

OPERATIONAL POLICIES



SHINE BRIGHT

EXTENDED DAY

Brighter Rays of Hope

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Directors:

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Vision and Mission

Vision - We aspire to empower young minds and enrich bright futures, preparing children for success in both their academic journey and beyond, as they grow into confident, compassionate, and capable individuals ready to make a positive impact on the world.

Mission - We are committed to providing a safe, inclusive, and fun space for children. We strive to foster creativity, inspire curiosity, and promote holistic development while equipping them with essential life skills.

Goals

Shine Bright Extended Day plays a crucial role in a child's development and well-being after regular school hours. Here are three important goals for our extended day program:

1. **Safety and Supervision:** The primary goal of our extended day program is to ensure the safety and well-being of the children in their care. The program maintains a secure environment, implementing safety protocols and providing adult supervision at all times. This includes having trained staff who can handle emergencies, perform first aid if necessary, and keep a watchful eye on the children's activities.

2. **Academic Support and Enrichment:** Our extended day program is not just a place for children to pass the time but also a space that offers academic support and enrichment opportunities. Homework assistance can be provided to ensure children complete their assignments. Additionally, offering educational activities, such as reading and drama, science experiments, or art projects, and culinary arts, can help enhance their learning and foster creativity.

3. **Social and Emotional Development:** Our extended day program focuses on promoting social and emotional development among children. Organizing group activities, team-building exercises, and cooperative games can help children develop communication and teamwork skills. Moreover, creating a nurturing and inclusive environment can assist

children in building self-confidence, developing empathy, and forming positive relationships with their peers and caregivers.

By achieving these goals, our extended day program contributes significantly to the overall growth and development of the children attending the program, while also providing working parents with peace of mind knowing their children are in a safe and enriching environment.

Indoor/ Outdoor Physical Activity

We will enjoy indoor and outdoor games and activities during the extended day program. For each activity, children will be guided by Activity Leaders and Specials Instructors in designated spaces.

Comfortable clothing and closed toe shoes or tennis shoes are recommended in order to participate freely and safely in physical activities.

Screen Time

Interactive media may be used to support planned activities that meet educational and social goals. Screen time activities will be age appropriate. Media with advertising, violence or adult content are prohibited while children are in care.

Cell Phone Policy

During extended day, students are required to keep their cell phones silenced and stored in their backpacks.

Hours of Operation

Shine Bright Extended Day Program @ Savannah Lakes Elementary School follows the Alvin ISD [2023 - 2024 Academic School Year Calendar](#)

Monday-Friday

3:30 pm - 6:00 pm CST

*(Early release: 12:10 pm - 6:00 pm CST)

Please note that the Shine Bright Extended Day is not offered on the following dates:

September 4
October 9
October 16-20
November 20-24
December 18-January 3
January 15
February 16
February 19
March 11-15
March 29
April 1

Communication

Shine Bright Extended Day encourages communication between families and staff through Procure software, in person, or by phone, e-mail, or text. Kindly inform us of any changes for your child and also record them in Procure. In addition, we provide newsletters, handouts, and door postings to share all upcoming activities, comments or concerns regarding your child.

Visitors/Parental Concerns

We value your comments and concerns regarding the policies and procedures for our extended day program. Shine Bright Extended Day adheres to the districts' visitors policy and Alvin ISD visitation protocols. Parents who frequently visit during extended day hours are required to comply with the same Minimum Standards as Employees, including background checks.

Cameras

For safety purposes, Alvin ISD uses video and audio recording equipment to monitor student behavior. School administrators may review the video and audio recordings as needed and document student misconduct.

Severe Weather

Safety is always top priority at Shine Bright Extended Day. Our program will close in accordance with Alvin ISD or when local authorities mandate evacuation. This is also effective for extreme weather conditions.

Enrollment/Enrollment Procedures

There is a \$40.00 non-refundable student registration fee per household. The registration and enrollment forms should be completed, submitted, and approved prior to your child's first day at Shine Bright Extended Day.

Tuition Fees, Payments, and Discounts

All fees are non-refundable

Regular rate: \$340/month

Alvin ISD employee rate: \$280/month

Free/Reduced Lunch rate: \$250

Drop-in Service: \$25/day; \$50/early dismissal day

Sibling discount: 15% discount offered for additional student in household

Add-on tutoring rates: TBA

Late payment fee: Additional \$25 after 3 days

Tuition is prepaid on the 20th of each month. If payment is not received by the 23rd, a \$25.00 late fee will be added. Your child will NOT be able to attend if payment is not received on the first day of the upcoming month.

A Split payment option is available. Tuition is prepaid on the 5th and 20th of each month. If payment is not received by the 8th or 23rd, a \$25.00 late fee is added. Your child will NOT be able to attend if payment is not received on the 16th of the current month or 1st of the upcoming month.

Payments must be made online in Procure using the Tuition Express system. No cash payments are accepted. Overpayments will be credited to your account. There will be a \$35 charge for Procure Tuition Express transactions returned due

to insufficient funds. Following two failed Tuition Express payments, only cashier's check and money orders will be accepted.

