



Parent Handbook



After Hour Kid Power

(Formerly the Latchkey Program)

2024 - 2025 PROGRAM

CALL

(361) 826-3499

WEBSITE

ccparkandrec.com

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Corpus Christi Parks and
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**INDEPENDENT
SCHOOL DISTRICTS**

- ▶ Corpus Christi ISD
- ▶ Calallen ISD

LICENSED

By the Texas Health &
Human Services Commission

- After School Program
- Vacation Station Camps
- Summer Camps

Welcome

Licensed + Convenient + Affordable

Welcome to the City of Corpus Christi Parks & Recreation's **After Hour Kid Power (AHKP)** Program! (Formerly named the Latchkey Program.)

This program is licensed by the Texas Health and Human Services Commission (HHSC) and provided in collaboration with your child/children's local school district.

The program abides by the minimum standards regulating childcare as prescribed by HHSC. By choosing licensed childcare, you, the Program Manager, and the Site Staff have a responsibility to protect the health, safety, and well-being of your child.

A copy of the minimum standards required for licensing before and after school programs for school-aged children is available for your review at the school site. You may also request a copy of these standards from your local childcare office. Our operation's most recent licensing inspection report is also available for your review at the school site.

Recreation Play + Structured Activities

The **After Hours Kid Power** program offers children a balanced program of recreational play and structured activities. It is designed to meet the age-appropriate needs and interests of school-aged children ages 5 to 13 and their families. Our services are delivered in a positive environment of safety, support, and care.

Weekly/daily curriculum activities are designed and chosen to reinforce the recreation of our Department and the Standards of the State. The key to our success is always our well-trained and caring staff who love to work with children. Strong communication between the staff and parent/guardian is essential, surveys will be sent out annually to receive your feedback and help to ensure that your child is successful in our program.

We look forward to meeting you and extending a personal invitation to your child for a school year full of new experiences, fun, and friendships! Thank you for choosing the City of Corpus Christi Parks & Recreation's **After Hour Kid Power** program.

Please read through our Parent Handbook and familiarize yourself with our policies and procedures. It will provide you with information about our services, programming, payment policies, and much more. We welcome you to contact our offices at (361) 826-3499 or visit our website www.ccparkandrec.com for more information.

Our Philosophy

Our philosophy focuses on the child's overall development – emotional, social, physical, and mental.

Our Goal

Our goal is to make a positive impact in the life of a child, through carefully designed activities that enhance social skills, spark the imagination, develop physical skill and coordination, encourage lifelong positive values, and foster character development through participation and achievement.

1 Program with 3 Excellent Options

► After School Program

The **After Hour Kid Power's After School Program** operates Monday through Friday from the time school is dismissed until 6:00 pm and coincides with your school district's calendar. Our program is offered at no additional cost on Early Release days as listed on your school district's calendar.

School Closings/Inclement Weather Policy: If schools are closed due to inclement weather, power outages, or adverse conditions, the AHKP program will also be closed. Parents may be called to pick up their child early if inclement weather occurs during program hours. All fees are based on enrollment, not attendance. There are no discounts, refunds, or credits for sick days, snow days, vacation days, school closures, or days your child does not attend.

► Vacation Stations

We recognize that working parents need full-day childcare during school holidays and school breaks. Vacation Station is a convenient, affordable, and available option on many of these days. It typically operates on weekdays from 7:30 a.m. to 6:00 p.m. Pre-registration details will be available at your child's AHKP site and online.

Registration for Vacation Station is available on a first-come, first-served basis for all children ages 5 to 13. Participants may attend local or non-local school districts, whether they previously, currently, or never attended our program. Children without reservations will be accepted only as space permits.

After Hour Kid Power's Vacation Station is an optional program available to any child in any district at an additional cost per child per day in addition to your afterschool program monthly tuition.

Calallen ISD – Please remember to provide your child with lunch daily for the Vacation Station program. We will provide a morning and an afternoon snack. Nut products are NOT allowed. Refrigeration is not available.

CCISD – Breakfast, lunch, and an afternoon snack will be provided to all participants. Nut products are NOT allowed. Refrigeration is not available.

