



AFTER SCHOOL EXPERIENCE

MEDICAL • EXPOSURE • DURING • SCHOOL

PARENT-STUDENT
HANDBOOK

2022-2023





Medical Exposure During School

Baylor College of Medicine Academy at Ryan

2610 Elgin St., Houston, TX 77004

M.E.D.S. AFTER-SCHOOL EXPERIENCE OVERVIEW

After-School Experience Mission

The mission of M.E.D.S. (*Medical Exposure During School*) After School Experience (M.E.D.S. ASE) is to offer middle school students with exposure into the world of healthcare. M.E.D.S. ASE is an intentional and unique environment for the enrichment of students in partnership with our staff, the school, parents, and volunteers. We take our responsibility working with students seriously. We give students the opportunity to turn the aimless hours after school into a productive learning time.

After-School Experience Philosophy

The philosophy of this after school experience is school, student and parent focused. We partner with schools to initiate curriculums and objectives during the experience. The priority is placed on the activities, safety, relationships, physical and emotional balance for middle school students. In addition, it gives parents comfort knowing their child(ren) is in a safe, fun, and learning environment after school.

Our goal is for students to:

- a. Gain and create a sense of belonging
- b. Improve social skills
- c. Have academic support
- d. Have fun in learning
- e. Have a safe environment
- f. Build their confidence

HOURS, DAYS AND MONTHS OF OPERATION

We operate 4:00P-6:30P, Monday through Friday. The program begins in August and ends in May or June. The program will follow the school's calendar and adjust for holidays and initial release days based on that calendar.

ARRIVAL PROCEDURES

Children should proceed directly to the program area following school dismissal and check-in with M.E.D.S. ASE counselors. The M.E.D.S. ASE responsibility for your child begins when:

1. Your child is brought into M.E.D.S. ASE before school program space and checked in by the parent/guardian.
2. Your child enters the M.E.D.S. ASE after-school facility space, located in a participating school, and they are checked in by M.E.D.S. ASE staff.

DEPARTURE AND RELEASE PROCEDURES

Parents/guardians must enter the building and sign their children in and out of our experience. This assures child safety and compliance with state childcare licensing. A photo ID may be required for the release of your child. The child will only be released to his/her parent/guardian and/or those adults whom the parent(s)/guardian specifically designate during registration. Only those designated during registration will be allowed to modify your information and all changes must be made with the experience director or assistant. If a parent/guardian is not allowed to pick up a child, the M.E.D.S. ASE must have a copy of the court order signed by a judge. Without this documentation, we are obligated to release a child to a parent/guardian, if both are listed on the registration paperwork. M.E.D.S. ASE will only follow what the court order states. In the unfortunate event of a difficult/dangerous custody situation where a court order is in place, please contact the M.E.D.S. ASE director to set up guidelines regarding the release of your child. You must have a copy of any court documents regarding the restriction of release of children under our supervision. Parents are responsible for resolving any issues that may arise from their child's participation in our experience. M.E.D.S. ASE will not get involved in disputes between parents.



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ATTENDANCE

Attendance is in accordance with local regulatory requirements and accreditation. The after-school experience staff is aware of which days a student is registered for and planning to attend. Our after-school experience accommodates early dismissals and holidays as assigned to the district calendar.

CORRECTIVE ACTIONS AND BEHAVIOR

Participation in our after-school experience is honorable. We believe that all students have a right to a safe and healthy environment. We promote mutual respect, tolerance, and acceptance.

We believe in an environment that focus on being respectful of other children and staff. Your child is expected to follow staff instructions, participate in planned activities, maintain good hygiene, and clean up after themselves. Behavior patterns unacceptable in the environment:

- Bullying
- Fighting
- Threatening others
- Using profanity
- Stealing or damaging property or the property of others
- Leaving a program or activity without permission
- Endangering anyone's health or safety
- Smoking tobacco products or using e-cigarettes
- Using alcohol or drugs
- Sexual conduct
- Bringing weapons onto property

CORRECTIVE ACTIONS PROCEDURE

We offer opportunities for improvement in inappropriate behaviors:

1st Incident: Parent will be made aware verbally and/or in writing.

2nd Incident: Child will receive a written warning and one day suspension.

3rd Incident/Gross Violation: The action taken is at the discretion of the director or the assistant of after-school experience after appropriate consultation with the parent. This may result in suspension or termination. The M.E.D.S. ASE considers behaviors such as hitting staff or other students, damaging school property or supplies and running away to be gross violation. Payments are non-refundable if termination or suspension occurs due to a violation.

