



## PARENT HANDBOOK

SUMMER  
2022



TCKIDS.ORG

# WELCOME TO TARRANT COUNTY KIDS!

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Thank you for choosing TCK Summer Adventure Camp! Good communication between you, your child, and program staff will ensure each day is fun and rewarding. This handbook is designed to answer questions and to provide important information. Please take a few moments to read through this guide with your child. It will help familiarize you with our policies and procedures as well as details about payments and requirements and give you a better understanding of Summer Adventure Camp! For your child's summer experience, we know you have a choice and we appreciate your trust.

**THIS HANDBOOK WAS REVISED**

April 22, 2022

and

**CONTAINS RECENT REVISIONS BASED ON STATE LICENSING STANDARDS**

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**For questions about enrollments and payments, contact  
[receptionist@girlsinctarrant.org](mailto:receptionist@girlsinctarrant.org)**

**For questions, concerns, or comments about the programs, contact the Director of Tarrant County Kids.**

## **ADMINISTRATIVE OFFICE**

**2820 Matlock Road  
Arlington, TX 76015  
Main: 817-468-0306  
[TCKids.org](http://TCKids.org)**

**SUMMER 2022**

## **PROGRAM LOCATIONS**

**Ellis Elementary  
2601 Shadow Ridge Dr.  
Arlington TX 76006  
817-253-4573**

**Little Elementary  
3721 Little Rd.  
Arlington TX 76016  
817-688-2051**

**Bryant Elementary  
2201 Havenwood Dr.  
Arlington TX 76018  
817-266-5476**

**WE THANK YOU FOR THE OPPORTUNITY TO SERVE YOUR FAMILY.  
WE HOPE YOU AND YOUR CHILD HAVE A SAFE AND FUN SUMMER WITH  
TARRANT COUNTY KIDS!**

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## ABOUT US

TCK is a before and after-school program on-site providing safe, affordable, and convenient licensed programs for children ages 4-12 in the Arlington ISD elementary schools we serve. **We also provide all-day programs during most school holidays and breaks and summer.** Summer Adventure Camp is a full day weekly program.

During the time spent in our program, your children will engage in fun and educational activities. A good summer camp choice can build a positive foundation that will last a lifetime for your child and give you peace of mind while you work!

Throughout the summer, children are served two nutritious snacks each day (provided by Arlington ISD at no additional charge) and offer a wide variety of activities to create long lasting memories. Activities include:

- Daily games and hands-on activities
- Arts and crafts projects
- Sports and recreation
- Field trips to various places around Arlington and DFW
- On-site field trips and parties
- Technology time
- Themed weekly activities



### PROGRAM HOURS

- Summer Adventure Camp 2022 operates from **June 6 to August 5, 7:30am to 6:30pm**, Monday through Friday. We are not open on the weekends.
- We are closed Monday, July 4 in observance of Independence Day.
- Children will not be accepted prior to opening at 7:30am.

### STAFFING

Our programs are staffed by quality personnel who are screened and trained beyond the state licensing requirements. All our employees are required to obtain the following:

- Program Pre-Service Training (8 hours)
- Continuing child-related training annually (15 hours)
- Pre-employment criminal background check with the state of Texas DFPS
- FBI fingerprints
- Tuberculosis test
- First Aid & CPR certification

It is our expectation that staff members represent TCK in a positive and professional manner always. We are confident in our staff members and their ability to serve as role models and implement excellent programming.

Sites are randomly and regularly inspected by both state licensing representatives and the Director of Tarrant County Kids.

Space is limited, choosing to enroll mid-week or session may result in a space being unavailable for your child.

