



Parent Handbook

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This handbook is intended to familiarize families with current The Owl's Nest Afterschool Program's policy, practices and standards.. Electronic copies (PDF) of both the English and Spanish versions of the handbook are available on our website <https://owlsnestafterschoolprogram.godaddysites.com/>. Print copies are available upon request. The Owl's Nest reserves the right to revise its policies, practices and standards as deemed appropriate by the Director. Families will be notified of updates to the handbook.

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Welcome

This handbook is designed to familiarize families with the policies, practices, and expectations of The Owl's Nest Afterschool Program.

Electronic copies (English and Spanish) are available on our website:

<https://owlsnestafterschoolprogram.godaddysites.com/>

Printed copies are available upon request.

The Owl's Nest reserves the right to update policies as needed. Families will be notified of any changes.

Program Overview

The Owl's Nest provides a structured, engaging, and educational environment for students in **Grades 1–6**.

Our program includes:

- Homework help and reteaching
- Math and reading fluency practice
- Opportunities to build friendships
- Fun, team-building activities

Program Hours: 3:30 PM – 6:00 PM

Location: 420 W. Buffington Ave., Anderson, TX

Students may arrive via school bus or parent drop-off.

Daily Routine & Activities

Arrival & Transition

- Students will wash or sanitize hands upon arrival
- A snack will be provided
- Students will participate in a read-aloud and team-building activity

Homework Time

- Students are grouped by grade level
 - Staff assist with homework and missing assignments
 - Teachers communicate weekly with schools to stay current on assignments
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Program Schedule

Time	Activity
3:30–4:00 PM	Arrival from school
4:00–4:20 PM	Snack, read-aloud, team-building
4:20–5:00 PM	Homework & academic centers
5:00–5:30 PM	Tutoring / missing work
5:30–6:00 PM	Games & outdoor activities
6:00 PM	Dismissal

Key Information

School Calendar

We follow the ASCISD school calendar. The program is closed on half-days.

Program Hours

Children must be picked up by **6:00 PM**. Late fees apply after this time.

Holiday & Break Policies

- **Fall, Thanksgiving, Winter, and Spring Break months:** Full tuition is charged
 - **Christmas Break & Summer Break:** Program closed; no tuition charged
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Tuition & Fees

Current Rates

- 5 days: \$320/month
- 3 days: \$265/month
- 2 days: \$200/month

Registration Fee: \$25 (non-refundable)

Payment Details

- Payments made through Brightwheel
- 2.95% processing fee applies
- Late payments incur fees after 5 days

Late Pick-Up Fee

- \$25 per 15-minute interval after 6:00 PM
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Refund Policy

Refunds are not issued for:

- Weather closures
- Emergencies
- Illness or quarantine
- Suspensions
- Policy violations
- Withdrawal after the 1st of the month

Billing errors will be corrected if applicable.

Withdrawal Policy

A **2-week written notice** is required for withdrawal.

- Email: theowlsnestasp@gmail.com
 - Account must be paid in full before closing
 - Re-enrollment requires a new registration fee
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Attendance & Absences

- Students must attend school to attend Owl's Nest
 - Notify the director if your child will be absent
 - Attendance is taken daily
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Emergency Closures

If school closes due to weather or emergencies, Owl's Nest will also close.

Staff-to-Child Ratios

- Ages 4–12: 1 staff per 22 students
- Maximum enrollment: 37 students

Licensing

The Owl's Nest is voluntarily licensed through the **Texas Health and Human Services Commission**.

Mandatory Reporting

All staff are required by law to report suspected child abuse or neglect.

Behavior Expectations

Students are expected to:

- Be respectful
- Follow directions
- Stay with their group
- Follow safety procedures

Serious or repeated behavior issues may result in suspension or removal.

Pick-Up & Communication

Pick-Up Policies

- Earliest pick-up: 3:45 PM
- Latest pick-up: 6:00 PM
- ID required for all pick-ups if not regular guardian

Authorized Pick-Ups

- Only individuals listed in Brightwheel may pick up
- Written permission required for changes

Important Reminder

Do not assume the school or teacher has communicated changes—notify Owl's Nest directly.

Registration & Enrollment

- Open to Pre-K–6th grade students
 - Limited space; waitlist available
 - Enrollment confirmed after:
 - Completed registration
 - Payment of fee
 - Confirmation email
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Snacks & Nutrition

- Daily snack provided
 - Children are encouraged—but not required—to try foods
 - Notify staff of dietary needs
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Food Allergies

- Allergy plans must be on file
 - Possible peanut/egg-free environment depending on student needs
 - Store-bought treats only for celebrations
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Health & Illness Policy

Children must stay home if they have:

- Fever (101°F+)
- Vomiting or diarrhea
- Contagious illness
- Severe symptoms (coughing, lethargy, etc.)

Children must be symptom-free for **24 hours** before returning.

Medication Policy

- Medication is generally **not administered**
 - Exception: documented emergency needs (e.g., EpiPen)
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Medical Records

- Current physical and immunization records required
 - Must be updated annually
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Safety & Emergency Procedures

We follow the Texas Standard Response Protocol:

- Lockdown
- Evacuation
- Shelter-in-place
- Lockout

Emergency drills are conducted regularly.

Parent Communication

Communication may occur through:

- Brightwheel
 - Email
 - Take-home folders
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Parent Involvement

We encourage families to:

- Share learning insights
 - Donate materials
 - Attend meetings
 - Participate in events
 - Provide feedback
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Confidentiality

All student and family information is kept confidential.

Non-Discrimination Policy

The Owl's Nest does not discriminate based on race, religion, gender, disability, or any protected status.

Parent Acknowledgment

By signing below, you agree to all policies outlined in this handbook.

Handbook Acknowledgment Form

I have received and reviewed the Owl's Nest Afterschool Program Handbook.

Parent/Guardian Signature: _____

Printed Name: _____

Date: _____