



PARENT ORIENTATION

UPHAUS CDC

AUGUST 2024

MEET OUR STAFF

- Stephanie Cook O'Neal - Director
- Breana Chapa-Assistant Director
- Cristina Mayen-Infant Teacher
- Ana Lopez-Infant Teacher
- Crystal Vera- Mobile Infant Teacher
- Brittany Gonzalez-Mobile Infant Teacher
- Nadiuschka Vega- Toddler Teacher
- Laressa Herrera- Toddler Teacher
- Angela Garcia- 2s and 3s Teacher
- Sofia Pesina- Flex Teacher

WHO WE ARE

- Uphaus Child Development Center is a non-profit child development center located at 5200 Freidrich Lane in Austin, Texas
- We are a center created by Austin ISD for Austin ISD employees.
- We have called Uphaus our home since 2019
- The center is licensed by Texas Health and Human Services and complies with Minimum Standards for Child Care Centers.

PHILOSOPHY AND PROGRAM GOALS

- **MISSION**

- To provide the highest quality care and education of children that is child-centered and values all children as individuals

- **VISION**

- To continue to provide affordable child care to our Austin ISD staff while achieving Texas Rising Star designation

- **CORE VALUES**

- High expectations for all.
- Excellence in teaching and learning.
- Respect for the individual.
- Resources to support families.
- A community with shared purpose and commitment.

DAYS AND HOURS OF OPERATION

Closure Dates: The center will operate in accordance with the Austin ISD 12-month calendar.. AISD calendars can be found at austinisd.org.

The center will be closed to staff & children on all staff AISD holidays.

- Operating hours are 7:00AM-5:00PM Monday-Friday
- **Staff Development Days:** Uphaus CDC staff is required to attend professional development each school year in order to secure yearly state licensing requirements. These training session dates will be communicated with families in a timely manner in order to have families plan ahead for the closure of the center.

ELIGIBILITY AND ENROLLMENT

CHILDREN'S ELIGIBILITY

- Uphaus Early Childhood Development Center is available to AISD employees as a benefit of the district. If you are no longer employed with Austin ISD, you will have a full month to find alternate childcare.

ENROLLMENT PROCEDURES

- Parents receive a copy of the operational policies upon admission. Operational policies are reviewed annually and changes are made as needed.

Prior to attendance, parents must bring:

- Physical Examination Form for child
- Immunization Record for child
- Enrollment Information Form
- Child Information (Infants will need to update feeding/developmental information monthly)

TUITION

Tuition and Fees

- There is a yearly \$50 registration fee and a \$200 supply fee. These fees are nonrefundable.
- The monthly fee for Infants (6 weeks-17 months) is \$1,100. The monthly fee for Toddlers (18 months – 35 months) is \$1,000. Pre-K (3 years) is \$900. Payments are due on the 1st of the month. If payment is not received by the 5th of the month, there will be a 5% late fee charged.
- No adjustments are made for illness, vacation or school closures.
- Make checks payable to Uphaus ECC
- Where should you drop your payment off?

Workforce Vendor

- [For Parents — Workforce Solutions Capital Area \(wfscapitalarea.com\)](http://wfscapitalarea.com)
- We are a Workforce Vendor. We currently have a contract open with Workforce Solutions Capital Area.
- If you think you qualify for child care subsidy follow the link and complete the forms.

UPDATING EMERGENCY CONTACT INFORMATION

- It is very important to notify the director of address changes and phone number changes.
- When a child becomes ill at Uphaus CDC, staff will contact you based on the information provided on the admission forms, please indicate what number you would like us to call first on the form. It is important that we are able to locate you at all times.
- When updating information please email the director, call the director (512-414-5520 ext. 58538), and send the director a message on ClassDojo.

ITEMS FROM HOME

- No jewelry, no hair barrettes, clips or bands
- Leave the toys at home, we have plenty of toys.
- For infants, a fitted crib sheet is the only thing that can go in their crib
- No pillows for toddlers please, their bedding should be able to fit in their designated slot
- No cloth diapers beyond the infant and mobile infant room.
- Clothing should be weather appropriate
- Please pack a bucket bib and utensils for eating

WHAT DO I NEED TO BRING?