► Summer Camps

The **After Hour Kid Power Summer Camps** program typically operates for eight weeks during the summer depending upon school district availability. Camps are located across each district we serve and are open based on the number of registered attendees. The hours of operation are Monday through Friday (holidays excluded), from 7:30 a.m. to 6:00 p.m. Meals will be provided based on the school district served. Children will have the opportunity to attend weekly field trips and water activities with transportation provided by the corresponding school district. Parents are invited and encouraged to participate in designated special events, look for event notifications posted weekly at each location. Spray-on sunscreen and/or insect repellent will not be provided by our program. Staff will assist appropriately in the application of any spray-on sunscreen and/or repellent provided by the child's parent/guardian.

Due to the limited space available, any weeks and/or drop-ins paid for during the summers are non-refundable and non-transferable.

Operations + Policies

Enrollment

To begin enrollment, you must first add your name to our interest list found online at <https://register.ccparkandrec.com/>. If space is available, you will receive a time-sensitive link, specific to the school you are attending—asking you to complete registration and payment. Sharing of this link is prohibited, as it is specific to the number of children you requested for the appropriate school. If you only added one child to the interest list, but you register two children or more, **the additional child(ren) will NOT be considered enrolled**. Sharing the link will also un-register your child(ren) and the child(ren) you shared the link with—as all links are traceable to the original recipient.

If you have not completed the registration and payment within the allocated time, you will forfeit your child's spot and we will continue to contact other parents to fill the spot.

You must complete and sign all designated spaces on your child's enrollment form and payment must be made in full before your child may attend. It is your responsibility to keep all registration information current. For example: phone numbers, authorized pick-up individuals, custody agreements, etc.

The parent/guardian listed first is the primary point of contact and the only person who may review and/or make changes to the child's enrollment card. The second parent listed (even if custodial/biological) cannot review and/or make changes to the child's enrollment card. If the primary point of contact needs to update any information regarding the child, please fill out the change form at your child's afterschool site.

If your child is absent, it is your responsibility to notify the After Hour Kid Power program, not the school. The child's teacher/school will not notify the After Hour Kid Power program of an absence.

You may transfer your child to another AHKP school site if space is available; however, if that site is full when the transfer is requested, you must add your child's name to the waiting list and wait for entry.

If you choose to cancel your child's participation in the program, you must call the After Hour Kid Power program offices to notify us.

Policies

Our operational policies are a combination of requirements from the Texas Health & Human Services Commission and the City of Corpus Christi. These policies are subject to change at any given time. Should the policies and/or the program's operational requirements change account holders will be notified via email and/or text message as soon as the changes are officially confirmed by THHSC and the City of Corpus Christi. Updates will also be available via our official website www.ccparkandrec.com.

For more information regarding the minimum standards for the school-age after-school program, please visit hhs.texas.gov.

Sign-In

For safety reasons, children are responsible for their prompt arrival to the AHKP program and are expected to check in with an AHKP Staff Member immediately upon school dismissal or as soon as their bus arrives on site. After Hour Kid Power's responsibility for the child begins once the child has entered our designated program area and has been signed in by an AHKP Staff Member. The After Hour Kid Power program is not responsible for children refusing to report to the program's designated area or wandering the halls.

Once a child has been signed in by a program Staff Member that child may not leave our program for any reason unless an authorized person listed on the child's enrollment form arrives with a valid photo ID and signs out the child.

Extracurricular Activities/Clubs

If your child participates in a school-sponsored activity after school, we will require you to complete an After-School Activity Form. Examples of such activities may include clubs, tutoring, choir, and assisting teachers. An After-School Activity Form does NOT mean the teacher can sign in/out your child from our program. If you wish to have that option, you will need to add the teacher to your child's authorized pick-up list. Please complete an After-School Activity Form stating the nature and duration of the activity, forms are available at your child/children's AHKP Site.

For clarification, our staff members cannot and will not release children to teachers or club leaders once they are signed into our program without authorization.

Sign-Out/Release of Children

Each campus may operate differently than the next – per district policy, parents may or may not be allowed entry to pick up their child, if that is the case, please ring the available doorbell or call the After Hour Kid Power site phone number. We will NOT bring your child out to your car for pick up. Children will only be released to authorized individuals listed on the child's enrollment form. The authorized person must be prepared to present a valid photo ID for a child to be released to them from the program.

