



## **PlaySmart After School Care Parent Handbook 2010-2011**

Welcome to PlaySmart After School Care!

Dear Parents,

This Parent Handbook is designed to familiarize you with policies, procedures and other important information about our PlaySmart After School Care Program.

If you have any questions not covered in this Handbook, please call 281.655.7272 or stop by and a K2 Academy Team Member will assist you.

We are looking forward to having you and your child with us at K2 Academy of Kids Sports!

Sincerely,

Mimi Harris, PlaySmart Director and Teacher

[mharris@k2academy.com](mailto:mharris@k2academy.com)

Natalie Burgess, ASC Team Leader and Teacher

[nburgess@k2academy.com](mailto:nburgess@k2academy.com)

Kay Rodgers, K2 Academy Owner

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## Table of Contents

- I. General Facility Information
  - a. Contact information
  - b. What Does K2 Academy offer?
  - c. Hours, days, and months of operation including holidays
  - d. Lost and Found
  
- II. PlaySmart After School Care Admissions Information
  - a. Admissions
  - b. Enrollment
  - c. Tuition
  - d. Registration and other applicable fees
  - e. Cancellation policy
  
- III. PlaySmart After School Care Program Information
  - a. Hours, days, and months including holidays
  - b. Transportation, arrival and dismissal
  - c. Attendance
  - d. Meals and snacks
  - e. Schedule/Daily Activity
  - f. Discipline
  - g. Electronics
  - h. Special Events
  
- IV. General Procedures
  - a. Release of children
  - b. Parental notifications
  - c. Field trips, water activities, animals
  
- V. Medical and Emergency Related Procedures
  - a. Dispensing medication
  - b. Handling injuries and medical emergencies
  - c. Illness
  - d. Immunization/Hearing/Vision requirements
  - e. Emergency drills
  
- VI. Parent Related Procedures
  - a. Parent questions or concerns
  - b. Observation and visitation
  - c. Parent participation
  
- VII. Child Care Licensing
  - a. Minimum standards
  - b. Licensing inspection report
  - c. Child Care Licensing contact information

## I. **General Facility Information**

### *a. Contact information:*

K2 Academy of Kids Sports  
12603 Louetta Rd #114  
Cypress, TX 77429  
Phone (281) 655-7272  
Fax (281) 655-7273  
Email [frontoffice@k2academy.com](mailto:frontoffice@k2academy.com)  
Web [www.k2academy.com](http://www.k2academy.com)

### *b. Hours, days, and months of operation*

K2 Academy of Kids Sports operates 6 days a week all year round.  
Hours of Operation: M – Th 8:00am – 7:30pm, Fri 8:00am – 6:30pm, Sat 10:00am – 12:00pm and birthday parties as scheduled on Saturdays

### *c. What Does K2 Academy offer?*

K2 Academy of Kids Sports offers a wide range of activities for ages infant thru 13. We offer gymnastics, cheerleading, tumbling, open play, adaptive gymnastics, birthday parties, school holiday camps, summer camp, parent's night out, after school care, and mother's day out.

### *d. Lost and Found*

K2 Academy has a lost and found cabinet located to the right of the coke machine in the lobby. Any items left in the facility at the end of the day will be placed in the lost and found. The lost and found cabinet will be cleaned out each month and unclaimed items will be given to charity.

## II. **PlaySmart After School Care Admissions Information**

### *a. Admissions*

Our admission process includes an explanation of our program and associated costs as well as a tour of our facility. You are more than welcome to talk with our teachers before making your decision to enroll your child in our program. It is our policy to consider each child's admission and placement individually – regardless of race, religion, color, gender or national origin – and to admit each student on a four week provisional basis. At the end of four weeks your child's teacher will evaluate his/her progress and if necessary, discuss with you any concerns.

### *b. Enrollment*

Enrollment forms will be provided to you and must be filled out in their entirety. All listed required documents must be submitted with these forms before your child's first day at our facility. In addition to the enrollment forms, you will receive a copy of this parent handbook. Please sign the last page and submit it with your other paperwork.

### *c. Tuition*

Tuition is due on the first of every month. Payments received after the 10<sup>th</sup> are considered late and a \$10 late fee will be applied to your account. To avoid a potential late fee, K2

Academy recommends that you enroll in our Auto Charge program in which your credit or debit card will be automatically charged on the 1<sup>st</sup> or 15<sup>th</sup> of each month.

Please see front desk for current tuition rates.