- **WHAT YOUR INFANT WILL NEED DAILY**

- Change of clothing
- 6-10 disposable diapers; diapers are checked and changed frequently
- Diaper wipes
- pacifier, if baby uses one (label the pacifier)
- 4-6 PRE-MADE BOTTLES, LABEL TOPS AND BOTTLES
- baby food when baby is old enough: label jars
- hat during cold weather
- sweater or jacket during cold weather (infants go outside daily)

- **WHAT YOUR MOBILE INFANTS AND TODDLERS WILL NEED DAILY**

- 6 disposable diapers
- Diaper Wipes
- toddler cup/water bottle, LABEL THE ITEM
- multiple changes of clothing
- coat, hat, mittens during cold weather
- toddlers must wear close toed shoes, preferably socks and tennis shoes

ATTENDANCE

- Attendance to our program is not mandatory. However, in the event your child is missing more days than they are actually present, we may have a conversation as to whether you really need a spot. Again, we want to be true to our Austin ISD community.
- Attendance is mandatory if you have a contract with Workforce Solutions.

ARRIVE BY 8:30 A.M.

- Parents are expected to arrive by 8:30AM, this will ensure children get the most from their day and will help develop a routine for children; please notify the teacher or director if you have a morning doctor's appointment so we can plan accordingly.
- While we understand things come up, it is important for your child to arrive on time to join the group and participate in all of the day's activities. Irregular arrival times create confusion and a feeling of being left out of the group.

PREK 3 ARRIVAL TIME

- If your child has been admitted to PreK 3, please drop them off in the orange hallway between 7:10 A.M. and 7:40 A.M. CDC staff will not take PreK 3 children.
- If you arrive after 7:40 A.M., your child needs to be dropped off in the office, please do not walk them to class.

PARKING

- Please use the street parking or staff parking on either side of the building. **YOU MUST ENTER AND EXIT THROUGH THE FRONT DOORS ONLY.** Please do not park in any spots that are reserved for staff members, and do not park in the disabled parking spots.
- Parking in the bus circle is for parents that are doing a quick goodbye. If you need a few minutes with your child, you need to park on the street or in the staff parking.
- If school personnel ask you to move your car, please do so promptly.

ARRIVAL

- Parents are expected to arrive by at 8:30AM to the center and remain with their child until the Health Check is completed with the child's teacher.
- Classroom doors open at 7:00 A.M.
- The parent or authorized adult must bring their child into the center. When you bring your child to his/her classroom, communicate to the teacher that you have arrived. Upon arrival to the classroom you are required to sign your child in on the sign-in log. Please use this time to share any information we may need to help us plan your child's day. Your child's belongings are to be placed in his or her cubby.
- **Tips for saying goodbye**
- The transition period from home to school is an important time of the day. You should plan to allow you a few moments to help your child get his or her day started.
- Although it may be hard for you to say goodbye to your child, please be reassured that we will call you if there is a problem. Give a hug and a kiss, say goodbye with a smile, and leave. **Sneaking away sometimes causes your child to panic, always say goodbye.** Teachers will continue to reassure your child that you will be back and will provide plenty of distraction and entertainment.

DAILY HEALTH CHECK

- Each morning you will be expected to participate in a child Health Check. A Health Check consists of checking and/or changing your child's diaper under the supervision of your child's teacher. Check your baby's diaper even if you just changed it before leaving home. You are required to complete the health check with your child's teacher even if you arrive late. Your patience and timeliness is appreciated.
- Health Check Questions:
- What time was your baby's last feeding?
- What did your baby eat?
- How much did your baby eat?
- What time did your baby go to sleep last night?
- What time did your baby wake up?
- When was your child's last bowel movement?

DEPARTURE

- Your child has been waiting all day for you to return and is so happy to see you. Greet your child as soon as you enter. Your child needs you to pick him/her up for a warm hug when you walk into the room. Greet your child first and then gather your things to go home. Staff will assist you by having as much of your things together as they can. Ask for assistance when you need help getting everything together.
- Please refrain from using your cell phone while picking up your child. Handover time is when staff will inform you of your child's day or if there is something you should be aware of health wise.

LATE PICK UP

- If you are arriving late for pick up at the end of the day, please immediately call/text to notify your child's teacher. Children picked up after 5:05 P.M. will incur a \$25 fee plus an additional \$1 per minute late fee. Late fees are applied to each child in care.
- Late pick-ups will be addressed with parents after 3 late pick-ups. In order to keep the tuition affordable teachers cannot have over time consistently. If a parent is late after 3 times the director will meet with the parent and go over the late pick up policy. The fourth time the director will issue a warning. If it happens again the parent will receive a written notice notifying them of their child's withdrawal from the program.