- We will only release children to persons listed on the enrollment form or persons authorized by the individual who enrolled the child. (First Parent listed)
- Parents/adults authorized to pick up children, as noted on the enrollment form, will be required to sign the children out each day. Children are NOT allowed to sign themselves in or out of our program.
- Only the person who signed the enrollment form can change information on the form and must do so in person.
- In the event of an emergency, you may authorize an alternate person to pick up your child who is not on the enrollment form by providing the person's driver's license number and full name.
- No person under the age of 14 can pick up a child from the program.
- Persons under the age of 18 may only pick up a child from our program with a waiver signed/approved by the Program Director on file. (Please see your site staff for the waiver.) You may request a waiver form from a staff onsite.
- The person signing out the child is responsible for relaying information to parents, regarding disciplinary, injury, or other.
- The City reserves the right to refuse to release the child to any person if circumstances so warrant.

If a parent/guardian is not allowed to pick up a child, the AHKP Program Site and Administration Office must have a copy of the court order signed by a judge on file. Without this documentation, we are obligated to release a child to either parent/guardian if both are listed on the enrollment form. The AHKP program will only follow what the court order states.

The sign-in/out procedures assure child safety and compliance with state childcare licensing standards.

Discipline & Guidance

AHKP staff are trained to use a positive approach towards discipline by reminding children of behavior expectations daily and by using clear, positive statements and redirection to discipline when rules are disregarded or ignored. Our staff will not cause physical or emotional damage to the child. Disciplinary measures will be age-appropriate to the incident and severity of the behavior demonstrated. Behavior issues are recorded on the participant's enrollment form and parents/guardians will be notified when issues arise. Depending on the severity of the infraction, disciplinary action may warrant a written referral or up to permanent suspension from the program.

If a student is suspended from school for any reason, they will not be allowed to attend the AHKP program that day as they are not allowed on campus. We will not discipline students for events that occurred during regular school hours, that is handled through school policy. When the students enter our program, they must abide by our rules and policies. If a conflict occurs during the AHKP program, the situation will be handled through conflict resolution meetings with the students and/or parents involved.

Dress & Grooming

Maintaining good hygiene and grooming practices is essential for preventing disruptions and minimizing safety hazards. Attire should be comfortable and suitable for a school environment for all participants. Children must wear the following:

- Closed-toe shoes with laces are required to prevent injury.
- Sandals, crocs, and flip-flops are acceptable during swimming field trips.
- Clothing must be solid in color and adequately cover the midriff, lower back, and chest, with no visibility of undergarments.
- All attire should be free of images, emblems, or text that could be considered lewd, offensive, vulgar, obscene, gang-related, or that depict drugs, alcohol, or tobacco products

Zero-Tolerance

The **After Hour Kid Power** program reserves the right to suspend or dismiss a child immediately for unacceptable behaviors listed below. Tuition refunds are not issued if a child is removed from the program due to but not limited to the following behavior violations:

- Inflicting physical harm to oneself or another individual, including staff
- Threats which may cause physical harm to another individual
- Destruction of property
- Inappropriate touching of oneself or another individual
- Possession of a weapon, controlled substance, or alcohol
- Use of foul or abusive language
- Excessive talking back
- Being disrespectful



- Fighting, exhibiting aggressive behaviors, or excessive tantrums
- Leaving the supervised program area without permission or hiding from our staff
- Any action that requires our staff to spend an inordinate amount of time with them, neglecting the needs of other children in their group
- Refuse to follow directions repeatedly
- Any other inappropriate behavior

If the child does not abide by the program's behavior guidelines, disciplinary actions will be implemented by staff. Due to the seriousness of the child's behavior, any of the following procedures can be taken at any time:

- Verbal Warning
- Re-direction to another activity
- Time away without activities (1 minute per age of the child)
- Parent notification at pick-up time
- Meeting with parent/Behavior plan created
- Suspension notice — next day of care/without refund (Length dependent upon severity)
- Conference with Program Manager and Area Manager
- Removal from the program without refund

Persistent behaviors or situations that endanger the child and other children in the program or staff may result in suspension or removal from the program. If your child(ren) is suspended from the program, they may be banned from other After Hour Kid Power Vacation Stations and Summer Camps for the remainder of the year.

Our program strives to meet the needs of all children without ignoring the demands of any one individual within the boundaries of set guidelines and rules. The AHKP program has established rules, consequences, and a zero-tolerance policy on specific behaviors. The program reserves the right to suspend or expel a child from the program at any time based on the severity of the child's actions.