***We are an equal opportunity agency.  
We do not discriminate based on race, sex, age, ethnicity or religion.  
Tarrant County Kids is a subsidiary of Girls Inc. of Tarrant County.***

# SUMMER ENROLLMENT POLICIES

## ADMISSION

Enrollment fees are as follows and are non-refundable or transferable:

- \$30- First child
- \$25 - Second child
- \$20 - Third child
- All children must be enrolled each summer session.
- Enrollment forms cant be submitted in person (original signatures are required) or elecetionically.
  - In person at our administrative office located at 2820 Matlock Road in Arlington
  - Electronically to [receptionist@girlsinctarrant.org](mailto:receptionist@girlsinctarrant.org)
- Enrollment forms are available on our website at [www.TCKids.org](http://www.TCKids.org).
- Payment for the first week's tuition, enrollment fees, and prior balances (if any) must be paid upon enrollment.
- Your child is not considered enrolled until all required forms and payments are received, and therefore, may not attend the program. Verify that enrollment is completed prior to your child's first day.

## ENROLLMENT STATUS

Due to high demand we only accept **FULL-TIME** enrollment.

- **FULL-TIME:** is defined as one or more days of attendance. You are billed weekly regardless of days or weeks attended prior to the week of attendance.
- Weekly fees are not refunded or prorated for Summer Adventure Camp because many activities are book and paid for in advance. The week of fourth of July will not be prorated.

## ENROLLMENT REQUIREMENTS

**All enrollment forms must be filled out completely to include:**

- Complete doctor's information including address and phone number.
- Current addresses and phone numbers for parents and emergency contacts. (A minimum of 3 complete contacts are required)
- Current Arlington ISD lunch letter showing free or reduced lunch rate (if applicable)
- Current immunization and hearing & vision records. If your child's records are on file at his/her current school, you must provide the name, address, and phone number of school.
- A **Food Allergy and Anaphylaxis Emergency Program Plan** is necessary for any child with a medically diagnosed food allergy. The form must be signed by the parent and physician. **For all other special program needs**, we require a written statement of your child's special program needs to include, but not limited to, food/other allergies, existing illness, previous serious illness/injuries, hospitalizations within the last 12 months, behavioral/emotional issues, and any medications prescribed for continuous, long-term use.

***All changes to contact information, including addresses and phone numbers, must be immediately communicated to our administrative office at 817-468-0306 or via email at [receptionist@girlsinctarrant.org](mailto:receptionist@girlsinctarrant.org)***

# PAYMENT POLICIES

## PAYMENT SCHEDULE

Payment for each week is due no later than 6:30pm on Wednesday prior to the week services are rendered.

Your balance must be paid **in-full and on-time** or you will be charged a **\$15 Late Payment Fee**.

- Failure to pay in full by the Friday of the week of payment will result in your child being removed from the program.
- Children removed from the program must be re-enrolled and will be subject to fees per enrollment policies.

Fees will not be prorated for inclement weather, the week of 4<sup>th</sup> of July, illness, or an absence within a week or a full week that has not been cancelled within the two weeks' notice.

## METHODS OF PAYMENT

- **Credit card payments:**
  - May be made online at [www.TCKids.org](http://www.TCKids.org)
  - in person at our office
  - or by calling us at 817-468-0306.

<b>Camp Week</b>	<b>Payment Due Date</b>
Week 1 June 6- June 10	6/1/2022
Week 2 June 13-June 17	6/8/2022
Week 3 June 20- June 24	6/15/2022
Week 4 June 27-July 1	6/22/2022
Week 5 July 5- July 8	6/29/2022
Week 6 July 11-July 15	7/6/2022
Week 7 July 18-July 22	7/13/2022
Week 8 July 25-July 29	7/20/2022
Week 9 August 1-August 5	7/27/2022

Summer Adventure Camp  
Tuition Fees 2022

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**WEEKLY RATE (weekly rates non-adjustable, required regardless of days or weeks attended)**

\$130 - First child  
 \$125 - Second child  
 \$120 - Third child and any subsequent

**ENROLLMENT FEES (non-refundable)**

First child  
\$30

Second child  
\$25

Third child  
\$20

## PENALTY FEES

- **\$15 Late Payment Fee** - This fee will be applied if you do not pay **in full and on-time** per the payment policies listed above.
- **\$10 Late Pick-Up Fee** - This fee will be applied for each 15-minute increment after 6:30pm that your child has not been picked up.
- **\$25 Chargeback Fee** – This fee will be applied for all credit card chargebacks. After two chargebacks.

