



K2 Campus Camp Parent Handbook

Welcome to Camp at K2!

Dear Parents,

This parent handbook is designed to familiarize you with the policies, procedures and other important information about our K2 Campus Camp Program which includes Preschool and School Age Children.

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

We are looking forward to having you and your child with us at K2 Academy & K2 Campus!

Sincerely,

Christi Rinn, K2 Campus & Camp Director

crinn@k2academy.com

Kay Rodgers, K2 Academy & K2 Campus Owner

krodgers@k2academy.com

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I. General Facility Information

a. Contact Information:

K2 Academy & K2 Campus
 15255 N. Eldridge Parkway
 Cypress, TX 77429
 Phone (281) 655-7272

Email frontoffice@k2academy.com

Web www.k2academy.com

b. What Does K2 Academy & K2 Campus Offer?

K2 Academy of Kids Sports offers a wide range of activities for ages 18 months through 13 years old. We offer licensed after school care, preschool programs, recreational and competitive gymnastics, recreational cheerleading, tumbling, open play/open gym, adaptive gymnastics, birthday parties, school holiday camps, summer camp, and parent's night out.

c. Hours, Days, and Months of Operation

K2 Academy of Kids Sports operates 7 days a week all year round.

Hours of Operation: Monday – Thursday: 6:30 am – 8:00 pm, Friday: 6:30 am – 6:30 pm, Saturday: 10 am - 3 pm. We are open Sunday for private workouts only.

d. Lost and Found

K2 Academy has a lost and found container located to the left of the vending 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 container will be cleaned out on the last Friday of each month and unclaimed items will be given to charity.

K2 Campus has lost and founds located in each classroom. The lost and found will be cleaned out on the last Friday of each month and unclaimed items will be given to charity.

e. Gang Free Zone

According to Texas Penal Code, an area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

f. Gun Free Zone

K2 Academy does not allow guns of any type, on our property, unless they are carried by law enforcement.

II. Camp 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 and/or directors 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.

b. Enrollment

Enrollment forms will be provided to you and must be filled out completely. K2 can only process complete enrollment packets, which also includes immunization records and the doctor signed health

statement if enrolling a child in the preschool program. In addition to the enrollment forms, you will receive a copy of this parent handbook or you may view it anytime on our K2 Academy website.

Please sign the parent acknowledgement page and submit it with your other paperwork.

c. Tuition

Day Camps:

Payment for day camps is due at the time of registration. Your credit card on file will be charged upon your enrollment request via phone or online.

Summer Camp:

Tuition for each child's first week of Summer Camp, including applicable membership fees and t-shirt fees, are due in full at time of registration. The remaining balance for each week can be paid on a) the 1st of the month, b) the 15th of the month, or c) weekly.

If you choose to pay weekly, cards on file will be charged on a Thursday, 2 weeks prior to the camp week.

Camp balances that are more than 3 days past due may result in your child being dropped from their requested camp.

Please see front desk, or check online for current tuition rates.

d. Payment Options

You are required to put a credit card on file for your camp tuition and extras, such as: field trip fees, catered lunches, missed lunches etc. If you prefer to not put a credit card on file, then a deposit of \$150 per child is required at time of sign up. At the end of the camp term any unpaid balance on your K2 Account will be taken out of your deposit and the remaining deposit amount will be returned to you.

e. Membership Fees

A \$35 membership fee is due at time of enrollment. Your membership fee is valid for 12 months.

Summer Camp Only:

Field Trip/Activity Fees: Your child will be automatically enrolled in the weekly field trip. If you do not want your child to attend the field trip please let front desk know by the Wednesday prior to the field trip. Field Trip/activity fees range from \$15-\$20 per child.

f. Make-Up Policy

K2 does not offer make-up classes for missed camp days. No exceptions.

g. Cancellation/Account Credit Policy

K2 Campus has a change fee of \$10 per day for Summer Camp. A change fee is assessed when a camp day is dropped or transferred. There is a "No Change Fee" period up until June 1st, 2018 in which change fees are waived. After June 1st, notification of a date change and /or drop must be received by Monday (7 days) prior to the week of camp. Notification any time after Monday, will result in a forfeit of the entire weeks tuition.

h. Camp Waiting List

Your child can be placed on a waiting list if a camp you request is full. If space becomes available, you will be called and notified by email that your child will be enrolled, and your card on file charged.

You have 24 hours to call and cancel. After the 24 hours has passed, your child will be considered enrolled and his/her enrollment will be held to our normal drop procedures.

In summary, you can choose to be on the wait list for individual days, or a 2 day, 3 day, 4 day, or 5 day only situation.