ELECTRONIC POLICY

Our policy is in alignment with local districts, electronics are limited to needs and will be collected if disturbance during after-school experience. Phones will be returned to parents or guardian only. We believe in creating a space for students to learn and grow without added external stimulus. In the event accidents or phone calls are needed the staff will reach the child's parents or emergency contact immediately.

PARENTAL NOTIFICATIONS

Parent/guardian notifications may be made in writing via letters, emails, fliers and/or signage at the parent portal wall. Notifications may also be made by phone calls or directly in person by after-school experience staff. Open communication is especially important to the success of your child's M.E.D.S. ASE. Conferences may be requested at any time. Activity schedules, menus and other pertinent information will be available on the parent portal wall.



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HEALTH AND SAFETY (ILLNESS AND EXCLUSION CRITERIA)

M.E.D.S. ASE staff, counselors and volunteers who work directly with children will follow required procedures to prevent the spread of exposure to disease:

1. Wear gloves when handling or cleaning body fluids, such as after wiping noses, mouths, or tending sores.
2. Specify that an employee with open wounds and/or any injury that inhibits hand washing, such as casts, bandages, or braces, must not prepare food or have close contact with children in care.
3. Remove gloves and wash hands immediately after each task to prevent cross-contamination to other children.
4. Exclude the employee from direct care when the employee has signs of illness. In order to protect the health of all children in our care, please keep your child at home if you notice that he/she begins to show signs of an illness or contagious disease or if he/she feels too ill to participate in a group care setting. Please let us know as soon as possible if your child has a communicable illness or infection. This will allow us to notify the parents of children attending M.E.D.S. ASE.
5. Children with communicable conditions may not return to the experience without a note from their physician.
6. Children with head lice will not be allowed to attend the after-school experience. In relation to head lice, the M.E.D.S. ASE will follow the same guidelines as your child's school. If your child becomes ill during the after-school experience, we will contact you to pick him/her up. In case of injury, parents will be notified immediately.

MEDICATION POLICY

Regular and ongoing medication will not be administered on-site. Arrangements should be made with the school nurse for the child to receive medicine. For emergency medication, please complete an "Authorization to Administer Medication" form which can be provided by the after-school experience staff. This form is administered during registration and requires the listing of the specific dosage your child is to be given and it must accompany all medications. Medications must also be in the original container with your child's name and all labels intact. If over-the-counter medication must be administered, it must also be accompanied by signed "Authorization to Administer Medication" form, in its the original container, labeled with your child's full name, with all labels intact and have a signed doctor's order outlining when the medication should be administered and in what dosage.

MEDICAL EMERGENCY

In the case of a medical emergency, we will call 911 and contact the child's parent(s)/guardian(s). Responding emergency medical personnel will make any determinations as to if the child should be transported to a hospital. We will provide them with the information from your child's records as to your choice of hospital and physician. In the event that this information is not specified, the child will be transported to the nearest available hospital. In the event of a head injury, parent/guardian will be notified immediately. The student will be monitored for symptoms consistent with a concussion following the injury until parent/guardian arrives.

IMMUNIZATION RECORDS

In order to participate in the after-school experience, children are required to have been examined within the past year by a licensed physician. Children must be mentally and emotionally able to participate in the experience activities. Immunization records must be current and on file at your child's school.



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SNACKS (FOOD SERVICE PRACTICES)

An afternoon snack is provided each day that includes a ½ cup of fruit and/or vegetable and whole grains. Water is the primary beverage for our after-school experience. When juice is served, it will be 100% fruit juice and will be limited to one 8 oz. serving per day. When milk is served, the milk will be low fat (1%) or nonfat milk. All snacks comply with the USDA program guidelines and are served in a family style environment to enhance self-help skills and social skills. Monthly snack menus are posted on the parent portal wall. If you send an additional snack with your child, please ensure that these foods do not include any form of peanut products, fried foods or foods that are high in sugar and saturated fats (such as chips, cookies, candy, etc.). Please refrain from bringing sugar-sweetened beverages and food from local restaurants into the after-school experience. Please also utilize these guidelines for snacks for parties and events. Ideas for healthy snacks can be provided upon request.

BUS RULES AND REGULATIONS

While children are on a bus, they are under the direct supervision of the driver and must always obey the driver. The bus driver has the authority to assign seats to students for safety or disciplinary reasons. Failure to follow the driver's rules will be considered an act of disobedience and will result in disciplinary action. For the child's own protection, hands, head, and arms must be always kept inside the bus.