Drop-In Payments: Drop-ins are based on student enrollment and student attendance. Parents are required to call one week in advance to receive approval from the Director. Payment must be made 24 hours in advance of drop-in date(s). NO EXCEPTIONS.

Behavior, Discipline and Guidance Policy

Shine Bright Extended Day is committed to maintaining a safe and fun learning environment for all of our children. Disruptive behavior that interrupts the instruction of other children will not be tolerated. You will be notified when this occurs, as we are willing to work with the parents in correcting behavior. Behavior that causes physical harm to other children or staff will be handled on an individualized basis. Children may be sent home with a Rainy Day note to explain a behavioral infraction. Multiple offenses may result in withdrawal from the extended day program. A serious offense may warrant immediate removal and withdrawal.

Discipline will be individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control. There will be no harsh, cruel, or unusual treatment of any child. There is an emphasis on Positive Behavior Intervention and Support (PBIS) strategies.

Parent Conferences

Parent/Director conferences can be held in person or by phone. Please call the Shine Bright Office to schedule a conference with the director.

Suspension and Expulsion of Children

There may be times when suspension or withdrawal may be necessary. Some reasons for suspension and/or withdrawal include, but are not limited to biting, fighting, or other behaviors that cause physical harm to children or staff, spitting on or at others, disrespecting staff, foul or obscene language, bullying, refusal to

follow directions, or when all attempts to correct disruptive behavior have failed. Shine Bright Activity Leaders will follow the disciplinary procedure below:

1. Incident/ Injury report and 1st written behavior notice
2. 2nd Written behavior notice, 1 day suspension and parent conference
3. Final written behavior notice resulting in indefinite expulsion

Withdrawal

We reserve the right to withdraw children at any time. Also, parents reserve the right to withdraw their child at any time. If the director decides a child needs to be withdrawn, notification will be given 48 hours prior.

Parents must provide written notification of withdrawal on or before the 10th day of the month prior to desired cancellation.

Check In by SBED Team, Student Check Out & Late Fee

Children are checked in to extended day by activity leaders and checked out of the program by parents or authorized individuals listed on the child's account. At school dismissal, children will be escorted to extended day by Savannah Lakes Elementary staff. If a student is absent or leaves early, parents should notify the Shine Bright staff through the Procure software. Prior notification is also required if your student participates in another after-school activity such as tutoring or step team.

When checking out your child, a two-step verification process is required. **Step 1:** An authorized adult must show proper ID to Shine Bright Extended Day staff. **Step 2:** Once verified as a designated pick-up person, the authorized adult must enter their unique 4-digit pin code to sign-out the child. A late fee of \$5 will be assessed 5 minutes after pickup time (6:05 pm) and \$1 per minute thereafter per child. This late fee will be billed and must be paid within 48 hours of the late pickup. Please note that after the 3rd late pick-up, your student may be withdrawn from extended day.

Custodial Disputes

Shine Bright will NOT be in the middle of custodial/parental disputes. Changes in authorized pickup persons must be done in person and updated on admission forms in writing. If a non-custodial parent is NOT authorized to pick up a student or has pickup restrictions i.e. days, times, etc., a copy of your most recent custody order and visitation orders must be provided to the Director. If a dispute arises at Shine Bright Extended Day, Alvin ISD Police will be called. Shine Bright Extended Day will NOT be responsible for the erroneous release of a child involved in a custodial dispute.

Medical Emergencies

You will receive immediate notification in the event of an emergency involving your child. Should you be unavailable, the next emergency contact will be notified. If necessary, emergency services will be dispatched. At child check-out for incidents transpiring at Shine Bright Extended Day, the parent or authorized pickup person must acknowledge and sign an incident report.

Emergency Preparedness Plan

Shine Bright Extended Day has an Emergency Preparedness Plan that consists of written plans in the case of emergency events. The plan includes how the staff will evacuate or shelter-in-place, along with other essential information. Our team has been trained to follow Emergency Preparedness procedures. Our plan is available for parents upon request.

Child Maltreatment

Any apparent incidence of child maltreatment (defined as "non-accidental infliction or threat of infliction of physical, emotional, or mental harm to a child") will be reported to the DFPS Child Abuse Hotline at 1-800-252-5400 or via the website: <https://www.txabusehotline.org>. The Shine Bright Extended Day staff is required to complete annual training in the area of child maltreatment. This training increases awareness, prevention techniques, provides strategies for coordination with community organizations, and actions to assist parents of a child who may be a victim with assistance and intervention. If you are a parent of a child who is a victim of child maltreatment you should report it by calling the DFPS Child Abuse Hotline at 1-800-252-5400 or visit the website:

<https://www.txabusehotline.org> to report child maltreatment or to obtain assistance and intervention.

Illness and Exclusion/Health Checks

The health and wellness of every child is important. Shine Bright Extended Day staff may conduct health checks on an as-needed basis. Children exhibiting any of the symptoms below must be excluded from care. They will only be allowed to attend extended day once they have been symptom free for 24 hours and/or with a doctor's release.

