

PASAR Parent Handbook



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PASAR Finance Handbook for parents can be found on-line on the PASAR website.

- Rates
- Payments
- Enrollment and Withdraw information

The Plano ISD Parent Portal is available for registration and payments.

To register for PASAR: [Plano ISD Parent Portal](#)

PASAR Office
5804 Coit Road, Suite # 102, Plano, TX 75023
PASAR Finance: 469-752-8915, PASAR Hotline: 469-752-8908
PASAR Program: 469-752-3782

Plano ISD Policy Manual is on the Plano ISD website.

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 enhance their overall skill development.

What is PASAR?

- PASAR is an on-site after-school care program for students for grades Pre-K-5 sponsored by Plano ISD.
- This is a fee-based program offered outside of the District curriculum and instructional school day.
- Participants must be in good standing in order to participate. Students must be enrolled at the school where they are participating in PASAR.
- Fees must be prepaid for student participation in the program.
- Students must register on-line through the Plano ISD parent portal.
- The Medical/Allergy Action Plans must be updated yearly by the parent and given to the PASAR Site Manager before the student can attend PASAR. The Plans can be found on the Plano ISD webpage
- PASAR is held on all of the elementary campuses, Head Start and Early Childhood Schools.
- 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, on-line registration information, latest holiday/summer care information, and tuition pricing.
- All staff and volunteers in the building have a background check through the PISD Safety and Security Department.

PASAR has 3 program components: after-school care, holiday care, and a summer program.

After-School Care

- The program hours are Monday through Thursday 2:45-6:30 PM and on Fridays PASAR is available from 2:45-6:00pm.
- The first 20-30 minutes is a pre-packaged snack or deluxe meal and relaxation time.
- One hour of academic time Monday – Thursday by a PISD certified teacher. Students will be given the opportunity to work on PISD homework and receive academic assistance, enrichment and support. PASAR makes no guarantees that homework will be completed.
- 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; there is no additional charge for students who are registered as a full time PASAR participant.
- If your child did not attend the school day, your child cannot attend PASAR on that day.

Holiday Care

- Participation on selected school holidays is optional for an additional pre-paid fee.
- Pre-registration will be online prior to the holiday.
- A meal will be provided for lunch during Holiday Care days.
- Care is located at clustered sites and operates from 7:00 AM - 6:30 PM, on Monday-Thursday Holiday Care days and 7:00 AM-6:00 PM on Friday.
- **Transportation is NOT provided to any Holiday Care cluster school.**
- Parents are responsible for ALL transportation to and from Holiday Care PASAR.
- PASAR parents are to escort their child into the building and sign their child in, for the safety of the child.
- NO refunds or credits will be given for non-attendance.
- The cancellation deadline dates are posted at the campuses and on the PASAR website.
- Cancellation must be done in writing prior to the deadline date.

Summer PASAR

- Summer program is offered for students who have completed grades Pre-K-5. Summer PASAR operates Monday through Thursday from 7:00 AM - 6:30 PM and 7:00 AM – 6:00 PM on Fridays.
- Summer Care will be located at a designated school. Information and registration forms for Summer PASAR will be published in March.
- **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.**
- Summer PASAR parents are to escort their child into the building and sign their child in, for the safety of the child.
- Medical Action Plan(s) must be given at the time of registration if there is not one on file for the academic school year preceding the summer. The Plans can be downloaded from the Plano ISD website.
- Drop in service is not offered at summer care.
- All children must go on field trips with the group, even if they choose not to participate.
- Two snacks with drinks are provided daily.
- 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 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.

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 limitations may exist for student participation in PASAR.
- We aspire to keep the adult/child ratio for all PASAR activities is 1:25.
- 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. If your student has a disability that may require reasonable accommodations in order to participate in the PASAR program, please contact the Director of Campus Support Services prior to registering your student for the program.
- 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.
- The Plano ISD Food Service Department provides prepackaged daily snacks or deluxe meals at specific campuses during the school year, PASAR daily snacks are posted on the PASAR website.
- 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.
- Students must maintain appropriate behaviors in order to continue in PASAR.
- PASAR has very 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: 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 within one hour.

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.

PASAR may communicate with either parent of a child and such communication shall be considered a communication with both parents. Information may be delivered with children when they leave PASAR. It is the responsibility of parents to ensure that they request information from students.

Communication between home and school is vital to a successful PASAR program. The PASAR offices communicate with parents in number of ways:

- *Email
- * Newsletter Blast
- *Face to Face communication when the student is picked up
- *Information posted at the PASAR sign-out tables
- *PASAR website

Medical Information

The Medical Action Plans must be updated yearly by the parent and given to the PASAR Site Manager before the student can attend PASAR. Medical Action Plans can be found on the Plano ISD webpage.