Participant Rights

Parents/guardians have the right to be informed of procedures regarding disciplinary actions. As a parent/guardian, you have the right to request a conference at any time to discuss your child(ren)'s progress and/or concerns. Parents/guardians with concerns about policies and procedures should:

- Contact the Site Manager and/or your child's specific Group Leader for immediate resolve
- Contact the Area Manager for your child's school
- Contact the Program Manager

Adult Code of Conduct

The following guidelines have been created to meet the standards, policies, and procedures of the City of Corpus Christi, Minimum Standards for Child Care Centers, the local school districts, and the Texas Family Code. All AHKP Staff know and understand the following standards, policies, and procedures:

1. Those whose behavior and/or health status pose an immediate threat or danger to the health and safety of the children must not be present when children are in care.
2. Do not confront any child or parent in a threatening manner.
3. Using profanity in the presence of a minor is prohibited.
4. In the event of threatening behavior towards an AHKP staff member or child, you will be asked to leave the premises, and/or 911 will be called.
5. Actions towards children and/or staff based on an individual's sex, race, ethnicity, age, religion, disability, sexual orientation, or any other legally protected status are not acceptable.
6. AHKP staff must release program participant(s) to their parent(s) or guardian(s) if authorized or documented through the courts to do so. If an individual is perceived as emotionally unstable, dangerously irate, or under the influence of/ or impaired by alcohol or a controlled substance, AHKP staff will properly document and report the incident. A report will be filed with the proper authorities with the following information: name of the person who picked up the child, the date and time of pick up, the color, make and model of the vehicle departed in, along with the perceived emotional state of the individual who picked up the child.
7. People must not smoke or use tobacco products at the childcare facility, on the premises, or on the playground.
8. Failure to follow AHKP procedures for signing in or signing out.
9. Unresolved custody disputes.
10. Excessive late pick-ups and/or monthly payments.
11. Parents have the right to discipline their children, however, parents must refrain from using physical or corporal punishment while on district property, school grounds, or program space.

Any adult misconduct may result in a Verbal or Written Warning from the Program Manager, with the maximum penalty being the parent's removal from the building and inability to pick up the child from the program in the future or the child's removal from our program. Parents/guardians must be responsible for their actions and the actions of all authorized persons listed on the registration form. The City of Corpus Christi Parks & Recreation Department reserves the right to refuse service to anyone if there are concerns regarding the safety of children and/or staff.

Parents may visit the program at any time during program hours as long as the program/activities are not affected. Please be mindful that program access may vary by site per district policy. Parents must check in with the Site Director for authorization first. A parent/guardian who is not on a child's authorized pick-up personnel list will not be allowed to visit our program or speak with a child once the child has been admitted into our program for the day. Parents who visit and/or participate in our program are not allowed to take pictures and/or videos of or speak with any children while in our care.

Health & Safety (Illness and Exclusion Criteria)

The AHKP program does not require childcare staff to receive any additional immunizations and/or vaccinations to work directly with children. We try to help eliminate the spread of vaccine-preventable diseases by educating and raising awareness of the diseases that vaccines prevent, sharing information about vaccine

safety, and identifying opportunities to improve vaccine uptake. For additional information about immunizations and vaccinations please visit dshs.texas.gov.

In order to ensure the health and safety of all employees who work directly with children we follow required procedures to prevent the spread and exposure to disease:

- Wear gloves when handling or cleaning bodily fluids
- Specify that an employee with open wounds and/or any injury that inhibits handwashing such as casts, bandages, or braces, must not prepare food or have close contact with children in care
- Remove gloves and wash hands immediately after each task to prevent cross-contamination to other children
- Exclude the employee from direct care when the employee has signs of illness

To protect the health of all children in our care, please keep your child at home if you notice that he/she begins to show signs of an illness or contagious disease or if he/she feels too ill to participate in a group care setting. Please let us know as soon as possible if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program who may have been potentially exposed. State rules require the exclusion of children with certain illnesses for certain recommended periods. For example, if a child has a fever over 100 degrees, he or she must stay out of school until fever-free for 24 hours without the use of fever-reducing medications. Students with diarrheal illnesses must stay home until they are diarrhea-free without the use of diarrhea-suppressing medications for 24 hours. Children with communicable conditions may not return to care without a note from their physician.

Weather permitting, children go outside every day. We cannot keep one child inside due to illness or parental preference.

Children with head lice will not be allowed to attend the AHKP program. Concerning head lice, the AHKP program will follow the same guidelines as your child's school.

