b> <p>Eating a snack provided from home and connecting with friends while preparing for the exciting activities ahead.</p> <p>Once a month, students are given a special snack along with a seasonal themed activity.</p>

<b>Attention Getter</b>  	<b>Parents can expect:</b>  Fun and engaging attention-getters to capture students' focus and set a positive tone for the day. These quick activities help transition smoothly into the program, fostering excitement and readiness for learning and play.  "P-A-S-A-R, P-A-S-A-R, Go PASAR!"	<b>Students can experience:</b>  Energetic and fun attention-getters to grab students' focus and set a positive tone for the day. Quick, engaging chants help to move smoothly throughout the program, help build excitement and prepare students for the fun time in PASAR.
<b>Community Circle Time</b>  	<b>Parents can expect:</b>  Engaging discussions and community building activities to set a positive tone at the beginning of PASAR.	<b>Students can experience:</b>  Awesome team-building activities, working together, making new friends, solving cool challenges, and learning how to make great decisions—all while having tons of fun with the group!
<b>Gym &amp; Outside Time</b>  	<b>3:15-3:30 pm</b> <b>Get the Wiggles Out</b>	
<b>Academic &amp; Homework</b>  	<b>Parents can expect:</b>  When homework is assigned at the campus during the school day, a structured environment to work on assignments and reinforce student learning is provided. PASAR staff is available to guide and support students with their homework.	<b>Students can experience:</b>  When homework is assigned at the campus during the school day, homework time can be awesome! Students work on assignments while friendly PASAR staff help, making sure students are confident and ready to shine!

<p><b>Gym Games &amp; Outside Time</b></p> 	<p><b>3:30-4:30 pm</b></p> <p><b>Stations &amp; Rotations</b></p>	
<p><b>STEAM</b></p> 	<p><b>Parents can expect:</b></p> <p>Opportunities for students to stay active, build teamwork, and develop physical skills. Through fun games and activities, students enjoy exercise, fresh air, and the chance to energize their minds and bodies in a safe and engaging environment.</p>	<p><b>Students can experience:</b></p> <p>Let's get moving with Gym and Outside Time! Playing awesome games, teaming up with friends, and having fun! It's all about running, jumping, and having a blast while enjoying the fresh air and staying healthy and strong!</p>
<p><b>Board Games</b></p> 	<p><b>Parents can expect:</b></p> <p>PASARs collection of board games &amp; electronics offer an exciting blend of hands-on experiences and interactive fun. These games are designed to engage children in critical thinking, teamwork, and creativity while keeping them entertained. From strategy-based challenges to collaborative adventures, our games encourage problem-solving, communication, and social skills.</p>	<p><b>Students can experience:</b></p> <p>Board game &amp; electronics adventures! Whether you're rolling dice, teaming up with friends, or planning your next move, these games are all about fun and creativity. Solve tricky challenges, work together, and show off your skills while laughing and bonding with friends. It's playtime packed with excitement and endless fun!</p>

<p><b>CARE</b></p> 	<p><b>Parents can expect:</b></p> <p>CARE activities focus on creating a compassionate, supportive, and empathetic environment by providing engaging activities where students feel secure, valued, and capable of handling challenges.</p>	<p><b>Students can experience:</b></p> <p>CARE activities are all about kindness and teamwork! Students will join fun activities where everyone feels safe, special, and ready to tackle challenges together. It's a great way to make friends and show how awesome being caring and supportive can be!</p>
<p><b>Breathing Tools</b></p> 	<p><b>Parents can expect:</b></p> <p>The breathing tools PASAR teaches provide mindful, simple and effective techniques designed to help students calm their minds &amp; bodies, manage stress, anxiety, or overwhelming emotions. The tools build lifelong skills for maintaining mental well-being and help students manage their emotions in the moment.</p>	<p><b>Students can experience:</b></p> <p>Learning cool breathing tricks to feel calm and in control! These simple tools help students relax, stay focused, and handle big emotions like a pro. Whether students are feeling stressed or just need a quick reset, students will have awesome skills to keep the mind and body happy!</p>
<p><b>5:30-6:15 pm</b></p> <p><b>Stations &amp; Rotations</b></p> <p><b>End of the Day Activity &amp;</b></p> <p><b>Small Groups</b></p>		
<p><b>6:15-6:30 pm (Fridays: 6 pm)</b></p> <p><b>Wrap-Up Activities &amp;</b></p> <p><b>Clean up for the next day of PASAR fun!</b></p>		

### **Dismissal/Student Pick Up**

Students can be picked up at any time during program hours. Students will only be released to individuals listed on the Authorized Pick Up List in Eleyo. Emergency Contacts are not authorized to pick up. PASAR staff will require a Photo ID before releasing the student. PASAR strongly encourages parents to list 3 different individuals as authorized pick-up. Children may not walk home from the program.

Parents can access their Eleyo account at any time to make changes or updates to the Authorized Pick-Up and Emergency Contact List.

The parent or authorized pick up will sign their student out using the Eleyo app on the iPad provided by the PASAR site each time the student is picked up. The PASAR staff responsible for the student will sign the “Face to Name Sheet” ensuring the student has been signed out for the day. The parent assumes responsibility for their student upon signing out.

To expedite the dismissal process parents may call or text the campus PASAR cell phone number prior to arriving at the school site to alert PASAR staff to prepare your student for dismissal.

PASAR recognizes an emergency situation may occur when a parent may need to have someone who is not on the Authorized Pick-Up List get their child from PASAR. In these rare circumstances, a student may be released to an adult who is not listed on the Authorized Pick-Up in Eleyo. The following items are required:

- Written permission, via email from the Parent/Legal Guardian who is the Account Holder to the Campus PASAR Site Manager, with the individual’s name.
- Individuals picking up the student will be required to present a government issued identification.
- Campus PASAR Site Manager will contact the parent via phone before releasing the student.

### **Procedures for Parents Visiting Sites**

Parents are welcome to visit or observe their student in PASAR with a Zone Leader by a scheduled appointment via email or phone.

### **Procedures for Communication between Parents/ Guardians and Program Staff**

The Site Manager is available to discuss any questions and concerns about policies and procedures of the PASAR site by making an appointment via email or phone.

If you are dissatisfied with the Site Manager’s efforts to resolve the problem, follow the steps below:

1. Discuss with Zone Leader;
2. Discuss with the PASAR Coordinator;

### 3. Discuss with the Director Child Care Services.

PASAR values parent ideas and input. To share concerns that may occur during PASAR, schedule a conference with a Zone Leader rather than discussing these concerns in the presence of your own student, other students or guests at the PASAR site.

#### **Child Abuse Reporting**

It is the policy of PASAR to comply with mandatory reporting requirements under Texas law. All PASAR staff are required to report any suspected child abuse or neglect to the appropriate authorities immediately.

#### **PASAR Complies with Board Policies**

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.

The Plano Independent School District's PASAR After School Care Program complies with Board Policies FB (LEGAL) and FB (LOCAL) and with Federal and State laws and regulations with regard to students with disabilities. In accordance with Federal and State law and regulations, students with disabilities who require reasonable accommodations in order to participate in the PASAR After School Care program may not be denied enrollment because they require these reasonable accommodations. The American with Disabilities Act Title III (ADA) prohibits discrimination on the basis of disability in places of public accommodation. It is the policy of PASAR to assess the specific needs of a prospective student and attempt to find reasonable means to accommodate those needs. It is the intent of PASAR to maintain strict compliance with the act.

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.

Additional information on these and all other Plano ISD policies may be found by visiting the Plano ISD website: Policy Online.