Please make sure that any food allergies are prominently listed on the Allergy Action Plan form. Should your child have special dietary needs you may provide an appropriate daily snack.

The various medical action plans include:

- Allergy Action Plan
- Seizure Plan
- Hyperglycemia Emergency Plan
- Hypoglycemia Emergency Plan
- Asthma Action Plan
- Diabetic Management Plan

Medical Action Plans are located on the PASAR website. If your child/children require a plan, print and complete the appropriate form(s) and have the physician who is treating your child for the medical condition(s) sign the specific forms.

- Medical Action Plans must be turned in to PASAR Site Manager each school year.
- PASAR does not maintain a school nurse or other health professional on staff.
- PASAR will not stock Benadryl®, Epipens, or other treatments for severe allergic reactions.
- A parent must bring any over-the-counter or prescription medications, including Epipens, to PASAR staff for storage in a secure location (See “Procedure for Management of Illness” below).

If a child appears mildly ill or becomes ill at PASAR

- 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 available, given a place to rest.
- Child should be picked up within 1-hour of parent notification.
- Temperature higher than 100°F.
- Nausea or vomiting
- Red, pink or crusty eyes
- Diarrhea
- Thick or greenish mucus from nose
- Sore throat

IF YOUR CHILD IS NOT WELL ENOUGH TO PARTICIPATE IN ALL ASPECTS OF THE DAILY SCHEDULE. PLEASE KEEP YOUR CHILD AT HOME.

24 Hour Rule: Any child who has shown signs of illness in the previous 24 hours may not attend class.

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 PASAR when:

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

- **Fever Free:** Fever of 100° or more for 24 hours without fever reducing medication (*this is a change by the Department of State Health Services from the previous 100.4° criteria for exclusion*).
- Child must be fever free for 24 hours, or until medical evaluation indicates inclusion.
- **Antibiotic Time-Line:** A child should be on antibiotics for at least 24 hours before returning to school/PASAR.
- Children's temperatures will be taken under the arm, forehead or orally.
- Oral temperature over 100° accompanied by behavior changes or other signs or symptoms of illness

All controlled substances must be brought in by the parent or guardian and in the original prescription bottle. Controlled substances must be counted by the parent and a staff member before it is left with the staff.

Please keep your children home for:

- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
- 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 underwear 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.
- Generalized Rash
- Oozing wounds that cannot be kept dry and covered
- 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), including possible infestation if it may return after treatment. 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 fever free for 24 hours.
- Pinworm and Ringworm infections, until 24 hours after treatment begins.
- Chicken Pox, students should fever free for 24 hours, and have no new lesions for 24 hours. Lesions must be crusted over.
- Other conditions or symptoms as determined in the sole discretion of the administration at PASAR.

Please inform us immediately if your child has been diagnosed with any communicable diseases: including strep throat, pink eye, lice, pinworms, chicken pox.

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.

Please remind your children of cough and sneeze etiquette:

- Cough or sneeze into a Kleenex or sleeve and not into hands
- Always wash hands for 20 seconds or the equivalent of happy birthday twice

- Proper hand washing technique (vigorous friction rub for 20 seconds with soap and rinse with water).

Specific Conditions that May Not Require Exclusion (At the Sole Discretion of PASAR)

- 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.

Medical Emergencies

In case of a medical emergency in which a person or child is suspected of needing CPR assistance, the front office staff must be immediately notified. The AED team will check the victim and act according to guidelines. If 911 is called the PASAR staff will direct the medical personnel to the victim. The Site or Assistant Site Manager will call District Security and parents after making the 911 call. The AED equipment (housed near the Nurse's office) is available for use until the ambulance arrives. The EMS will decide whether or not to transport.

Procedure for Management of Illness

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 on the Texas Department of Family and Protective Services website. Notify the Site Manager 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. The child, who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from PASAR in times of emergency or epidemic declared by the commissioner of state health services. See Plano ISD Board of Trustees Policy FFAB (LEGAL).

Medication will be administered in compliance with Plano ISD Board of Trustees Policies FFAC (LEGAL) and FFAC (LOCAL), and related District procedures and guidelines. 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.).

PASAR staff may not administer routine, daily injectable medications. Emergency medications will be administered as directed by the student's physician and current medical care plan. 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 Campus Support Services to ensure he or she can be reasonably accommodated **before** admission to the program.