## PARENTAL NOTIFICATIONS

We strive to keep all parents informed regarding program changes or other important information affecting your child or your account as they occur. Parents are notified of these changes either by posted notice at the program site, written notice given to the parents at the program site, or phone calls and emails from our administrative office.

## WITHDRAWAL FROM SERVICES

A notice of two weeks must be provided to cancel any week of camp or transfer to another week. This change must be completed with our Administrative Office, we will not refund any fees paid if cancellations is note made within the two-week time frame.

You are required to call the administrative office prior to withdrawal if your child is no longer going to attend the program. Re-admission will require an enrollment fee per enrollment policies. You will continue to be charged until we have received notification. Any applicable refunds are approved and processed at the administrative office.

## SUMMER PROGRAM POLICIES

### SIGN-IN PROCEDURES

A parent or authorized person as notated on the enrollment form must drop-off your child each day of their attendance, the parent or authorized person must escort the child to the gym door each day. Tarrant County Kids staff will sign-in children with the time, their initials, and the name of the individual dropping the child off on our attendance records.

### SIGN-OUT PROCEDURES

Children may not leave the summer camp program without being signed-out by:

- An authorized person on the enrollment form (must have ID).
- A person (not on the enrollment form) authorized by emergency pick-up verification procedures (see below).
- Pick-up personnel must be 18 years of age or older. Otherwise, an **Authorization for Minor Pick-Up** form must be completed by the primary contact.
- Children will not be released to any person without verification of identity of the person that the Site Manager and/or Site Instructors do not know.
- Tarrant County Kids will sign-out children with the time, their initials, and the name of the individual picking the child up on our attendance records. State guidelines require all children to be signed out at the time of pick-up.

Be prepared to present your identification (especially during the first week), and make sure that anyone who is picking up your child has proper picture identification and is on the pick-up list. Children will not be released to authorized persons. Only the person who completed and signed the enrollment forms can make any changes to information on the form and must do so in writing.

### **EMERGENCY PICK-UP VERIFICATION PROCEDURES**

If your child is being picked-up by someone not listed on the enrollment form, the following steps must be completed to ensure the safety and security of your child:

- The primary contact must call the administrative office or summer camp site to inform the program staff of the emergency pick-up name and information.
- The security code on the enrollment form and valid ID of the emergency pick-up person must be presented at the time of pick-up.

### **LATE PICK-UP FEE**

A **\$10 Late Pick-Up Fee** will be applied for each 15-minute increment after 6:30pm if your child has not been picked up.

- We will attempt to contact the parents and emergency contacts to arrange pick-up of a child after 6:30pm.
- Our staff are still on the clock when parents are late picking up, therefore Late Pick-Up Fees will not be reduced or waived for any reason to include traffic and weather issues.
- This fee must be paid in full along with your weekly tuition by the following Monday no later than 6:30pm.
- If you have three Late Pick-Up Fees, your child may be removed from the program.
- We will contact the Arlington Police Department if your child is not picked-up by 7:30pm.

### **PERSONAL BELONGINGS**

- All belongings should be clearly marked with your child's name.
- Money is not allowed except for field trip purposes or special occasions. If your child brings money to the program, Tarrant County Kids cannot be responsible for lost or stolen money, or purchases made. If your child purchases something the staff deems inappropriate, the item will be taken away and given to the parents at pick up.
- Children can bring personal gaming systems, toys and other personal items. However, if an item begins to cause problems, it will be taken away and given to parents at pick up.
- Please remind your child to take all belongings home every day.
- Children will not be permitted to share their personal electronics and toys, we ask that all belongings stay with your child or in their backpack.