Feet and bags must be kept clear of the aisle. Conversations containing offensive language are not allowed and children should avoid any unnecessary, loud, or boisterous talking. Fighting or horse play is not permitted and will not be tolerated. General regulations pertaining to the restrictions on the use of tobacco, knives or other weapons, use of profanity and obscene gestures apply to all children riding the bus. Children are expected to help keep the bus clean, sanitary, and orderly. Paper or other debris should not be left on the floor of the bus or thrown at other students.

No materials should ever be thrown out of the bus windows or doors. Damages to seats or other bus equipment by a child will require compensation from the child's parents or guardians. Restitution or immediate arrangement thereof must be made before the child's bus riding privileges are restored. Tampering with emergency doors or any other controls on the bus is not allowed.

Opening or closing the front door is prohibited by anyone other than the driver. No recorders, radios, mp3 players or other electronic devices are allowed to be brought on the bus. The bus driver has the right and will confiscate these articles if brought onto the bus.

WATER SAFETY

SAFETY IS OUR PRIORITY! Our staff are certified with CPR and first aid. After-school experience staff should have phones on their person. We encourage children to listen to instructions and obey pool rules. Children are to dive in designated areas, and never dive into an above-ground pool. Children must pass a swim test before being administered to swim in pools water above the core body. Children are not allowed to swim alone and will have supervision.

PROCEDURES FOR PARENT INTERACTION – VISITING, COMMUNICATION

Parents are always welcome to direct suggestions, concerns, compliments and complaints to the immediate caregiver, the experience director or assistant. Parents are welcome visitors to our experience. Please check daily for posted notices, fliers, or other information about activities. We appreciate input regarding expectations, suggestions, ideas, and comments on ways to improve our service to you and your family.



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PARENT ENGAGEMENT AND VOLUNTEERING

Parents are welcome and encouraged to participate with their children in a variety of activities. Three to four times per year, the M.E.D.S. ASE will host activities or events designed for your entire family. Please read our newsletters and watch for tips on helping your family be healthy and active.

In order to volunteer in a M.E.D.S. ASE Before and After-school, volunteers must have a clear criminal background and FBI check or have VIPS Clearance with Houston Independent School District. Volunteers will also need to complete a volunteer application and take the M.E.D.S. ASE child abuse course online.

EMERGENCY PREPAREDNESS PLAN

Considering the COVID-19 pandemic we abide by the guidelines and suggestions from the Centers of Disease Control (CDC). We are consistent in providing ways in which after-school experience administrators help protect children, staff, communities, and prevent the spread of this virus. COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. So, we take precautions seriously. Our goal is to reduce the spread.

Reducing the spread: **Staying Home Guidelines**

- a. We educate staff, children, and their families about when they should stay home and when they can return to the after-school experience.
- b. We actively encourage employees and children who are sick or have recently had a close contact with a person with COVID-19 to stay home. Policies are developed that encourage sick employees to stay at home without fear of reprisal, and ensure employees are aware of these policies.
- c. Employees and children are encouraged to stay home if they have tested positive for or are showing COVID-19 symptoms.
- d. Employees who have recently had a close contact with a person with COVID-19 should also stay home and monitor their health.
- e. We follow CDC's criteria on when employees should return to work.

Reducing the spread: **Hand Hygiene and Respiratory Etiquette**

- a. We teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among children and staff.
- b. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol is used (for staff and older children who can safely use hand sanitizer). Sanitation stations are located throughout the facility.
- c. We encourage staff and children to cover coughs and sneezes with a tissue. Used tissues is thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- d. Employees who have recently had a close contact with a person with COVID-19 should also stay home and monitor their health.
- e. We follow CDC's criteria on when employees should return to work.

Reducing the spread: **Masks**

- a. We teach and reinforce the use of masks. So, we create a distance space for children to remove masks in intervals while being supervised. Masks are encouraged to be worn by staff and children, especially when physical distancing is difficult. Information is provided to staff and children on proper use, removal, and washing of masks.
- b. We understand masks are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.



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EMERGENCY PREPAREDNESS PLAN

Reducing the spread: **Adequate Supplies and Messages**

- a. We support healthy hygiene by providing supplies including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, masks, and no-touch/foot pedal trash cans.
- b. We post signs in highly visible locations (e.g., entrances, dining areas, restrooms) that promote everyday protective measures and describe how to stop the spread of germs such as by properly washing hands and properly wearing a mask.

