



**2018-2019**

**Parent  
Handbook**

# School Age Program

## Daily Schedule

The daily schedule will be posted weekly in the site binder. All times are approximate.

School Dismissal time	Attendance taken and children signed in
3:30– 4:00	Snack time
4:00 – 5:00	Homework, enrichment time
5:00 - 6:00	Computer Lab
	Games, building, creativity
	Outdoor play
6:00 pm	Eiland, Epps Island, GWF, Kaiser, McDougale Nitsch
6:30 pm	All other schools

## Weather Closings

If the school is closed, Campus Kids will also be closed. If there is an emergency such as fire, tornado, or other severe weather, we will follow emergency procedures and have a designated area of refuge. Emergency procedures and Disaster Plans are posted on the website, in this handbook and in the site binder.

## Calendar

Campus Kids will only be in operation on days school is in session. If there is a short school week, alternate care will need to be utilized. Weekly charges will be prorated for short weeks.

## Arrival

When school is dismissed, the children will meet at a designated area for Campus Kids. They will stay in the designated area until attendance is taken and all children are accounted for. Taking attendance includes a check with the main office for absentees and car riders. If a child is not leaving the school early, we will expect the child to be in the designated area and he/she will not be permitted to leave the designated area until a parent/guardian or authorized individual approved on the enrollment form picks the child up. Each child will be signed in on the attendance sheet.

## **Absences**

**Please contact the site director if your child will not attend the Campus Kids after school program. Parents/guardians are provided the site phone number at registration. If a child does not arrive at the Campus Kids designated area, the parents/guardians will be contacted immediately. If the parent/guardian cannot be reached, the emergency contacts on the enrollment form will be called.**

## **Child Release**

**Children can only be signed out by a parent/guardian or pre-authorized person listed on the enrollment form. The Campus Kids staff will only release a child to the child's parents, guardian, or authorized person who has been identified through a photo ID. The first week we will check ID's on all pickups. If a child has not been picked up by the closing time, contacts will be called. If you are going to be late please call the site director and let him know. State licensing guidelines will be followed if there is an emergency situation with a parent or guardian.**

## **Child Abuse**

**Campus Kids staff is required to report all cases of suspected child abuse. The staff is trained in child abuse recognition and will report it to the child abuse hotline. Parents who arrive to pick up their children and are suspected of being impaired by alcohol or drugs will be reported. Child abuse hotline # 1-800-252-5400.**

## **Legal Issues: Custody, Visitation**

**In order for a parent or legal guardian to be denied visitation with their child in the program, there must be a certified court order which states that person may not have contact with that child. It will be the responsibility of the parent or guardian to present that court order to Campus Kids. Please provide any court order to the site director.**

## **Sickness**

**If a child becomes ill during the program, you will be called to pick up your child. If your child does not attend school because of illness, he/she should not attend the extended day program. If there has been a serious communicable disease introduced in the after school program the parents will be notified. We will report the occurrence of any serious communicable disease to the health department.**

## **Food Allergies**

**If your child has a food allergy that requires a Food Allergy and Anaphalaxis Emergency Plan you must fill out the Food Allergy and Anaphalaxis Emergency Care Plan form found on the website. This form must be completed and signed by your child's physician before the child can attend Campus Kids.**

## **Medication Policy**

**The school nurse needs to dispense any medication to a child before a child comes to the after school program. The Campus Kids staff prefers not to dispense medication. Only in emergencies will the staff dispense medication. If there is a situation where we do need to dispense medication, a medication authorization form will need to be completed. We will follow authorization procedures when dispensing medication.**

## **Playground Equipment**

**Some of the playground equipment may not meet licensing standards. Parents will be asked to sign a release form if they agree to allow their children to play on the playground equipment.**

## **Incident/Accident Reports**

**Occasionally children will get a minor injury, a scrape, or bump. If this occurs, the injury will be treated and a report will be made to you. There will always be a staff member on site trained in first aid and CPR.**

## **Medical Emergency**

**If there is an incident requiring medical treatment, you will be notified immediately. If you cannot be reached, we will contact the person listed on your emergency contact list. If we cannot reach anyone, we will make arrangements to have the child transported to the nearest clinic/ hospital.**

## **Employee Immunizations**

**Campus Kids LLC does not require employees to have a record of their immunizations on site. TB testing requirements are set by the health department. Although it is not required at this time, it could be required in the future.**

## **Transportation**

**We do not transport children.**

## **Field Trips**

**We do not take field trips.**

## **Program Hours**

**Our program runs from school dismissal until 6:30 pm. Selected schools will close at 6:00 pm**

## **Cost**

<b>Family Registration fee (one time charge)</b>		<b>\$40.00</b>
<b>After School Program (5 days)</b>	<b>1 child</b>	<b>\$65.00</b>
<b>Each Sibling (5 days)</b>		<b>\$60.00</b>
<b>Mornings only</b>		<b>\$35.00</b>
<b>Before and After school</b>		<b>\$90.00</b>
<b>Title One Schools have different pricing</b>		

**If we have short weeks (inservice or holidays) all afterschool children will be charged \$13.00 per day. All before and after will be charged \$18.00 per day.**

## **Tuition Payment**

**Tuition is due the Wednesday before the week of attendance. Any payment made after Friday will include a \$10.00 late fee per day. Accounts that are two weeks late will be cause for disenrollment. Insufficient funds checks will be charged the maximum allowed by state law. Checks that are returned due to insufficient funds, must be replaced with a cashier's check or money order.**

## **Late Pickup**

**There will be a \$1.00 charge for every minute late for pickup. This charge is not considered tuition payment. Cash will not be accepted for payment. Payment must**

be made by the next day. Being late repetitively may be grounds for termination of service.