**Tarrant County Kids will not assume responsibility for lost, stolen or broken items at the operation site.**

### **PERSONAL COMMUNICATION DEVICES**

To avoid interference with program facilitation, your child's cell phone use will be limited. If your child needs to communicate with you on an emergency basis, the program's phone will be made available. We will not be able to accommodate daily communication but will make every effort to see that your child's needs are met.

## **LUNCH AND SNACKS**

- **Your child must bring a sack lunch to the program every day.**
- Tarrant County Kids provides a nutritious snack in the morning and afternoon.
- If desired, children may bring snacks from home, but may only eat it during snack time.
- Only individually-wrapped items can be shared with other children on special occasions.
- Special needs dietary restrictions must be communicated by the parent and appropriate forms completed.
- We will attempt to meet any special dietary considerations.

## **STAFF RATIO**

Tarrant County Kids strives to maintain a child/staff ratio of 15:1 at the site, and 10:1 for field trips. The Texas Department of Family and Protective Services requires a ratio of 26:1 we default to this ratio when 15:1 cannot be met.

## **FIELD TRIPS AND TRANSPORTATION**

There are scheduled field trips (to include swimming at outdoor pools) throughout the summer. Costs associated with all field trips are included in your weekly fee.

- You will be notified if additional money is needed for specific field trips.
- Children can bring extra money to purchase items for themselves on some field trips, but not all.
- All children present must attend all field trips.
- There are not staff present at the program site during field trips.
- Parents must ensure their child is signed-in prior to departure for a field trip.
- Transportation is provided using AISD school buses with AISD bus drivers.

## **OUTDOOR SAFETY**

Children will experience outdoor activities in our program, which may include playing on the school's playground equipment. Play equipment at each of our program sites (schools) may or may not meet Licensing standards specified by the Department of Family and Protective Services.

# **BEHAVIORAL EXPECTATIONS**

## **CHILD & PARENT RESPONSIBILITIES**

### **Children must...**

1. Learn to accept the consequences for his/her own actions.
2. Respect the rules that guide him/her during the day, and will control his/her feelings so that his/her actions do not hurt anyone in the program.
3. Not willfully destroy or harm any equipment or property in the building, or anyone else's property while he/she is in the program.
4. Keep hands, feet and objects to themselves.
5. Not use inappropriate language.
6. Remain with a staff member always.
7. Return materials and equipment to the place they found them.
8. Finish activities and clean up afterward.

9. Use the restroom without assistance.
10. Successfully operate within a ratio of child/staff ratio of 15:1.

### **Parents must...**

1. Act in a respectful manner when dropping off or picking up their child. Abusive language or threatening behavior will not be tolerated and may be grounds for removal.
2. Assist us in working with their child regarding behavioral issues. Appropriate behavior and cooperation are expected of all program participants.
3. Refrain from walking through the gym into the school for any reason.
4. Refrain from addressing children that are not their own.
5. Remain near the entry table when picking up their children.

### **Parent Guardian Code of Conduct**

Girls Inc. of Tarrant County and TCK staff are not trained to interpret legal documents. Authorization for pick-up personnel will be determined based on the information provided at the time of enrollment via the enrollment form. Additional pick-up persons may be added by contacting the administrative office. Staff will not get involved with custodial disputes regarding a child, parents and/or guardians should coordinate together to ensure all legal documents are followed accordingly. Placing Girls Inc. of Tarrant County and TCK staff in a position where they are expected or requested to enforce or monitor custodial challenges may result in suspension or removal from TCK programs.

### **CHILDREN IN PRE-K 4 & KINDERGARTEN**

In the event that your child has a toileting accident we request you to send an extra pair of clothes in your child's backpack in a sealed Ziploc bag labeled "Summer Adventure Camp". If your child requires assistance staff will assist only by providing cleaning materials and unbuttoning/buttoning of clothes as needed. If a child is unable to clean themselves properly on their own, does not have a change of clothes, or has multiple toileting accidents their parent or guardian will be called, and the child will be sent home.