*d. Registration and other applicable Fees*

A \$30 registration fee and a \$100 supply fee per child are due at time of enrollment. The supply fee is used to cover the costs of materials throughout the year. These fees are due once a year and are good for an entire calendar year with the After School Care program. If you are late picking your child up from our program, a fee of \$1 per minute after 6:30pm will be automatically added to your account.

*e. Cancellation policy*

We require a two week's written notice for all cancellations. If you do not provide advanced written notice, and simply stop attending the program, you will be charged for two week's tuition.

### **III. PlaySmart After School Care Program Information**

*a. Hours, days, and months including holidays*

After School Care hours are from the time your child is dropped off at our facility until 6:30pm Monday thru Friday on normal school days. Please see the section on Fees for information about our late fees if you pick your child up after 6:30pm.

We operate from August to June in accordance with Tomball ISD and Cy-Fair ISD school calendars.

As far as holidays and school closures, our After School Care program follows the school calendars of Tomball ISD and Cy-Fair ISD. If your child does not have school due to a school holiday or inclement weather, there will be no After School Care provided.

*b. Transportation, arrival and dismissal*

K2 Academy of Kids Sports will provide transportation from a list of predetermined schools to our facility only. We will not provide transportation from any school to any other location. We will not provide transportation from our facility to any other location.

Students arrive at our facility immediately after they are picked up from their school, generally in the timeframe from 3:15pm to 4:15pm.

Dismissal for students is anytime between their arrival and 6:30pm.

All children must be signed out at the front desk. Please simply write the time of departure and your initials in the space provided next to your child's name.

*c. Attendance*

Your child's attendance is very important to us. If you know in advance that your child will not be attending After School Care for any reason, please notify the front desk as soon as possible. If your child has to leave school early for any unexpected reason, please notify our

front desk personnel by 2pm that your child will not need transportation to our facility. Advance notice of absences is very helpful to our drivers and teachers.

*d. Meals and snacks*

A snack will be provided to your child upon their arrival at our facility. Snacks are served between 3:15pm and 4:15pm. You may pack a snack for your child or provide them with money for the vending machines if you desire, but it is not necessary.

*e. Schedule/Daily Activity*

A general schedule of your child's afternoon based on his/her age group:

	K-1 <sup>st</sup>	2 <sup>nd</sup> -3 <sup>rd</sup>	4 <sup>th</sup> -7 <sup>th</sup>
3:15 – 4:05	snack/open play	snack/open play	snack/open play
4:05-4:15	role call	role call	role call
4:15 – 4:45	homework/outside	homework/outside	homework/outside
4:45 – 5:15	free play	homework	homework
5:15 – 6:30	daily activity	daily activity	daily activity

The daily activity will vary from day to day. The activities generally include, but are not limited to: movie with popcorn, arts and crafts, indoor/outdoor games, gym activities, etc.

*f. Discipline*

Our discipline strategies include positive reinforcement, redirection, and time out if needed. Physical punishment is absolutely never an option. If positive reinforcement and redirection are not effective in a situation, the child will be placed in time-out for an appropriate amount of time. The child is always given an explanation as to why he/she is being disciplined. In addition to time out, other privileges may be removed depending on the individual situation.

*g. Electronics*

Cell phones, iPods, and gaming devices are to remain in your child's backpack at all times unless special permission has been granted to use said devices.

*h. Special Events*

Throughout the year we will be having special events for your child. These events may include holiday, rodeo and/or graduation parties. You will be notified of any special events at least one week in advance.

**IV. General Procedures**

*a. Release of children*

Children will only be released to a parent, guardian or person listed on their emergency form. If you wish to add or delete an authorized person from your child's file, please notify the front desk in writing so your child's file may be updated. All persons attempting to pick up a child will be required to show a picture i.d. until our front desk personnel becomes familiar and confident as to their identity. This is for your child's safety. Please do not be upset if you, the parent, are asked to show a picture i.d. when picking up your child. We may have new faces at our front desk that are unfamiliar with you. Thank you for your cooperation and understanding.

*b. Parental notifications*

Parents will be notified in writing or by email of any policy or procedure updates or changes.

*c. Field trips, water activities, animals*

At this time our After School Care program will not participate in any field trips or water activities. Animals are not allowed at K2 Academy.

**V. Medical and Emergency Related Procedures**

*a. Dispensing medication*

K2 Academy is only allowed to administer medications to your child with your written permission. The medication must be in its original packaging with dosage information stated clearly. No exceptions will be made.