## **Summer Camp**

Campus Kids will have Summer Camp at selected schools. Operation time will be from 6:30am-6:30pm. Lunches will not be served. Children will need to bring a sack lunch every day.

## **Enrollment**

Campus Kids does not discriminate on the basis of color, race, national origin, religion, gender, disability, or any other status protected by law. The enrollment form must be completed before a child can be accepted into the program. If a child with special needs wishes to enroll in the program, the Director and site director will work with the parents to determine if Campus Kids can meet the needs of the child. Campus Kids reserves the right to terminate child care services at any time as appropriate to each individual situation

## **Disenrollment**

A parent or guardian may disenroll their child at any time. The required notice time is two weeks. Any time a child presents a health or safety threat to staff or other children, they may be disenrolled. Failure to follow guidelines, policies, or rules can be grounds for disenrollment.

## **Snacks**

Snacks will be provided on a daily basis. A weekly snack menu is posted in the site binder.

## **Discipline**

Campus Kids will the Discipline and Guideline policy provided by the Department of Family and Protective Services and the Klein ISD discipline policy. Campus Kids staff and parents will need to review this policy included in this handbook.

If a child displays inappropriate behavior after positive methods of discipline do not work, the parents will be asked to a conference and a plan will be discussed to change behavior. If the behavior continues, the parent will be asked to keep the child out of the program for a day. Continued inappropriate behavior will result in

disenrollment from the program. Any time there is any immediate safety threat to other children, the family will be asked to disenroll the child.

## **Family Participation**

Family members are encouraged to visit the Campus Kids program any time. Family members are always welcome.

## **Licensing Contact Information**

For complaints or concerns, you may contact the Department of Family & Protective Services for the Child Care licensing office at (713) 940-3009 or visit their website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

## **Minimum Standards and Inspections**

The Minimum Standards and most recent licensing inspection report can be found in the Site Binder on the parent table.

## **Continuity of Policies – Right to Change or Discontinue**

The policies and procedures in this handbook are intended to provide information to parents concerning Campus Kids, LLC, its services and programs. The handbook describes some of our expectations concerning participation in Campus Kids, LLC's services and programs. Parents should familiarize themselves with the contents of this handbook as soon as possible, for it will answer many questions about participation in Campus Kids, LLC's programs.

The policies and procedures in this handbook are not intended to be contractual commitments by Campus Kid's LLC and they shall not be construed as such. They are intended to be guides to management, parents, and students and are merely descriptive of suggested procedures to be followed.

The provisions of this handbook have been developed at the discretion of management and may be amended or cancelled at any time, at Campus Kids LLC's sole discretion. As such, Campus Kids, LLC reserves the right to revoke, change, or supplement these policies and procedures at any time without notice. Such changes shall be effective immediately upon approval by management unless otherwise stated. The provisions in this handbook supercede all existing policies and procedures and may not be amended or added to without the express written approval of Campus Kid's, LLC's management.

**Changes in Policy will be posted at the Parent table, In the Site Binder and in the Parent Handbook.**

## **Claims and Disputes**

**In the event a dispute arises concerning the services provided by Campus Kids, LLC and/or the Enrollment Form Agreement, you agree, on behalf of yourself and your child(ren) that such dispute (including all claims and counterclaims) shall be the subject of a dispute resolution process, as provided below. Any such dispute resolution process shall be subject to the substantive law of the State of Texas and shall be conducted in Harris County, Texas.**

**The party proposing that any dispute be submitted to dispute resolution shall do so by giving prompt written notice to the other party involved of its desire to submit the matter to dispute resolution. Promptly thereafter, but in any event within ten (10) days or such longer time as the parties involved may agree upon, the parties involved shall meet to attempt to resolve the relevant dispute. Each of the parties involved shall bear its own expenses incurred in connection with any such meeting.**

**If the parties involved in a dispute shall fail for any reason, within thirty (30) days from the initial notice provided herein to resolve the relevant dispute, then the parties involved shall submit the relevant dispute to non-binding mediation of a form mutually acceptable to such parties as a condition precedent to arbitration or the institute of legal or equitable proceedings. This obligation shall survive this Agreement.**