OPEN DOOR POLICY

- We have an open door policy in our center. Parents can come and observe their children throughout the day or come visit. Only parents, guardians, authorized family members and authorized adults may visit children in the center.
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- Be respectful of the educational activities that go on continuously within your child's classroom. Observe teachers working with children without interfering. Participate and help with the activities appropriately. Avoid unnecessary interruptions. Respect the teachers work with children. Refrain from conversations and language that are inappropriate for children.
- If your child is becoming distressed when they see you leave, we may have to limit your visit to the classroom.

TRANSITION TO THE NEXT CLASSROOM

- Parents are included in the transition process when children move from the infant classroom to the toddler classroom and from the toddler classroom to the preschool classroom. The child will make visits to the next classroom at various playtimes during the day. Then, the child will be included with the group for meals. After that, your child will take a midday nap with the group. When the child is ready, the move to the next classroom takes place.

EXPRESSING CONCERNS

- Parents are encouraged to share concerns with their child's teacher or the person directly involved with your concern. Teachers are expected to work with parents in providing care for their children. When a parent continues to have concerns regarding his/her child's care, the concerns should be taken to the center director and stated in a clear, concise manner.
- The center director strives to be fair and open-minded in handling concerns. You may contact the licensing representative for the Texas Department of Health and Human Services. You may contact the child abuse hotline at (800) 252-5400. The Texas Department of Health and Human Services website is www.dfps.tx.us and the main phone number is 834-3195 and the address is 14000 Summit Drive, Ste. 100, Austin, TX 78728.

OUTDOOR PLAY

- Young children need regular opportunities for outdoor play. We schedule outdoor play two times each day. Children must come to school healthy enough to be able to participate in outside play. We are unable to provide separate supervision arrangements for children who are unable to play outside due to temperature, wind, etc.

MEALS AND NUTRITION

- Our center does not provide free meals or snacks. Parents are required to purchase meals or pack their children's meals.
- **For children in the infant room:** please bring in all formula/ breast milk and baby food needed daily. (All refrigerated and/or open food must be removed daily).
- If your child drinks too much cow's milk, they may not be hungry for other foods with important nutrients. Some experts say that consuming too much cow's milk can make it harder for your child's body to absorb the iron he or she needs from foods.
- The only room that has a refrigerator for food storage is the infant room. The refrigerator in the mobile infant room is limited in storage, for this reason your child's lunch bag should have an ice pack. The toddler room and the 2s and 3s room do not have refrigerators, you must have an ice pack in your child's bag.

SAMPLE MENU

Components	Ages 1 -2	Ages 3-5
Milk	½ cup	½ cup
Vegetables/Fruits	¼ cup	½ cup
Bread	½ slice	½ slice
Cornbread, rolls, biscuit	½ serving	½ serving
Cooked pasta or noodles	¼ cup	¼ cup
Cooked cereals	¼ cup	¼ cup
Lean meat, poultry, fish	1 oz.	1 ½ oz.
Cheese	1 oz.	1 ½ oz.
Eggs	1 egg	1 egg
Beans or peas	¼ cup	3/8 cup
Peanut butter, nut butters	2 T.	3 T.
Yogurt	4 oz.	4 oz.

FOOD ALLERGIES

- All staff are educated annually on food allergy policies and procedures on handling exposures. Staff are kept informed on children enrolled with allergies and take precautions to ensure that children are kept safe. A list of children with allergies are posted in each classroom.
- Please let the director know if your child has an allergy or dietary restrictions.

PARTIES AND CELEBRATIONS

- Parents can send a special snack for their child's birthday. We try to eliminate sugary treats from the choices of celebration foods for children. Alternatives are muffins, whole fruits that the teacher can cut for children, and commercially prepared packaged foods in factory sealed containers that the teacher has recommended. No homemade treats are allowed.

SAFE SLEEP

- Healthy babies should always sleep on their backs. Because babies sleeping on their sides are more likely to accidentally roll onto their stomach, the side position is not as safe as the back and is not recommended.
- If your baby sleeps in a way other than on her back, the child's parents or guardians need a note from the child's physician that explains how they should sleep, the medical reason for this position and a time frame for this position.
- Keep cribs free of toys, stuffed animals, blankets, bouncers, etc. **The only item allowed in cribs is a fitted sheet on the crib mattress.**
- Infants are not to be swaddled in childcare
- When infants fall asleep during feeding they are to be placed directly in their assigned crib for naptime. Infants are never to be left to sleep on boppies or in bouncers.