If a child becomes ill while in our care, the child must be picked up immediately so as not to compromise the health, safety, and supervision of the other children. We will contact the parent to pick up the child immediately, continue to care for the child apart from the other children and give the appropriate attention and supervision within our means until the child is picked up. If the parent or guardian is unreachable, the child's emergency contact will be notified, followed by the rest of the authorized persons on the enrollment form. It is the responsibility of the parents to arrange for the child to be picked up from the center as soon as possible.

All immunizations must be current and on file with your child's school.

Children must be healthy enough to participate in the program's daily routine. We do not have the facilities or staff to individually care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness.

Please notify the AHKP program if your child or any member of your immediate household develops a communicable condition (as defined by the local health department), such as pink eye, chicken pox, lice, COVID-19, etc. Parents are responsible for notifying the AHKP program about the illness within 24 hours or the next business day.

In the case of a life-threatening illness, please notify the AHKP program immediately. It is important for us to give notice to other parents as soon as possible.

Injuries

In the case of a medical emergency, we will call 911 and contact the parents/guardians available. Responding emergency medical personnel will make any determinations as to if the child should be transported to a hospital. We will provide them with the information from your child's enrollment form as to your choice of hospital and physician. In the event that this information is not specified, the child will be transported to the nearest available hospital.

In the event of a head injury, the parent/guardian will be notified immediately. The student will be monitored for symptoms consistent with a concussion following the injury until the parent/guardian arrives.

After ensuring the safety of a child, parents will be notified immediately after a child:

- Is injured and the injury requires medical attention by a health-care professional.
- Has a sign or symptom requiring exclusion from the childcare center or program.
- Has been involved in any situation that places the child at risk.
- Has been involved in any situation that renders the program unsafe.

Parents will be notified at the time of pick up when a child experiences minor cuts, scratches, bites from other children, bumps, and/or bruises.

Parents must also sign an incident report form at the site within 48 hours of the injury. Depending on the severity of the injury, this form will be kept on file and possibly given to HHSC.

Reasonable Accommodations, Special Needs, Medications or Therapies

The AHKP program strives to include all children in our programs. In some cases, it may be necessary to evaluate if our programs are the right fit for your family. Completing a registration form is not a guarantee of admission to our program. In some cases, we will need to determine if our program is appropriate for your child. Our programs are not designed for therapeutic or one-on-one care. Please disclose all behavior, severe/life-threatening allergies including but not excluding food, environment, or other allergies that are severe, life-threatening, or require emergency medication on your enrollment form. An Administrator may contact you for more information and to assess if we can make the appropriate accommodations for participation, or to schedule a meeting. If you wish to speak to someone before completing the required forms, you may contact the Assistant Program Manager Mickela Hernandez at (361) 826-3486 or by emailing mickelah@cctexas.com.

Allergies

The AHKP program is nut-free (including tree nuts), meaning we do not serve or allow products containing or made with any type of nuts or nut byproducts, to be present in our program areas.

Every effort is made to educate our staff on the severity of food allergies, though we make these efforts to educate our staff and parents of possible allergen-containing ingredients in foods served; there is always a risk of contamination. Parents/guardians concerned with food allergies need to be aware of the risk and assist our staff when possible, to ensure the safest environment possible for all participants by not supplying peanut products while in our program.

Each parent/guardian is responsible for notifying our staff of all food-related allergies, possible symptoms, and treatments their children require and if necessary, providing alternative snacks.

If your child has an allergy, you must complete a Food Allergy Emergency Plan prior to registration. This form must be signed by the parent/guardian and the primary care physician before the child can attend our program.

If there is any medication to be given, the medication must be kept on-site daily. We do not have access to the nurse's office, nor will we be responsible for picking up medication from the teacher/nurse daily. Please provide AHKP with their own emergency dose of medication for your child.

Epinephrine Auto Injectors (EpiPens)

The After Hour Kid Power Program does not maintain unassigned epinephrine auto injectors on site. If your child has an allergy that may require the use of an EpiPen it is your responsibility to provide our program with an EpiPen for your child's use. We are not able to trade one EpiPen back and forth with the school nurse.

The EpiPen assigned to the AHKP program will be documented, remain locked away from children, and stored in a cool to room-temperature environment until it is needed. Should the child need the EpiPen the AHKP staff will administer the medication to the child, once administered the staff will properly dispose of the medication and complete a report of epinephrine administration.