III. Camp Program Information

a. Hours, Days, and Months including Holidays

2019 Summer Camp begins Monday, June 3rd 2019 and ends Friday, August 23rd 2019.

K2 Academy may close during inclement weather. Please pay close attention to the media during a time of inclement weather, as we use this source to determine whether we will be open due to safety concerns for our staff and children. For closures due to inclement weather or force majeure, refunds are not issued.

Summer Camp operates Monday through Friday from 6:30 am - 6:30 pm. Students may choose from a variety of camp packages to help them create a customized camp day, ranging from 5 to 12 hours per day, for two to five days per week.

K2 will be closed Thursday, July 4th 2019 and Friday, August 16th 2019.

b. Transportation, Drop-Off and Pick-Up

K2 Academy does not provide transportation to or from its facility for day camp.* It is the parents' responsibility to arrange for dropping off and picking up their child from our facility.

* In the event your child is attending a field trip with K2 Academy, transportation will be provided for school age campers to and from the field trip only.

Drop-Off Times: Students may be dropped off up to **10 minutes prior** to their regular scheduled start time of 9:00 am at no extra charge. Any camper enrolled in our 9:00 am – 2:00 pm or 9:00 am – 4:00 pm program that is dropped off prior to 8:50 am will incur an AM Camp charge of \$10/hr. Full time campers may be dropped off as early as 6:30 am when our building opens.

Pick-Up Times: Students may be picked up any time throughout the day. Camp day ending times are 2:00 pm, 4:00 pm and 6:30 pm. Any student that is still at K2 more than **5 minutes after** their scheduled 2:00 pm or 4:00 pm end time will incur a charge of \$10/hour. Students picked up after 6:30 pm will be charged at a rate of \$1/minute for each minute after 6:30 pm.

Space in extended care is limited. If your child is not enrolled in extended care hours, please notify K2 front office as soon as possible so staffing arrangements can be made if needed.

c. Attendance

Your child's attendance is very important to us. If you know in advance that your child will not be attending a day of summer camp for any reason, please notify the front desk as soon as possible.

We do not offer make-ups or a refund/credit for days missed which include but are not limited to illness, vacation, inclement weather and force Majeure. However, account credit will be given, for tuition paid, when proper drop or change procedures are followed as outlined in page 4 of this

handbook. No refunds will be given for camp. Note* the student must maintain the 2 day minimum for all camp weeks.

d. Meals and snacks

Breakfast: We provide a light breakfast each day from 6:30 am to 8:00 am. If your child is not here before 8:00 am, they can still bring their own if they do not like the snack that is being provided. Please refer to the snack calendar posted on the parent information board by the K2 Campus office to see what breakfast is being provided.

Lunch: You are responsible for packing your child a nutritious lunch, and please include something to drink. Lunch should be brought to K2 in a lunch box or bag that is clearly marked with the child's name. All food should be ready to eat. We are not able to refrigerate or heat up any food. Please also pack utensils if something in your child's lunch requires a fork or spoon.

**In the summer months, June - August, K2 Campus will be offering a chicken nugget lunch on Wednesday's, and a pizza lunch on Friday's. These lunches are built in to your weekly tuition. If your child does not like the option provided, please have them bring a pre-packed lunch.*

Snacks: K2 Academy will provide snacks for ALL campers. The snack schedule* is as follows:

- Preschool: All Preschool Campers eat snack around 9:30 am
All Midday Preschool Campers snack between 2:15 pm & 2:45 pm
All PM Preschool Campers snack at 4:30 pm
- Kinder-7th: All Kinder - 8th Campers snack between 10:00 am & 10:30 am
All Kinder- 8th Campers snack between 2:00 pm & 2:30 pm
All PM Kinder - 8th Campers snack at 4:30 pm

*Snack times may vary depending on age groups

If your child has food allergies, or is on a special diet, please inform K2 Academy by filling out the Allergy and/or Medication forms provided in the enrollment packet.

e. Schedule/Daily Activity

The camp activities will vary from day to day aligning with the weekly theme. Each day students will participate in gymnastics related activities, sports-related games, arts, crafts, outdoor play time and nap/movie/quiet time.

