

Round Rock Independent School District
“TOGETHER WE CAN”
Childcare Program
In Partnership with the Preschool Program for
Children with Disabilities
2015-2016

Established 1999-2000 at Great Oaks Elementary

Purpose

The purpose of the “Together We Can” childcare program is to provide age-appropriate learning experiences to preschool age children by creating an onsite childcare for district employees in an inclusive, developmentally appropriate environment in which all children experience success.

Enrollment Criteria

- Parent/Guardian of child must be an employee of RRISD.
- Child must be a preschooler, turning three years of age on or before the start of the second semester of the school year.
- Children or grandchildren of TWC staff members are not allowed to be in the parent/grandparent’s classroom. Children/grandchildren are allowed to be in a different TWC classroom on the same campus.
- Child must display age-appropriate skills in the area of language, social-emotional, self-help, cognitive and motor skills. Child must be potty trained. If a child has excessive toileting accidents, a conference with the teacher and parents will be scheduled. Continued incontinence may lead to dismissal from the program.
- Child must not display any persistent negative or disruptive behaviors that would interfere with the classroom rules and procedures including excessive self-help needs. Parents must be aware that in the event that their child is unable to be successful behaviorally, the child may be removed from the program by the District Committee. Referral to special education may be a consideration for children with behaviors and/or developmental milestones significantly interfere with the ability to be successful in an environment with one adult to six children ratio.
- Parent/Guardian is responsible for providing the following before the child is enrolled:
 1. Updated immunization records as defined by RRISD policy
 2. Completed registration form
 3. Completed RRISD health services and emergency information form
 4. Birth Certificate & Social Security Card

Selection Process

- Enrollment will occur on a first come, first served basis, until all openings are filled on the host campus.
- Each year, priority for available slots is given to:
 1. Any returning child in the program at the host campus
 2. Children of staff members employed in RRISD determined by date of request and eligibility of the child. See enrollment criteria above.
- If a TWC classroom is moved to a new campus, the eligible TWC children move with the classroom. Contracts are issued to any returning child in the program. Staff will be informed of the move and may stay on the wait list or ask to be removed.
- The campus administrator will maintain an enrollment waiting list with the following information: Name of staff member, assigned campus, and date request was made, home/cell phone number, child's name and date of birth. Staff must email administrator the above information in order to be placed on the wait list.
- Parent/Guardian must sign a Parent Agreement form acknowledging all procedures and requirements and payroll deduction information described in this document prior to enrollment.

Tuition and Fees

- Tuition for the 2015-16 school year is \$5,400. Payroll deductions for the year will begin with the September 2015 paycheck and continue through August 2016 resulting in monthly deductions of \$450. Since payroll deductions are taken over a twelve month period, if a child is withdrawn from the program prior to the end of the school year a tuition balance will exist.
- If a parent chooses to enroll or remove their child from the program or is no longer employed with the district, tuition will be prorated based on the cutoff date of the 15th of the month. The proration will be either a half month's or full month's tuition. Parent/Guardian must sign a payroll deduction cancellation form to notify the campus administrator of their child's last day to attend TWC.
- Parents must use their pay check vouchers as evidence of payroll deductions and use the RRISD Tax ID# 74-6002018 for income tax reporting. Paycheck details can be obtained on the Employee Access Center.
- Part time childcare is not available unless a student is eligible for special education or pre-kindergarten services. The tuition is not prorated because the child is receiving childcare before and/or after the school hours of the program as well as staff development/teacher preparation days.

- No reduction in tuition is available for more than one child from a family enrolled in the program.
- Tuition provides quality child-care providers, program supplies and materials.
- If your child is on a special diet, a snack from home must be provided daily.
- Penalty for pick up after 4:45pm will be assessed at the following rate and will be due upon arrival to the administrator on duty in the school office or immediately the next morning if the office is closed for the day.

1-15 minutes late	\$10.00 penalty
15-30 minutes late	\$25.00 penalty
31 or more minutes late	\$25.00 + \$2.00 for each additional minute penalty

For extenuating circumstances, discretion will be exercised to determine if a waiver or reduction of late penalties is appropriate by the campus administrator. Checks should be made out to RRISD with parent's driver's license number on the check. No cash is accepted. Parent/guardian will be given a receipt upon payment and the check will be sent to Tonya Davis, Director of Payroll, to pay for the over-time expenses incurred by the paraprofessional on duty.