### **DISCIPLINE & GUIDANCE**

In accordance with the Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance, our agency adheres to the following guidelines:

- Discipline must be:
  - Individualized and consistent for each child;
  - Appropriate to the child's level of understanding; and
  - Directed toward teaching this child acceptable behavior and self-control.
- A staff member may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - Reminding a child of behavior expectations daily by using clear, positive statements;
  - Redirecting behavior using positive statements; and

- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  - Corporal punishment or threats of corporal punishment;
  - Punishment, shaking, or biting a child;
  - Hitting a child with a hand or instrument;
  - Putting anything in or on a child's mouth;
  - Humiliating, ridiculing, rejecting, or yelling at a child;
  - Subjecting a child to harsh, abusive or profane language;
  - Placing a child in a locked or dark room, bathroom, or closet with the door closed;
  - Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

The Tarrant County Kids standard of child guidance is positive and based on assisting the child to learn to better control his/her responses to situations.

## BEHAVIORAL CONSEQUENCES

When a child chooses to misbehave or not follow the instructions of the program staff:

- He/she will be verbally redirected for minor incidents.
- He/she will be separated from the other children in reflection time. Reflection times are approximately five minutes long and are designed to allow the child to think about his/her actions and start fresh afterwards.
- Additional reflection time may be used for continued misbehavior, and a Behavior Report will be written. **Behavior Reports** are on-site notices designed to inform parents of their child's behavior.
- We require the parent to sign the Behavior Report and then it is turned in to our administrative office. Copies of Behavior Reports may be requested.
- Under normal circumstances, when two or three Behavior Reports are written for a child, the parent will receive:
  - **1<sup>st</sup> Letter** – This is the first warning. This letter also serves as a reminder to review our rules and policies within the parent handbook. The Behavior Reports will be attached. If another Behavior Report is written after the parent has received the 1<sup>st</sup> Letter, then the parent will receive the 2<sup>nd</sup> Letter.
  - **2<sup>nd</sup> Letter** – This is the final warning. This letter is our last attempt to encourage positive behavioral change. Once again, Behavior Reports will be attached. If another Behavior Report is written after the parent has received the 2<sup>nd</sup> Letter, the parent will then receive the 3<sup>rd</sup> Letter.
  - **3<sup>rd</sup> Letter** – This letter is a notification of suspension or removal from the program. Suspensions last five program days. Upon return from a suspension, the child is subject to further suspensions or expulsion if the behavioral issues continue.
- Behavior that is more extreme, such as acts of physical aggression or inappropriate language and/or touching, may be grounds for immediate suspension and/or expulsion from the program.
- If a child destroys property belonging to Tarrant County Kids or the school, the parent will be responsible for paying for the cost of the damage.
- Any child exhibiting behavioral problems will not be allowed to participate in field trips.



Tarrant County Kids reserves the right to remove any child at any time for any purpose the agency feels is reasonable. Tarrant County Kids also reserves the right to request without advanced notice that a child is picked up immediately due to behavior concerns.

Tarrant County Kids provides a quality experience for most children, however, it is not the best environment for every child or for the same child at different developmental stages.

## EMERGENCY PROCEDURES

### MEDICAL RELEASE

Parents of all children in our programs are required to submit a medical release form providing Tarrant County Kids permission to seek medical attention for your child in case of an emergency.

- **It is imperative that parents notify the Administrative Office of any change to home, work and medical phone numbers.**
- Incorrect numbers may result in the removal of your child from our program.

### IN CASE OF ACCIDENT

Tarrant County Kids always considers the child's safety above all other factors and will call for emergency medical assistance whenever immediate medical attention is needed.

- A member of the staff will carry out immediate First Aid/CPR and/or call for assistance.
- A member of the management staff will call you (or emergency contact) to advise you of any accident needing medical attention.
- In case the parents or designated person cannot be reached, a staff member will have the authority to transport the child to a hospital.

### MEDICATION ADMINISTRATION

We will not administer medication (prescription or non-prescription) without the written authorization of the parent on an **Authorization for Administering Medication** form.