***Mandatory Arbitration:* If the parties involved shall fail to resolve the dispute through non-binding mediation, then pursuant to Section 2 of the Federal Arbitration Act, 9 U.S.C § 2, the parties agree any and all claims, dispute and other matters in question arising out of or concerning the services provided by the Campus Kids or this a Agreement shall be decided by final and binding arbitration in accordance with Commercial Arbitration Rules of the American Arbitration Association then in effect. The parties further agree any and all claims, disputes and other matters(including any and all claims and counterclaims not resolved by non-binding mediation) arising out of or concerning the services provided by Campus Kids and/or this Agreement shall be submitted to the American Arbitration Association or an arbitrator mutually agrees to by the parties in a single proceeding. The demand for arbitration shall be filed in writing with the other party and shall be made within a reasonable time after completion of the non-binding mediation. The parties agree to be fully bound by the arbitration decision. Any judgment upon the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof.**



## OPERATIONAL DISCIPLINE AND GUIDANCE POLICY

**Purpose:** This form provides the required information per minimum standards §744.501(7), §746.501(a)(7), and §747.501(5).

**Directions:** Parents will review this policy upon enrolling their child. Employees, household members, and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

### 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, which include at least the following:**

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) Reminding a child of behavior expectations daily by using clear, positive statements;
- 3) Redirecting behavior using positive statements; and
- 4) 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:**

- 1) Corporal punishment or threats of corporal punishment;
- 2) Punishment associated with food, naps, or toilet training;
- 3) Pinching, shaking, or biting a child;
- 4) Hitting a child with a hand or instrument;
- 5) Putting anything in or on a child's mouth;
- 6) Humiliating, ridiculing, rejecting, or yelling at a child;
- 7) Subjecting a child to harsh, abusive, or profane language;
- 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and
- 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

### ADDITIONAL DISCIPLINE AND GUIDANCE MEASURES (ONLY APPLIES TO BAP/SAP PROGRAMS THAT OPERATE UNDER CHAPTER 744)

**A program must take the following steps if it uses disciplinary measures for teaching a skill, talent, ability, expertise, or proficiency:**

- Ensure that the measures are considered commonly accepted teaching or training techniques;
- Describe the training and disciplinary measures in writing to parents and employees and include the following information:
  - (A) The disciplinary measures that may be used, such as physical exercise or sparring used in martial arts programs;
  - (B) What behaviors would warrant the use of these measures; and
  - (C) The maximum amount of time the measures would be imposed;
- Inform parents that they have the right to ask for additional information; and
- Ensure that the disciplinary measures used are not considered abuse, neglect, or exploitation as specified in Texas Family Code §261.001 and Chapter 745, Subchapter K, Division 5, of this title (relating to Abuse and Neglect).

Disaster Plan  
Campus Kids LLC All Programs

### TORNADO

Tune radio to 740 AM or Channel 11 online for updates

**Tornado Watch:** Conditions are right for a possible tornado

**Tornado Warning:** Tornado has been sighted

- Evacuate to interior hallway area between Music classrooms and bathrooms
- Drop, cover your head and neck
- Bring radio, laptop, telephone, all Campus Kids records, and emergency kit with you

### WINTER STORM

Tune radio to 740 AM or Channel 11 online for updates

**Winter Storm Watch:** Conditions present that could cause weather emergency

**Winter Storm Warning:** Severe weather expected and precautions should be taken

- Make sure all children and staff have several layers of warm and dry clothes

**Lightning:** Stay indoors, avoid electrical appliances and plumbing

### FIRE

- Drop, Crawl, head down and small breaths, if needed
- Phone 911; Give address and cross streets
- Evacuate building to pre-designated place. Bring all children's files and emergency kit
- Account for all children
- Begin phoning emergency contacts, if needed

### Evacuate the Building

- If you have to evacuate the cafeteria - go to the gym
- If you have to evacuate the gym - go to the cafeteria
- If you have to exit all school buildings - go to the parking lot
- In All Cases- go with Campus Kids files, call Klein Police, 911, principal and Larry Drown
- Children with limited mobility will be assigned to a staff member to assist in evacuation from the building
- During an emergency the kids will be kept calm by participating in calm activities such as games and other quiet activities.
- Parents will be called to let them know how and where to pick up their children

## **Campus Kids LLC**

**Campus Kids would like to welcome your family to our extended day program. Our staff consists of certified teachers from the school who will run the program and supervise homework completion.**

**Campus Kids believes that children staying in the extended day program at the school can utilize their time better to complete their homework and have more free time to play.**

**Safety, homework, and fun are the keys to the success of our program.**

**We thank you for choosing Campus Kids to care for your child(ren) and look forward to a very positive and enjoyable experience.**

# Campus Kids LLC

The logo for Campus Kids LLC features the word "Campus" in a blue serif font, followed by "Kids" in a blue sans-serif font. A red stylized graphic of a child jumping or running is positioned behind the "i" and "d" of "Kids". To the right of "Kids" is "LLC" in a smaller blue sans-serif font.

Corporate Office:  
25015 Butterwick Drive, Spring, TX 77389  
Phone 281-468-8013 Fax 281-516-9288  
campuskidsllc@yahoo.com  
**[www.campuskidsllc.com](http://www.campuskidsllc.com)**