Pick-up Information

- Parents may pick their child up at any time during the official program hours.
- Please be considerate and arrive on time. Late charges will apply after PASAR hours.

- 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.
- 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 pickup list is responsible for giving all PASAR documents received at the time of pick up to the parent/guardian.
- You may leave a message on the cell phone regarding student status at any time (cell phones numbers for each PASAR campus is listed on the PASAR website)
- 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.
- 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.

Having a sibling child 13 years of age or older who is a minor to pick up a PASAR student:

- The older child must be on the pick-up list and have and show a picture ID each time, Student ID, Texas Driver License or State ID will be accepted.
- Notarized PASAR “under 18 Pickup Form” must be on file. The PASAR site manager has the forms or you can access the “under 18 pick-up form” on the PISD PASAR website.
- In the case of divorced parents, both parents would be required to provide a letter unless one parent provides a copy of a current court order that provides that authority resides in one parent, or otherwise limits the authority of the other parent.

For safety reasons we do not allow:

- In and out pick up for PASAR students other than for dental and medical appointments, in which case the dentist/medical return to school note is required.
- A child who missed the school day will not be allowed to attend PASAR that day.
- Parents/guardians/third party individuals will not be allowed to volunteer/participate with their child(ren) during PASAR hours.

Drop-In

- You must be registered in PASAR as a drop-in and must have sufficient funds in the Pre-paid Drop-In account.
- This fee will be applied to the days of PASAR services
- Drop-Ins are not offered for Holiday/Summer Care.
- Parents should call the Site Manager 24 hours in advance before expected service or pre-arrange drop-in dates with the Site Manager.
- 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.

- All children who are well enough to attend PASAR will play outside.
- Parents are asked to not request children “stay inside due to illness.”
- Please be prepared for sudden weather change by having a jacket or sweater available in the fall and spring.

Inclement Weather

Inclement weather check with 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.

Please visit the PASAR website for:

- PASAR Campus Cell Phones
- PASAR Holiday Day Care Dates and Holiday Care Designated Campuses
- PASAR Holiday Care Deadlines and PASAR closing days (no care offered)
- Daily Snack lists

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.

PASAR will attempt to ensure:

- It provides a supportive and consistent environment.
- A Site Manager is available for parent's concerns related to their child or the program.
- Parents are told about any issues of concern about their child and have the opportunity to visit with the Site Manager to improve the situation.
- Parents are 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.
- To have a supportive and consistent environment.
- To receive respectful treatment.

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.
- Prefer to leave cell phones, electronic devices and toys at home.

PASAR expects that parents will:

- Pre-pay applicable fees on time.
 - Keep the child's enrollment records up to date through the PISD-Parent Portal.
 - Pick up their child on time.
 - Know their child's ID number.
 - 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, by email and on the phone.
 - Contact the PASAR finance office regarding your account and when discontinuing service.
- * See PASAR Finance Handbook.

Each PASAR campus has a cell phone; please use this phone number to contact your child's Site Manager.

| School | PASAR Cell Phone | School | PASAR Cell Phone |
|--------------------|------------------|--------------|-------------------------------|
| Aldridge | 214-263-7937 | Hunt | 214-404-8608 |
| Andrews | 214-263-7938 | Isaacs ECS | 972-768-7910 |
| Barksdale | 214-263-0061 | Jackson | 214-558-6474 |
| Barron | 972-342-4335 | McCall | 214-404-8609 |
| Beaty ECS | 972-482-3038 | Mathews | 214-668-5801 |
| Bethany | 214-208-2078 | Meadows | 214-263-7945 |
| Beverly | 214-208-2074 | Memorial | 214-914-5780 |
| Bogges | 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 | Pearson ECS | 972-768-7498 |
| Christie | 214-263-7939 | Rasor | 214-263-7946/ 469-752-2962 |
| Daffron | 214-244-8959 | R.M. Haggard | 214-263-7941 |
| Davis | 214-914-5991 | Sagling | 214-208-2149 |
| Dooley | 214-226-7860 | Schell | 214-632-7174 |
| Forman | 214-263-7940 | Shepard | 214-244-7856 |
| Gulledge | 214-208-2075 | Sigler | 214-263-7947 |
| Harrington | 214-914-4993 | Skaggs | 214-208-2077 |
| Haun | 214-244-8902 | SPC | 214-519-4026 |
| Head Start (pre-k) | 469-724-3547 | 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 | | |

Questions please email PASAR: AskPasar@pisd.edu
Financial and questions about your account please email:
pasarfinance@pisd.edu or call 469-752-8915

If an emergency arises, please contact the PASAR Site Manager or the PASAR office at 469-752-3782