- The Authorization for Administering Medication form must specify the dates, times and amounts of medication to be given, and it will be kept on file at the program location.
- Parents must complete an **Authorization for Administering Medication** form at the main office when enrolling and provide medication when the form is submitted. **The office will not accept the form without the medication and the enrollment will be considered incomplete. The office will ensure the site receives both form and medication in time for the child's first day.**
- Any medication brought to the office must be in its original container and clearly labeled with the child's first and last name.
- For children with periodic and recurring medical problems requiring continuous medications (such as asthma or diabetic medications), the parent must provide written authorization every six months.
- **Medication must not be expired.**

### SPECIAL PROGRAM NEEDS

We require a statement of your child's special concerns needs or problems to include, but not limited to, food/other allergies, existing illness, previous serious illness/injuries, hospitalizations within the last 12 months, behavioral/emotional issues, and any medications prescribed for continuous, long-term use.

- **Food Allergies** – A Food Allergy & Anaphylaxis Emergency Program Plan is necessary for any child with a food allergy that has been diagnosed by a health-program professional (we have this form in our office). The form must be signed by both the parent and the child's health-program professional.
- **Other Special Program Needs** – A written, signed and dated statement from either the parent/guardian or the child's physician describing the child's special condition.
- Your child must be able to participate in a group setting and not require one-on-one program.

## IN CASE OF ILLNESS

Please do not bring your child to the program with a contagious illness. If it is apparent that your child is ill and should not remain at the site, you will be called and asked to make other arrangements.



- If your child feels ill during the program and cannot participate, we will attempt to give your child a place to rest while you are notified.
- State law requires those children with a temperature of 100.4 or higher be sent home. If a child is sent home with fever, he or she must be free of fever for 24 hours before returning to the program. You will be asked to pick up your child immediately.
- Signs of possible severe illness include unusual lethargy, irritability, persistent crying, difficulty breathing, rash with fever, pink eye(s), behavioral changes or any other unusual signs.
- If your child has had two or more episodes of diarrhea or vomiting within 24 hours, the child may only return to program after the diarrhea or vomiting has subsided for 24 hours.

## HEAD LICE

In the event that a child comes to the program with head lice, we take every measure possible to prevent spreading.

- Children will not share combs or brushes.
- Children will not share towels, blankets, pillows, clothes, etc.
- Lost and found items will be laid out on a table every Friday and you will be asked to check the table for any items that might belong to your child.
  - Any leftover lost and found will be turned in to the main office every Friday night.
- Staff should be aware of any itching children and will check hair if needed. Checking any child's hair will be done discreetly and conducted outside to eliminate any embarrassment.
- You will be called and told to come get your child immediately.
- The child will be asked to sit near the staff table until you pick him/her up, but all efforts will be made to not embarrass the child in front of their peers.
- The child may not come back to the program until 24 hours after their treatment has been applied and completed, and any lice or their eggs (nits) must be gone for a length of 24 hours.

## SAFETY DRILLS

Fire drills are conducted monthly at each of our sites. Severe weather and lock-down drills are conducted once every three months. Each site has an **Emergency Preparedness** plan which is available for your review at any time.

## **ADDITIONAL INFORMATION**

### **GRIEVANCE POLICY**

Should a problem, question or complaint arise, please speak with the Site Manager.

- If you are not satisfied, you may contact the Director of Tarrant County Kids.
- If, after speaking with the Director of Tarrant County Kids, you are not satisfied, you may contact the COO.
- All problems, questions or comments concerning billing and enrollments should be directed to the Account Manager.
- We welcome your ideas, comments, and questions. Feel free to contact us!

### **PARENTAL OBSERVATION & PARTICIPATION**

Tarrant County Kids has an open-door policy whereby parents can observe their child(ren), the program operation, and program activities, without prior notice, at any time during the hours of operation.

Parents wishing to stay longer than 15 minutes must have a current background check and volunteer form on file with Tarrant County Kids, and be approved by the Director of Tarrant County Kids.