Medication

Since there are some medical treatments and procedures that legally the AHKP Staff are not trained, or qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

State licensing requirements do not permit childcare facilities to administer medication without written permission of the parent/guardian. Any medication brought to the site must be in its original container, clearly labeled with first and last name, and include the dosage and directions for administering the medication. Over-the-counter medication will only be administered as directed on the container. AHKP Staff do not administer controlled substances or medication prescriptions written in triplicate. Controlled

substances and medications written in triplicate can only be administered by the parent, doctor, or registered nurse. For medication to be administered at the site, please complete a "Medication Authorization" form which can be provided by the site staff. Medication may only be administered if it is in the original container with the following information:

- Child's Name
- Date of Prescription
- Name of Pharmacist
- Prescription's Expiration Date
- Legible Dosage Instruction
- Legible Storage Instruction

Billing Policies and Procedures

The AHKP program features balanced billing, except for certain months, including but not limited to November, December, and March. Monthly fees are based on your school district calendar year. All early dismissal days and in-service days are included in the monthly fee as approved by City Council. Vacation Stations and Summer camps require an additional fee.

Payments are due on or before the first business day of each month. Space is limited; therefore, your spot is not guaranteed until your payment is paid in full (all fees included).

If payment has not been received by the third business day of the month your child will no longer be accepted into the AHKP program, withdrawn from enrollment, sent to the school's office for parent pick up upon school dismissal, and your spot will be given to the next person on the waiting list.

No payments will be collected at the school sites. Auto-draft is not available.

Activity Fee

A one-time charge of \$25 per child is required for all participants at registration for AHKP school year enrollment and summer camp enrollment.

Late Payments

Payments are considered late on the second business day of each month (weekends included) and your account will be assessed a \$20 late fee on the second business day of the month unless otherwise stated. You will be charged an additional \$5 for each day after the second (weekends included) that payment has not been received.

Payment arrangements

Payment arrangements are available to accounts in good standing. You must call (361) 826-3499 and speak with the AHKP Area Manager for your child's school to set up a

payment arrangement, the site staff are not authorized to do so. Failure to commit to the arrangement will make you ineligible to make such an arrangement with our program in the future.

Even though you have created a payment arrangement you are still required to pay the late fees associated.

If the payment arrangement is not completed by the 10th of the month, your child will no longer be accepted into the AHKP program, withdrawn from enrollment, and sent to the school's office for parent pick-up upon school dismissal.

Late Pick-Up

Our program closes at 6:00 p.m. daily, there will be a late pickup fee of \$10 assessed for every 15 minutes or fraction thereof per family starting at 6:01 pm. This fee is due the next day by 2:00 p.m., your child will not be able to return to the AHKP program until this charge has been cleared.

Please call your AHKP site phone number if an unexpected emergency will cause you to be late picking up your child. If we have not heard from you, an AHKP staff member will place a courtesy phone call to you or your designated pick-up personnel from your child's enrollment form. Late fees are enforced regardless of the reason for being late. A phone call does not negate the late pick-up fee, you are still required to make payment before 2:00 p.m. the next day.

If a child has not been picked up within one hour of the stated closing time, AHKP Staff members will call Children's Protective Services followed by the non-emergency police so that they may conduct a wellness check to the addresses on file.

If a child is repeatedly left past the closing hour, AHKP reserves the right to terminate the child's enrollment in the program.

This fee applies to all participants whether private pay or using tuition assistance.

Delinquent Fees/Returned Checks

Delinquent fees must be paid before your child may attend the program. Insufficient checks are handled by Central Cashiering located at City Hall. If your check is returned, payment by check authorizes Central Cashiering to draft or electronically debit your account for the amount of the check plus service fees and charges as allowed by law. You will be sent a certified letter by mail to the address on your child's enrollment form

for notification of a returned check. You cannot make an additional payment for a returned check online; you must speak with Central Cashiering to clear up the balance.

Financial Assistance

The AHKP program is a community-based organization and believes that its programs and services should be available to everyone regardless of age, background, ability, or income. AHKP offers financial assistance to participants based on their financial

situation. Limited financial assistance is available to individuals and families who substantiate a need for it. Due to the limited availability of funds for the AHKP program, families needing assistance must first contact Workforce Solutions at (361) 882-7491 and complete paperwork to determine if they qualify for public assistance before they can apply for the AHKP's Scholarship program. The application is available online or at your AHKP program site.