Reducing the spread: **Maintaining Healthy Operation**

- a. We keep children together in small groups with resolute staff and make sure they remain with the same group throughout the day, every day.
- b. We provide temperature checks prior to being administered into facility and follow CDC guidelines for regulatory protocols.
- c. Schedules are staggered for arrival and drop-off times to limit contact between cohorts and with other parents or guardians as much as possible.
- d. We use flexible worksites and flexible work hours (e.g., staggered shifts) for social distancing (maintaining distance of approximately six feet) between employees and others.
- e. We avoid group events, gatherings, or meetings where social distancing of at least six feet between people cannot be maintained.
- f. We limit any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible – especially with individuals not from the local geographic area (e.g., community, town, city, or county).
- g. We require the use of foot covers for visitors and volunteers for essential interaction.
- h. We provide an isolated room for students who become sick at the facility and are monitored by a nurse or medical student until parent pick-up. Personal Protective Equipment (PPE) is required to enter room.
- i. Parents are required to bring clearance from physician before returning to facility.
- j. Virtual options are available for parents who have sick children and have paid for the week(s).

Reducing the spread: **Cleaning and Disinfection**

- a. We clean and disinfect frequently touched surfaces (e.g., manikins, equipment, door handles, sink handles, drinking fountains) within the facility and in any shared transportation vehicles at least daily or between use as much as possible. Use of shared objects (e.g., art supplies, devices, toys, games) is limited or cleaned between use.
- b. A schedule is developed for increased, routine cleaning and disinfection.
- c. When transport vehicles (e.g., buses) are used by the facility, drivers are forced to practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, masks). To clean and disinfect school buses or other transport vehicles, guidance for bus transit is used.
- d. We ensure safe and correct use and storage of cleaners and disinfectants, including storing products securely away from students. Products are used that meet EPA disinfection criteria.
- e. Cleaning products are not used by children, and staff ensures that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
- f. We encourage the use of gloves when removing garbage bags or managing and disposing of trash. Wash hands after removing gloves.



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SECURITY

The safety of children, parents and staff are especially important to us.

- a. We have a locked door system where visitors are scanned before entering. There is an identification check, sign-in/sign-out log and camera identifiers for children and visitors.
- b. Children are never released to individuals not on the child profile documents. Parents or guardians must give authority by written documentation or face time connection.
- c. Children must be walked in and out at the sign-in station by a counselor or director. Students will not be dropped off or picked up without parent or guardian entry into building.
- d. We consistently assess the susceptibility of children to threats of kidnapping, international terrorism, domestic terrorism, and other dangers. Our relationship with professionals is always considered to those children who is in harm or a threat.
- e. We consistently assess the need for adding new security measures such as fencing, lighting, and telephones or cell phones for emergency calls. We partner with our local precincts to protect the area through intervals of surveillance and monitoring.
- f. During the evening and for night events we have quality security and control present in the facility. In addition, we request that local law enforcement drive by at regular intervals.
- g. Parents are confident and comfortable their child(ren) are safe while in our care. We tell them about the safety and security measures in place, making sure not to violate privacy.
- h. We are well connected with The Department of Homeland Security where there is guidance for bomb threats, transportation security, Alert, Lockdown, Inform, Counter, Evacuate (ALICE) Training.
- i. We have emergency codes and develop protocols. Here are the codes used:
 - BLACK - Bomb Threat. Depending on the information and location, students may or may not be evacuated.
 - ORANGE - Evacuate the building due to strange odor or unsafe situation.
 - YELLOW - Lockdown. Only the after-school experience counselors and directors move about the facility.
 - RED - Lockdown. Only the police may move about the facility.
 - BLUE - Medical emergency. Call 911
- j. Practice Drills
 - The facility will meet with fire and police representatives to conduct tabletop drills to prepare for emergency situations. A date is scheduled during this meeting for the facility to practice a Code Red or Code Yellow drill with the fire and police here to observe and give us feedback.
- k. Safe Team
 - The facility has a Safe Team that consists of the Director, Counselors, Lead Students and Safety Personnel. We meet regularly to review scheduled or unscheduled drills and discuss procedures. All Safe Team members have received special training on Emergency Preparedness.
- l. Fire Drills
 - We conduct at least two drills a summer. Classrooms have primary and secondary routes for exit. Drills happen at various times of the day, we will practice “thinking on your feet” scenarios in which a typical route might be blocked. We encourage parents to practice fire drills at home. Every home needs an escape route and a meeting place.
 - The child’s confidential medical history will include the child’s physician’s name, address and telephone number, and identification of the child’s seizure disorders, allergies, and or any existing communicable disease.
- m. Provide proper supervision during waterfront activities
 - The minimum counselor-to-child ratio during swimming: (1) One counselor for each child with seizure disorder or with any other handicapping condition identified by the child’s parents, guardian, physician, or residential care provider that might result in unusual emergencies in the water; (2) One staff member for every five (5) children during swimming and waterfront activities.

