



**2010-11**

**Parent  
Handbook**

# After School 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
3:20 – 3:40	Snack time
3:40 – 4:30	Homework, enrichment time
4:30 - 6:00	Computer Lab
	Games, building, creativity
	Outdoor play
6:00 pm	Last Pickup

## 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 are posted 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.**

## **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.**

## **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.**

## **Transportation**

**We do not transport children.**

## **Field trips**

**We do not take field trips.**

## **Program Hours**

Our program runs from school dismissal until 6:00 pm.

## **Cost**

There is a \$35.00 non-refundable registration fee. The tuition for one child is \$55.00 per week. The tuition per sibling is \$50.00 per week. The tuition charge for a prorated short week is \$11.00 per day per child.

## **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.

## **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 use a combination of the Discipline and Guideline policy provided by the Department of Family and Protective Services and the Klein ISD discipline policy.

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. Anytime 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).

## **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.

## 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.**

## **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.**



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