Texas Workforce & Childcare Services

To register for the Afterschool Program under the Texas Workforce Childcare Commission, also known as CCS, please follow these steps:

- Contact your local Workforce office for information on their application process at (361) 882-7491 or visit <https://www.workforcesolutionscb.org/childcarewaitlist/>.
- Once your application is approved by Workforce, you will be assigned a Case Worker.
- Contact your Case Worker to obtain approval to participate in the AHKP program and request that they send the approval notification to melindar@cctexas.com.
- You will be registered for the AHKP program, pending space availability and the receipt of your approval from Workforce.
- Upon registration in the AHKP program, it is the responsibility of the parent or guardian to check the child(ren) in and out daily using either a personal mobile device or the tablet provided at each site.
- If the tablet is damaged, it must be reported to Workforce, so that you will not be penalized for the days the tablet is out of service.
- If you fail to check in and out multiple times, you will lose your approval status and be removed from the program.
- Your cellphone number must be registered with TWC to check your child in/out on your personal device. You may request to add other phone numbers to your account to allow other parents or guardians to check your child(ren) in/out daily.
- Please note that AHKP staff are not authorized to check your child(ren) in/out daily.

Staff

All staff are required to be 18 years of age and must meet the following requirements:

- Completed reference checks
- Criminal background check
- Federal Bureau of Investigation (FBI) fingerprint
- Certified in CPR/First Aid
- 8-hour pre-service training covering the following:
 - Texas Health and Human Services Commission (HHSC) Minimum Standards
 - Child Abuse Prevention
 - Supervision
 - Communicable Diseases
 - Health and Safety/Handling Emergencies
 - Developmental Stages
 - Age-Appropriate Activities
 - Positive Discipline/Guidance

- Self-Esteem
- Annually complete a minimum of 15 clock hours of training

In accordance with the HHSC Childcare Licensing, each child must meet the minimum following requirements for program admittance:

- Be of the ages 5 to 13 years old
- Be able to take responsibility/handle their own personal hygiene — AHKP Staff are not allowed to assist
- Be able to administer their own medicine
- Be able to follow instructions and comply with AHKP rules and guidelines for everyone's safety
- Not pose an imminent threat of (not limited to) physical or harm to themselves or others
- Have current immunization, screening, and tuberculosis results on file with the school's office

All AHKP participants will not mix with other programs or persons outside of the AHKP program at any time. If another group is playing on the same grounds AHKP will move to an isolated area.

Personal Belongings

Items brought to the program by your child must be labeled with the child's first and last name (clothing, backpacks, lunch boxes, etc.). We expect children to be responsible for their personal belongings. Please leave toys, money, and digital devices, like video games, electronic devices, and anything not typically allowed by your child's school district at home unless specially approved. Children who choose to trade or loan their personal belongings to other children do so at their own risk. The AHKP program will not credit nor compensate for lost, damaged, or stolen items.

Screen Time

The After Hour Kid Power Program permits children to possess personal cell phones for safety purposes; however, these devices must remain turned off during the program. In addition, iPads, tablets, and other electronic devices are prohibited. This is to prevent children from capturing images of others in the restroom areas, taking unauthorized pictures of other participants, cyberbullying, and inappropriate internet usage. If a child is found using the device without authorization, the device will be confiscated for the day, and the parent may retrieve the device upon child pickup.

Bathroom Use/Procedures

The AHKP program has scheduled restroom breaks for all the children; however, we will never deny a child the opportunity to use the restroom. All children will take trips to the bathroom with the entire group or groups of children escorted by staff. Children will only use bathrooms inspected for safety by the AHKP staff. If another group is using the common restroom facilities, we will either ask them to wait until the AHKP group is done

with their break, or the AHKP program will wait until the bathroom is clear of all non-AHKP participants. Children must be fully potty trained and able to help themselves in the restroom. AHKP employees will NOT assist children with dressing or cleaning themselves.

Staff/Child Ratios

HHSC requires a minimum of one staff member per 26 children. The AHKP program strives for a ratio of one staff member per 20 children (1:20). Each AHKP site will have at least two staff members present at all times which is why we cannot provide one-on-one attention to children.

Inclement Weather

In case of inclement weather, if the school district closes early or cancels afterschool activities, the AHKP Program will not operate after school, and parents will need to pick up their child at the designated school closing time. During inclement weather closure, AHKP staff will not be available on-site to provide childcare services.