When the pandemic ends or if any other communicable disease occur, we will continue to follow guidelines and protocols for reducing the spread of germs and viruses.



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SECURITY

At all times, our emphasis will be on keeping children safe. In cases of inclement weather, the program will follow specific school district recommendations. If the school is closed or all after school extracurricular activities are cancelled due to weather, the M.E.D.S. ASE after school experience will also be closed. If the weather begins to worsen during the day, we will ask you to pick up your child as soon as possible so our staff members may get home safely.

BILLING POLICIES AND PROCEDURES

M.E.D.S. ASE has weekly, and monthly fees based on the individual school district calendar year. All early dismissal days and in-service days are included in the monthly fee. Holiday care and school holidays will require an additional fee. Payments are due prior to the first of each month. To ensure a spot and to avoid late fees it is recommended that you schedule payments with an auto-draft. Your payment will be drafted from your account on the 1st of each month. Drafting is available through a credit card or EFT. Payment may also be made in-person at the M.E.D.S. ASE prior to the first of each month. Space is limited so your spot is not guaranteed until your payment is scheduled or paid in full.

Cash, check, credit card, money order or cashier's checks are accepted as forms of payment. There will be a \$30.00 charge for insufficient payments. Child will not be able to return to facility until payment is made in full. In the event of program cancellations due to inclement weather or facility issues that prohibit children from attending school, the M.E.D.S. ASE recognizes three days of care as a full week of service. Based on this balance billing, accounts will be credited for a maximum of 3 days in any full week of cancellations. When withdrawing from the experience or putting your draft for the afterschool program on hold, written notice must be turned in to the M.E.D.S. ASE, and must be provided at least two weeks prior to your draft date. No refunds will be issued to anyone withdrawing after the first day of the month. All membership fees are non-refundable.

RECIPT REQUEST

When making payments, you can print a copy of receipt or in-person. Please retain all receipts and canceled checks for your records. Please see a M.E.D.S. ASE staff for tax information to adhere to the child and dependent care credit that provides a tax break for parents or guardians who are responsible for the cost of the after-school experience or summer camp.

LATE PICK-UP OPTIONS

Late Pick-up is 6:30P-7:30P and is \$30 additional fee and paid during registration. Unplanned late pick-up is \$15 for up to 30 minutes and \$30 after 30 minutes (paid upon pick-up). If running late, please call a M.E.D.S. ASE staff representative.

CHILD'S BELONGINGS

Children should be dressed for active indoor and outdoor play. A change of clothes is recommended. Parents will supply their children with insect repellent and or sunscreen if necessary. M.E.D.S. ASE after-school experience will not purchase, provide, or apply insect repellent and sunscreen on participants. Items brought to the facility by your child must be labeled and we expect children to be responsible for their personal belongings. Please leave toys, money, video games and players, eleven iPods or other MP3 players, cell phones and anything not allowed by your child's school district at home. The M.E.D.S. ASE cannot credit or compensate for lost, damaged or stolen items.



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CHILD ABUSE PREVENTION

M.E.D.S. ASE is committed to keeping all children safe and we make every effort to prevent child abuse. M.E.D.S. ASE recognizes that child abuse exists in a number of forms, including emotional, physical, and sexual abuse, as well as child neglect. As mandated reporters, it is our responsibility to recognize and report all suspected child abuse to the appropriate authorities.

If faced with your child disclosing abuse, or if there is a situation where you suspect abuse, but are not sure or do not have proof, call the child abuse helpline, and get support. Trust your gut and your instincts and act immediately.

If you would like to report a suspicion that a child has been harmed or is at risk of being harmed by abuse or neglect, call the Child Abuse Hotline: 1-800-252-5400. The website is www.txabusehotline.org. IF YOU BELIEVE A CHILD IS IN IMMEDIATE DANGER OF HARM, CALL 911 FIRST. Thank you for helping us keep our children safe.

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..... Please tear below and return to after-school experience staff

Parent and child understand the above information. By signing below confirms your understanding and any questions or concerns has been addressed. If any rules or guidelines are violated, the after-school experience staff has the right to cancel and forfeit your child of attending after-school experience without refund.

Parent Name: _____

Student Name: _____

Date: ____/____/____

Staff Name and Witness: _____

Date: ____/____/____

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