SAFETY

- CAR SEAT SAFETY:

- You are required by state law to properly use a child safety seat in cars and on the school bus. Bring your child's car seat to school with you if others will be transporting your child. If you or persons transporting your child are observed not properly using a child safety seat for transportation, it will be reported to Austin ISD Police Department or the City of Austin Police Department.

- CONSUMER PRODUCT SAFETY

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- Consumer Product Safety Commission: Notices for recalled consumer products such as toys, cribs and clothing are sent to the child development center. Staff monitor and advertise any products that may be used in the center or homes. Parents may also view all communications from this agency at <http://www.cpsc.gov> Teachers and staff review the product recall list. To the best of our knowledge unsafe products are not used in the program.

SICK CHILDREN

- When a child arrives at the center, they should be well enough to participate in all activities. The center does not allow for a child to be kept inside when weather conditions permit outdoor play. If a child is not well enough for outdoor play, the child should take more time to recuperate at home.
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- Sick children should not be brought to the center. If the child's teacher or center director feels the child is not healthy enough to stay at the center, the parent will be asked to take the child home. If you feel you need to give your child Tylenol or a pain reliever before you come to school, then your child should probably remain at home.
- A child will be excluded from care if an illness prevents the child from participating comfortably in activities or creates a greater need for care than staff can provide without compromising the health and safety of other children.
- If a child becomes ill at school, the parent will be notified immediately that the child must leave the childcare center in order to reduce the risk to other children and staff. **Parents are asked to pick up within the hour.**

EXCLUSION FROM CARE

Vomiting	If vomiting occurs only once, a child might not be sent home. However, if vomiting is repeated, continuous, or a child is obviously ill, the child will be sent home.
Diarrhea	If a child has 2 to 3 loose, watery stools within a one-hour period, they will be sent home. It is recommended to take the child to the doctor if this condition continues at home.
Sores/Rash	A fine red or blister type rash on the scalp, abdomen, or genital area or blisters with crusting that is suspicious of being contagious. The child will be sent home.
Red, Water Eyes	This could be conjunctivitis and should be checked by a doctor. A doctor's release to return to child care is required.
Persistent Cough	A child with a persistent cough will be sent home.
Thrush/Yeast Diaper Rash	White patches in the mouth may indicate thrush. Red bumps in the diaper area may indicate a yeast infection. Your child will not be sent home for thrush or a yeast rash. You will need to consult a health care provider for medication.

WHEN CAN MY CHILD RETURN TO SCHOOL

After an illness, a child may return to the center:

- 24 hours after the temperature has remained normal without Tylenol or a pain reliever
- 24 hours after the last vomiting episode
- 24 hours after the last diarrhea episode
- 24 hours after an antibiotic treatment has begun
- when indicated by a note from a physician
- when the child feels well enough to participate comfortably in usual activities of the center; children may seem okay at home, but may have difficulty coping in group care.

NOTIFICATION OF COMMUNICABLE DISEASES

- Center staff will provide parents with information verbally and in writing regarding communicable diseases to which your child has been exposed. The notification will include signs and symptoms of the disease, mode of transmission, period of communicability, and control measures we are implementing at the center and suggestions on how you can implement the measures at home. This information will be posted outside of the classroom as well as ClassDojo.
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- It is vital that the school be notified when your child has developed a contagious illness so that we can notify other parents and watch the rest of the children for symptoms. If your child is ill during hours not in attendance, please let us know so we can be aware of the types of illnesses being spread within a group.

MEDICATION

- Under most circumstances, medication will not be given to a child by staff. Exceptions to this rule is lifesaving medication such as epinephrine or asthma medication. Parents are required to administer any medication before school or during lunch. Medicines that are given as often as three times a day can be scheduled so that all of the doses can be given at home. The director can help you work out a medication schedule.
- Medications that you bring for your child must be labeled with:
 - Name of the child
 - Name of the medication
 - Name of prescribing health professional
 - Date the prescription was filled
 - Directions for giving medication: dose, time, number of days, and if given by mouth, eye drops or applied topically to the skin
 - Date Medication expires

CURRICULUM AND LESSON PLANS

- We use the Frogstreet Curriculum.
- Staff turns in lesson plans to be reviewed once a month
- Activities are planned to serve children's development as well as their interests

ACCOMMODATING FAMILIES AND CHILDREN

- Activities are developed for children who may need additional accommodations, to include home language, cultural, and differing abilities (per their Individual Education Plans with the guidance of appropriate specialists).