*b. Handling injuries and medical emergencies*

We do our best to ensure your child's safety while at our facility, however we cannot always guarantee that accidents will not occur. In the event of a minor injury such as a bump or scrape, we will apply ice and/or a band-aid if necessary. In the event of a major injury, we will contact you or a person listed on the emergency contact form immediately. Your child's file contains information on your medical preferences in the event of such an occurrence. If we are unable to contact anyone we will follow directions written in your child's file as to where to transport he/she if necessary. If we are still unable to contact anyone, we will follow the recommendations of the attending physician.

In either occurrence, an incident report will be filled out by the witnessing teacher and a follow up will be made to verify your child's recovery.

*c. Illness*

If your child becomes ill at our facility you will be notified immediately. If your child is running a fever, they will not be allowed to stay at our facility. Your child must be free from fever, vomiting, and/or diarrhea for at least 24 hours before they will be readmitted.

If there is an outbreak of a communicable disease at our facility, you will be immediately notified in writing.

*d. Immunization/Hearing/Vision requirements*

Your child must be current on all immunizations, hearing, and vision requirements as maintained by your child's public/private school. You must sign the health form stating that your child's immunization record, hearing, and vision screening results are on file with your child's primary school.

*e. Emergency drills*

Fire drills will be conducted and documented once a month as required by licensing.

Severe weather drills will be conducted and documented every six months as required by licensing.

Each room in our facility has a specified emergency evacuation plan posted.

**VI. Parent Related Procedures**

*a. Parent questions or concerns*

If you have any questions or concerns regarding your child or our facility please do not hesitate to talk to your child's teacher, our PlaySmart Director, Mimi Harris, or one of our front desk personnel. You may speak to them in person, by phone, or by email.

*b. Observation and visitation*

Parents are allowed to observe or visit their child any time during their stay at our facility.

*c. Parent participation*

Throughout the year we will have events and activities that will involve parents. You will be notified at least one week in advance of such events so that you can mark them on your calendar and plan to join your child at our facility.

VII. Child Care Licensing

*a. Minimum standards*

The *Minimum Standards for Licensed Child-Care Centers* are a conglomeration of rules and regulations that were created by the Texas Department of Family and Protective Services (DFPS). Child-care centers must maintain compliance with these standards at all times in order to avoid citations and further investigations by the state. A copy of these standards can be made available for your review at our facility by asking our front desk personnel or you may view them online at:

[http://www.dfps.state.tx.us/Documents/Child\\_Care/Child\\_Care\\_Standards\\_and\\_Regulations/Centers746.pdf](http://www.dfps.state.tx.us/Documents/Child_Care/Child_Care_Standards_and_Regulations/Centers746.pdf)

*b. Licensing inspection report*

You may view a copy of the most recent Licensing inspection report by visiting the following website and searching our facility by name:

[http://www.dfps.state.tx.us/Child\\_Care/Search\\_Texas\\_Child\\_Care/ppFacilitySearchDayCare.asp](http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp)

*c. Child Care Licensing contact information*

You may contact the local Child Care Licensing office at:

P.O. box 16017

Houston, TX 77222-6017

(713) 940-3009

To report suspected child abuse you may either call the PRS child abuse hotline (800) 252-5400 or report it online at [www.txabusehotline.org](http://www.txabusehotline.org)

# K2 Academy of Kids Sports PlaySmart After School Care

## Program Participation and Parent Handbook Acknowledgement Form

I, \_\_\_\_\_, have read the PlaySmart After School Care Parent Handbook in its entirety. I understand and agree to follow the rules and policies that have been presented.

Please initial the following statements:

\_\_\_\_\_ I understand that there is a 2 week written notice cancellation policy.

\_\_\_\_\_ I grant K2 Academy permission to use photos of my child in future K2 Academy publications and/or advertising such as brochures, flyers, and the K2 website.

In the event of an accident or emergency I hereby authorize my child or children to be transported to a nearby hospital, as specified in my child's enrollment forms, for medical treatment and I hold K2 Academy and its representatives harmless in the execution of such. Additionally, I hereby agree to individually provide for all medical expenses which may be incurred by myself or my child(ren) as a result of any injury sustained while participating at or for K2 Academy of Kids Sports. I have read and understand this ASSUMPTION OF RISK, WAIVER OF LIABILITY, SAFETY GUIDELINES AND POLICIES ACKNOWLEDGEMENT, PHOTO RELEASE, and MEDICAL AUTHORIZATION and I VOLUNTARILY affix my name in agreement.

Parent's Signature: \_\_\_\_\_

Parent's Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_