### **LICENSING & MINIMUM STANDARDS**

Tarrant County Kids maintains the program standards as set forth by the Department of Family and Protective Services (Child Care Regulation CCR). A copy of the Minimum Standards and our most recent Licensing Inspection Report are posted for your review at every location site, and are available upon request at our administrative office.

Parents may contact the local Licensing office of the Department of Family and Protective Services (DFPS) by calling 817-321-8000, or visit them through the DFPS web-site at [www.dfps.state.tx.us/child\\_program/about\\_child\\_program\\_licensing](http://www.dfps.state.tx.us/child_program/about_child_program_licensing).

To report suspicions or incidents of child abuse or neglect, contact the Child Abuse Hotline at:

- 1-800-252-5400.

### **EMERGENCY PREPAREDNESS PLAN**

An emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibilities and facility readiness with respect to emergency evacuation and relocation. The plan addresses the types of emergencies most likely to occur in your area including:

- An evacuation of the children and program givers to a designated safe area in an emergency such as a fire or gas leak.
- A relocation of the children and program givers to a designated, alternate shelter in an emergency such as a flood, a hurricane, medical emergency, or communicable disease outbreak.
- The sheltering and lock-down of children and program givers within the operation to temporarily protect them from situations such as a tornado, volatile person on the premises, or an endangering person in the area.

## 1. Evacuation, Relocation, and Sheltering/Lock-Down of Children

- a. The first responsibility of staff in an emergency evacuation or relocation is to move the children to a designated safe area or alternate shelter known to all employees, program givers, parents and volunteers.
  - o **Fire** - The children will move in single-file line to the relocation area which is on the playground and at least 50 feet away from the building. The relocation area is posted within the gym. Each gym is equipped with a fire extinguisher located near the exit doors.
  - o **Tornado or Severe Weather** - The children will move into an interior hallway that has no view of glass windows or doors. If this is not available, the location is in the nearest restrooms.
  - o **Intruder** - The staff will attempt to utilize an area of the school that can be locked and where the children are hidden from view.
  - o **Off grounds** - If the children must be moved off grounds we will coordinate with AISD bus transportation to drive the children to the alternate shelter.
- b. Children with limited mobility or who otherwise may need assistance in an emergency, such as children who have mental, visual, or hearing impairments will be given special consideration and attention by the Site Manager to ensure proper evacuation or relocation.
- c. The emergency evacuation and relocation diagrams are posted in the gym.
- d. The staff are responsible for moving the children to a designated location within the operation where the children should gather during a sheltering/lock-down emergency. They will bring items to allow for accountability and safety.
  - Children's Files - contains enrollment forms and contact information for each child.
  - Blue Book - contains Emergency Preparedness Plan and first aid guide
  - Attendance binder - contains the Attendance Sheets which track children in our program.
  - Site cell phone and charger
- e. Alternate shelter will be provided at:

Girls Inc. of Tarrant County / Tarrant County Kids  
2820 Matlock Road, Arlington TX 76015
- f. Children in attendance at the time of any emergency will be accounted for at the designated safe area or alternate shelter by conducting face-to-name attendance to establish visual confirmation of each child.

## 2. Communication

- a. The site manager keeps the site cell phone at all times.
- b. The site manager or other designated staff will use the site cell phone to communicate with local authorities, parents, Texas DFPS or the program director. If relocated to the alternate shelter, the staff may utilize the office phone:  
817-468-0306

3. **Continuation of Program** - At the end of an emergency evacuation or relocation, at least two staff will stay until all the children have been released to their parents or authorized pick-up persons.
  
4. **Reunifying Children to Parents After an Emergency** - During an emergency, the Site Manager or other designated staff will contact the parents with the site cell phone of all remaining children to make them aware of the emergency. Children will be released to an authorized person once signed-out by that individual.



**Tarrant County Kids**  
**2820 Matlock Road**  
**Arlington, Texas 76015**  
**817-468-0306**  
**[www.TCKids.org](http://www.TCKids.org)**