- Rash or ringworm (i.e. hand, foot, and mouth disease)
- Fever
- Diarrhea/Vomiting within 24 hours
- Head Lice
- Vomiting within 24 hours
- Severe cold/cough/runny nose
- Pink eye
- Any contagious diseases including but not limited to measles, chicken pox, mumps, strep throat, etc.
- Any illness or condition that results in a greater need for care than activity leaders can provide without compromising the health, safety, and supervision of the other children in care.
- Any illness that prevents the child from participating comfortably in program activities.

Medication Authorization

Parents are encouraged to dispense medication before or after extended day; however, when necessary the staff will ONLY administer prescription asthma and/ or allergy medications, including Epipens. All medication must be in the original prescription container marked with the child's name, date, and directions for use. Please place all medicines in a labeled zip lock bag and give it to the Director or Activity Coordinator along with a new medicine authorization form. We do not accept responsibility or liability for an error or omission of medication. Shine Bright Extended Day staff will not apply powders, creams, ointments, or lotions without the parent's written permission. If the parent supplies these items, permission is implicit and you DO NOT need to obtain permission for each use.

Label powders, creams, ointments, or lotions with the individual child's name. NO homemade creams, ointments, or sprays are allowed.

Immunization, Hearing and Vision Screening

Current immunization and health records are required to be current and on file at Savannah Lakes Elementary School. Please submit an updated record to Savannah Lakes Elementary when your child receives a new immunization. These are required to be kept current during your child's tenure at Shine Bright Extended Day. At this time, our staff are NOT required to be vaccinated from vaccine-preventable diseases.

Meals, Snacks, Food Service & Program Nutrition Practices

A light supper, or snack, will be provided for children each day at the start of the extended day program. Alvin ISD Child Nutrition department is the primary provider of food and drinks. However Shine Bright Extended Day will have foods for consumption (alternative snack options, Culinary Connections activities, and early release days when multiple snacks are needed). Parents are permitted to pack a snack for their child.

Please notify the director or assistant director of any allergies or specific dietary restrictions. All liquids and foods hotter than 110 degrees Fahrenheit are kept out of the reach of children. All staff are educated on food allergies and take precautions to ensure children are protected. While SBT strives to be a nut-free facility please be advised that pre-packaged food may contain these ingredients: Milk, Eggs, Wheat, Soybean, Peanuts, Tree Nuts, Fish and Shellfish. For additional support and resources regarding the overall health and safety of children please visit this link <https://www.myplate.gov/>

Insect Repellent and Sunscreen

Insect repellent and sunscreen should be applied prior to arrival. We will NOT apply or provide these items.

Animals and Water Activities

Animals are not permitted at Shine Bright Extended Day. Students are not allowed to engage with animals for safety purposes. We will not offer water activities with standing water (lakes, ponds, beaches, etc.). Parents will receive prior notification if there is a scheduled day for sprinkler play or water toys at Shine Bright Extended Day.

Gang-Free Zone

Gang related criminal activity or engaging in organized criminal activity within 1000 feet of Shine Bright Extended Day is a violation of law and is subject to increased penalty under state law. For more information, please see the SLE Student Handbook.

Non-Discrimination

At Shine Bright Extended Day, we foster diversity and incorporate it in our daily curriculum and activities. Children and staff of all nationalities, races and religions are welcome. We are an Equal Opportunity Employer.

Parental Notifications/Policy Changes

Shine Bright Extended Day, at its discretion, may change any of its operational policies at any time. All important communication will be sent to parents through Procure. Parents will be notified of any changes in operational policies via written notice. At least one copy of the updated operational policies must be signed and dated for each family and kept in the child's Procure account. Please email the Director to review or discuss any questions or concerns about the policies and procedures of Shine Bright Extended Day.

Feedback

To maintain the highest quality extended day experience for our families, we kindly request that you share your thoughts and suggestions by submitting them online through our website at <https://shinebright-broh.org/resources> (click on Make a Suggestion). All suggestions or comments are appreciated. Thank you for your time.

Operational Policy Acknowledgement

I (Please Print), _____, acknowledge that I have received a copy, read and comprehend the Operational Policy for the Shine Bright Extended Day Program.

Child's Name: _____

Parent's Signature: _____

Parent Email: _____

Date: _____

Picture Consent

I, _____, the undersigned parent or legal guardian of _____ does hereby grant permission for videotapes and or photographs of my child to be used by Shine Bright Extended Day & Brighter Rays of Hope for the purpose of identification or promotion in the following ways:

- Photos on Brighter Rays of Hope/Shine Bright website
- Parent Newsletters
- Website or Social Media
- Pictures for documentation of achieved skills
- Marketing Materials

Or

_____ I DO NOT grant permission for videotapes and/or photos to be used (internally or externally) by Shine Bright Extended Day & Brighter Rays of Hope.

I understand I can change this at any time by asking to sign a new form.

Signature

Date