During the cooler winter months, the AHKP program will not go outside to play when the temperature drops below 38°. Please make sure you send your child to school and AHKP with a winter coat.

We try our best to schedule outdoor activities for short periods as well as provide plenty of water breaks and time in the shade. Children will not participate in outside activities when the temperature exceeds 104°.

If an outdoor activity is not available, the children will remain indoors to engage in a physical activity.

Emergency Preparedness Plan

All Afterschool sites have an emergency preparedness plan customized to their school and nearby facility. Weather drills are practiced regularly. We monitor bad weather and take precautionary measures to keep children safe during severe storms.

Playground Use

The AHKP Program is regulated by the HHSC which outlines standards for playgrounds used by licensed childcare programs. These standards may or may not be the same standards observed by school systems. Because AHKP programs operate at the local elementary schools, the AHKP program does not have the ability to maintain or alter playgrounds. Therefore, the playground utilized by the AHKP program is maintained and held to the standards of the school district which may or may not meet childcare licensing standards.

Snack

The school district offers a granted program that will provide an afternoon meal to your child daily from 3:30 p.m. to 4:00 p.m. daily, meal serving times will vary per site depending on enrollment sizes. If your child prefers to bring their own snack, they may do so. If your child is allergic to any specific foods, please send them with an extra snack. Accommodations for reheating and refrigerating of food is not available.

If you send an additional snack with your child, please ensure that these foods do not include any form of nut products.

An alternative snack may be provided through your child's school district with a signed letter of authorization from a physician.

If your child participates in after-school extracurricular activities (like running club, dance, tutoring, and so on) that end at or after 4:00 p.m., the school district staff running those activities is responsible for providing your child with a snack.

In accordance with the AHKP program grant guidelines (which state a specific time when snacks must be served to the children), AHKP staff can't save/hold snacks to be served later.

AHKP prioritizes safe meal practices by ensuring that foods and liquids exceeding 110 degrees are kept out of children's reach. Additionally, all food, whether prepared on-site or commercially, is sourced from kitchens that have been inspected by the health department.

The AHKP program is an equal opportunity provider and is not responsible for meeting the child's daily nutritional needs.

Homework

Our program will allow dedicated homework time, but we are not a tutoring program. Focused, quiet homework time is available for 30 minutes each day. Children who do not have homework are engaged in an independent activity.

“After Hour Kid Power” Program Fees for Corpus Christi and Calallen ISD Locations

(All fees are subject to change pending budget approval)

Monthly

1st Child \$109
Additional Child \$94

Vacation Station

Per Child/Day \$30

Scholarship

Per Child \$70 (School Year & Summer)
 \$25 (Vacation Station)

Daily Fee

Per Child/Day \$25 (School Year)
 \$30 (Summer)

Late Payment Fee

2nd Day \$20
Each day after \$5

Pro-rated Months (TBD)

1st Child \$99
Additional Child \$84

Pro-Rated Month

Per Child \$60 [If new (not returning) and
attending 10 days or less in the month.]

Returned Check Fee

Fee \$30

Late Pick-Up Fee

Per 15 minutes \$10 (Starting at 6:01 p.m.)



After Hour Kid Power

Additional Information

AHKP Program Office (361) 826-3499

Superintendent
AHKP Program Manager John Delgado
AHKP Asst. Program Manager Mickela Hernandez

AHKP Area Managers

Oscar Alcocer
 Marissa Brambila
 Brianna Castillo
 Melinda Curiel
 Daniel Harsila
 Stephanie Vasquez
 Jessica Wimbish
 Alfonso Lopez-Ramirez

Child Abuse Hotline (800) 252-5400
Childcare Licensing (361) 878-3451

For more details, visit
ccparkandrec.com (After Hour Kid Power)

The program may be subject to change.



Calallen ISD:

East Elementary
 Magee Elementary
 Wood River Elementary
 West Intermediate

Corpus Christi ISD:

Barnes Elementary
 Blanche Moore Elementary
 Calk-Wilson Elementary
 Club Estates Elementary
 Creekside Elementary
 Cullen Place Elementary
 Dawson Elementary
 Galvan Elementary
 Jones Elementary
 Kolda Elementary
 Menger Elementary
 Mireles Elementary
 Sanders Elementary
 Schanen Elementary
 Smith Elementary
 Webb Elementary
 Windsor Park Elementary

(Revised 7-29-2024)

Persons requiring an accommodation should call 361-826-3499 at least 48 hours in advance.