SCREEN TIME

- Screen time for children under the age of 2 is not permitted.
- The use of computers, tablets and smart phones in the toddler room is limited to no more than 15 minutes per day. All viewed content must be age appropriate and related to a classroom activity or a teachable moment. Televisions are not used in the center.
- Children who are over the age of 2 will attend a weekly session in the library. Our librarian uses technology to aid in her lesson.

PHYSICAL ACTIVITY POLICY

- It is important for young children to get plenty of vigorous physical activity during which they may be breathing hard and exhibiting sweating with flushed cheeks. This vigorous physical activity provides healthy exercise for children's hearts, lungs, and muscles and facilitates the development of their fundamental movement skills.
- Children are encouraged to participate in physical activity during outdoor time on the playground and throughout the day inside of the classrooms. Infants age two months through 12 months will engage in outdoor play, weather permitting for an amount of time as tolerated. Teachers may put out mats on the playground for non-walking infants and take infants on stroller rides. Children 13 months and older will engage in outdoor play for a minimum of 60 minutes daily when weather permits.

FAMILY PARTICIPATION AND COMMUNICATION

Family Participation is Integral:

- Families have access to daily written and verbal communication with teachers
- Families are encouraged to visit classrooms and participate in class activities.
- Families are encouraged to contribute activity ideas.
- Parents are encouraged to have lunch with their children.
- Families are given opportunities to assist in planning and to attend center events and school events (Winter Program, Friendship Dance, Carnival).
- Center Director is available for scheduled and walk in visits.

Communication

- Parents may contact the center director through visits, phone calls, text messages and emails. Parents can always communicate with teachers through calls to the classroom phones and visits.
- Parents can also communicate using the ClassDojo app

PARENT CONFERENCES

- Teachers meet formally with parents for parent-teacher conferences twice a year and are given written reports at the conferences.
- Conferences will be held during professional development.
- Teachers share with parents the purpose of the assessments, how they are conducted, and the results. Teachers and parents are able to have two-way communications at these conferences to discuss the child's progress, accomplishments, and difficulties in the classroom as well as in the home.
- Teachers share examples of the children's work and pictures of the children engaged in activities. This is an excellent chance for parents and families to ask questions, contribute information, and offer suggestions regarding their child's care.
- Parents may request a conference at any time throughout the year

REFERRAL TO COMMUNITY RESOURCES

- Results from a developmental assessment may indicate that a child could benefit from support services. The center director will work with parents to develop a plan for appropriate services.
- **What is ECI?**
- Early Childhood Intervention (ECI) is a statewide program within the Texas Health and Human Services Commission for families with children birth up to age 3, with developmental delays, disabilities or certain medical diagnoses that may impact development. ECI services support families as they learn how to help their children grow and learn.

PROGRAM EVALUATION

- Parents will participate in a Parent Satisfaction Survey two times a year. The program values information from families and shares the information with families. The program is evaluated annually and prepares a program improvement plan. The program takes into consideration parent concerns when making program improvements. Teachers and staff develop a Long Range Plan for improvement based on parental input, observations of and goals for children, training and research in early childhood education.

GUIDANCE

- Actions taken to influence a child's behavior are aimed at helping the child become self-directed, self-sufficient and able to make wise choices in order to control behavior.
- This is most effectively accomplished through positive guidance techniques by the classroom teacher.
- Consistency between teacher and parent helps the child understand the limits of acceptable behavior.

DISCIPLINE AND GUIDANCE POLICY

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction

There must be no harsh, cruel, or unusual treatment of any child.

SCHOOL/FAMILY CONFERENCE - MAKING A PLAN TOGETHER:

- A school-family conference is an ideal way to begin to address a social emotional learning challenge.
- It includes family members, teachers and the child care director. The director facilitates this process, in which both parents and teachers are acknowledged as essential resources in defining and solving the challenge.
- The meeting participants use the Guidance Plan for Staff and Parents form to share information, come to a full understanding of the situation, and make a plan together.
- If the challenging behavior continues after conferences and other attempts towards resolution are unsuccessful, the child may need to be removed from the classroom setting

BITING

- Biting may be a part of early childhood development and a form of communication in young children.
- The best way to deal with biting is creating a consistent plan between providers and parents.
- Biting could occur for multiple reasons. Proper communication will help determine why a child is biting.
- Parents of both children are notified of a biting incident.