Class Hours

- Childcare is provided based on the teacher work calendar **excluding** August 14, 17, 18, 19 and 20 due to staff development training required for TWC staff.
- For staff development/teacher preparation days: August 24, October 12, December 18, January 4, February 15 and June 3 (subject to change if district calendar changes) childcare will be offered at the host campuses and be provided by the TWC assistant. Parents are responsible for providing a snack, sack lunch and drink for their child on these days. Registration is not required.
- To begin and end the day, children must be escorted to/from the classroom by an authorized adult and parent/adult is required to sign-in/sign-out their child daily. The sign-in/sign-out log will be maintained by the TWC staff. Children may be dropped off as early as 7:00am to the classroom and must be picked up no later than 4:45pm.
- In the event of inclement weather, staff will follow district procedures and guidance. Parents will be notified in the event that TWC will need to close early.

Parent Concerns

- Parents concerns should first be addressed to the TWC/PPCD staff.

- If the matter is not resolved, the parent/guardian may set up an appointment with the campus administrator on the campus hosting the program.
- Issues that cannot be resolved with consensus at the campus level may be appealed to the District Committee comprised of a campus level or central staff administrator, special education supervisor and PPCD Lead who will meet with the parent/guardian. This committee may recommend an appropriate course of action or if necessary, dismissal from the program. If a child is dismissed, tuition payment for services rendered will still be collected to complete payment due.

Daily Activities/Other Information

- Children enrolled in the “Together We Can” program will take part in PPCD classroom activities from 7:30am-1:45pm. Before and after this time, developmentally appropriate activities will be provided. Rest/naptime will occur after 1:45pm when PPCD students are dismissed. Lesson plans (other than those prepared by the teacher for PPCD instruction), assessments and parent conferences will **not** be provided for TWC children. TWC is not a school readiness or academic program, it is a childcare program.
- Parents are asked to honor the classroom routines and limit visitation. The campus principal reserves the right to limit visitations in order to maintain a conducive learning environment for all children.
- Parents should keep in mind that children eligible for PPCD services are students with special education needs and could display aggressive behaviors as a result of their disability.
- Parent/guardians are responsible for providing lunch. Parents may purchase a lunch ticket or send a sack lunch. Sack lunches must be provided on teacher in-service days by parent. Due to Federal Guidelines, TWC students will be charged the adult price for lunch. See attached memo.
- Field trips may be scheduled. All children in attendance will participate. Fees other than transportation will be the responsibility of parents. Fees must be paid in cash prior to the date of the field trip.
- Questions regarding the TWC program, please direct to Kellie Johnson, 428-3090, Deepwood Elementary
- Questions regarding tuition payments should be directed to Tonya Davis, 464-5118

“TOGETHER WE CAN”

**Childcare Program
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Disabilities
Parent Agreement Form**

I have read, understand and will abide by the “Together We Can” requirements and procedures described in this document. I further understand that failure to follow these requirements and procedures may result in my child being dismissed from the program. I am aware these requirements and procedures are subject to review and modification by authorized RRISD representatives as deemed necessary.

I understand my signature indicates I have given Round Rock ISD permission to deduct the full tuition amount due from my paycheck as indicated in the tuition and fees section.

Enrollment Information			
Child's Name		Parent/Guardian Printed Name	
Child's DOB		Parent/Guardian Signature	
Campus Attending TWC		Parent/Guardian Work Location	
Date TWC Services Begin		Employee ID Number	
		Date Signed	
Campus TWC Administrator Signature			
Date Signed			

Withdrawal/Dismissal Information			
Child's Name		Parent/Guardian Printed Name	
Campus Attending TWC		Parent/Guardian Signature	
Date TWC Withdrawal/Dismissal		Employee ID Number	
		Date Signed	
Campus TWC Administrator Signature			
Date Signed			

Note: Parent and Host campus maintain a copy, a copy sent to Kellie Johnson at Deepwood and the original sent to Tonya Davis, Payroll Office/ Central Administration.



FOOD SERVICES

ROUND ROCK **I S D**

16255 Great Oaks Drive, Suite #100
Round Rock, Texas 78681

Dear Parents,

Although your child receives services from Round Rock ISD, according to the requirements set forth by the Texas Education Agency, the school district does not receive state funding for your student. Therefore, the district may not receive state funding for meals provided to your child. This means:

- Meal charges will be \$1.50 for breakfast and \$3.00 for lunch (Price is unknown at this time for the 2015-16 school year)
- Round Rock ISD is unable to provide free & reduced meal benefits for your student.
- Your student will have an account at the school where Food Services can accept pre-payments, but you will not be able to access this account using the PayPAMs online system. Pre-payments will be accepted by the cafeteria manager.

This requirement meets the regulations in compliance with National School Breakfast and Lunch Program policies set forth by the Texas Department of Agriculture. If you have any questions, please contact the Food Service Department at 464-8382.

Thank you

Sincerely,

Kelly Grones

Food Service Director