TOILET TRAINING

- We will help toilet train your child after you have had a successful weekend at home. A successful weekend at home means your child can tell you they have to go to the toilet or they can sign or lead you by the hand.
- While we want to support your family in this area, our teachers will have to put your child in a pull up or diaper after 2 accidents.
- Children are required to wear underwear while toilet training.

STUDENT WITHDRAWAL POLICY

- Children enrolled in the program are expected to stay in the program for a full school year. The center's budget depends upon having every position filled for the entire school year.
- If reasons arise to withdraw from the program, parents must present them to the center writing **30 days** prior to the expected withdrawal date.
- Parent Led Withdrawal from Center:
- Parents must present in writing to the center director notice of child withdrawal, 30 days prior to the expected withdrawal date.
- Tuition will not be refunded

DIRECTOR LED WITHDRAWAL

Director Led Withdrawal from Center due to Safety:

- Every effort will be made to avoid the dismissal of a child. Reasons for dismissal may be related to the child's safety, the safety of other children or the parent's non-compliance with center policies. The director of the center will make the final decision of a student withdrawal and provide this decision in writing to the parent.

Director Led Withdrawal of Student due to Non-compliance of Center Policies

- CDC Director has the authority to withdraw a student due to the following reasons:
- Tuition is overdue by one month
- Consistent disregard for the hours of operation
- Failure to treat the center staff and children with respect. We are guests at Uphaus ECC, failure to be respectful to administrators and office staff will result in dismissal.
- Failure to routinely supply your child's daily necessities (diapers, wipes, snacks, foods, change of clothes, etc.)
- A student will be withdrawn if their sponsoring guardian is no longer employed by the district.

BUILDING SECURITY

- The center is located within the Uphaus ECC campus and requires check in at the main office to access the facility.
- There are 10 exterior doors that are only opened with an Austin ISD badge. The doors lock immediately when closed and cannot be opened from the outside without a key.
- Doors remain locked throughout the day.
- DO NOT PROP DOORS OPEN
- DO NOT LET ANYONE PIGGY BACK

SCHOOL EVACUATION AND RETENTION DRILLS

- The childcare center participates in the school fire drills, evacuation drills, and retention drills. Our infant classroom will use a portable crib to load children into for safe relocation.
- **Emergency Evacuation:** If an emergency situation develops requiring children and staff to be relocated away from the center and property, the relocation information is: Houston Elementary 5409 Ponciana Drive, Austin, TX 78744, (512) 414-2517.
- Please make sure all emergency contact information is up to date.

GANG FREE ZONE

- As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session (6/1/2009), Chapter 42 of the Human Resources Code is amended to include Section 42.064 requiring that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers.
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- Child Care providers are required to inform parents or guardians of children attending child care centers about the new gang-free zone designation. The bill mandates that gang-related criminal activity and/or engaging in organized criminal activity within 100 feet of child care programs is a violation of this law and is therefore subject to increased penalty.

CHILD ABUSE POLICY

- **INDIVIDUAL RESPONSIBILITY:**

- Any person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect is obliged by law to report (Texas Family Code, Sec. 261.101a). School employees who suspect child abuse, neglect, or an act of indecency with a child must make an oral report not later than 48 hours after the hour the person suspects the child has been or may be abused, neglected or a victim of indecency, as described in Penal Code section 21.11 (Family code 261.101b).
- Your responsibility as a mandated reporter does not stop at your school. If you see something here, say something.

ANTI-HARRASSMENT POLICY

- The Austin Independent School District prohibits acts of harassment of any kind, including harassment based on race, color, religion, gender, sexual orientation, national origin, disability, or any other conduct prohibited by law, including bullying or harassment carried out via electronic forms of communication (e.g. cyberbullying via social network sites). Should you believe that you have been subjected to harassment based on sex, report the harassment immediately to the 1) Campus Administrator or the 2) District's Title IX Coordinator, Ylise Janssen, 1111 W. 6th St., Bldg. A Suite A-250, Austin, TX 78703, (512) 414-9812

SHOWING APPRECIATION

- Like what we are doing? RAVE about us! [RAVE–Recognizing All Valuable Employees | Austin ISD](#)
- The director will provide a folder with staff information if you ever want to surprise them with their favorite snack or drink.



**ALL POLICIES ARE REVIEWED ANNUALLY AND
UPDATED IF NECESSARY.**