A daily schedule and the week's activities will be posted on the Parent Information Board located by the K2 Campus Office. Please see sample daily rotation schedule by age group below:

General Daily Schedule for School Age*	
6:30-7:45	Breakfast, Gym Time
7:45-8:50	Class Room Activities
8:50-9:10	Check-In (in gym)
9:10 – 11:30	Gym Activities/Outside Time
11:30-12:00	Lunch

12:00-2:00	Gym Time/Classroom Activities
2:00-3:30	Movie
3:30-4:15	Gym Activities
4:15-4:30	Snack
4:30-6:30	Classroom Activities/Outside Time

General Daily Schedule for Preschool*

6:30-7:45	Breakfast, Morning Activity
7:45-8:50	Gym
8:50-9:10	Check-In
9:10 – 11:30	Morning Snack/Academic Activities/Outside Time
11:30-12:00	Lunch
12:00-2:00	Quiet Time/Nap/Centers

Midday Schedule

2:00-2:45	Snack/Classroom Activities
2:45-3:15	Gym Time
3:15-3:45	Craft/Fine Motor Activity
3:45-4:15	Outside Play
4:15-4:30	Snack
4:30-6:30	Classroom Activities

f. Water Activities

With advanced notice, K2 will offer occasional water days during the warmer months. These will include activities such as small wading pools, water and sponge activities, sprinkler play and/or water inflatables. You will be given notice of waters days so you can proper attire and sunscreen.

g. Discipline

Camp:

At K2, our teachers use positive reinforcement, re-direction, behavior charts, and other means of rewarding children to encourage an environment that promotes self-control, responsibility, and respect for others. On the occasion that a consequence is required, we use time-out, the “thinking spot,” and natural or logical consequences.

K2 has the right to terminate enrollment to any child that poses a danger to themselves, other students or the teacher in the classroom, and/or displays behavioral patterns that prevents others from learning.

h. Electronics

Cell phones, iPods, gaming devices, and/or electronics of any kind are not permitted at K2 Academy during Summer Camp. If your child brings any electronics to K2 they must remain in your child’s backpack at all times, or they will be taken up and returned to a parent or guardian at the end of the day. K2 Academy is not responsible for any lost, stolen or damaged electronics.

*The leadership group from time to time will be allowed to use electronics to research or aid in camp activities.

IV. **Camp General Procedures**

a. Release of Children

Children will only be released to a parent, guardian, or person listed on the Emergency Contact 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 ID 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 ID when picking up your child. We may have new faces in the classrooms that are unfamiliar with you. Thank you for your cooperation and understanding.

All campers must be checked in and out of camp each day at the front desk iPod using a personalized pin. Each authorized adult will be given their own pin # when they pick up the child for the first time.

Evening Curbside Pickup

K2 offers an evening curbside pickup from either the front door or the playground after 5:30pm for children ages 3yrs and up. You **MUST** have a K2 pickup tag in your car window OR show a picture ID for the child to be released to you. A pickup card will be given to you within your first week at K2. Additional pickup window tags can be given for emergency contacts upon request.

b. Parent Pick-Up Card

Due to the large number of new students we have at K2 over the summer, and the likelihood that varying people that pick-up students in summer months K2 enforces a pick-up card during our summer camp months. This pick-up card will be given to you the first day of camp. Please take a picture of the front and back of your card so you can email it to those names on your approved pick up list. The front of the card has your child's first initial and last name and will be shown to the classroom teachers at pick up time. The back of the card has the door key code that will be used all summer.

c. Parental Notifications

Parents will be notified in writing or by email of any policy or procedure updates or changes. Please make sure to keep a current email address on file with K2 at all times.

Summer Camp Only:

d. Friday Field Trips: In House and Off Campus

In order for your child to attend a field trip with K2 Academy, all applicable forms, waivers, permission slips, etc must be filled out and signed prior to the field trip date.

Your child will be automatically enrolled in the weekly field trip. If you do not want your child to attend the field trip please let front desk know by the Wednesday prior to the field trip. Field Trip/activity fees range from \$15-\$20 per child.

Students who attend 1st-7th grade summer camp will have an opportunity to participate in a Friday Field Trip. If you choose not to send your school age camper to the off campus field trip, he/she will stay with the group at K2.

A t-shirt must be purchased if your child will be attending camp on a Friday regardless if your child attends the off campus field trip or stays at K2.

School age campers must wear their K2 Summer Camp shirt on Fridays. If your child does not wear a camp t-shirt on Friday, and is attending the off campus field trip, you have the option of going home to get the shirt or your child will be given another camp t-shirt and your account will be charged \$16. K2 does not loan t-shirts. There are NO exceptions to this rule. Campers must wear a camp t-shirt to be identified as part of our group as required by the Texas Department of Family and Protective Services.

e. Dress Code

Children should wear comfortable clothes to camp. Gym shorts, t-shirts and tank tops are great for a day of camp. Due to the camp games and gym activities, all clothing should be free of buttons and zippers whenever possible. Please, no jeans at summer camp.

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.

A new medication form must be filled out for each week of camp.

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 him/her 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 a K2 Staff Member, and we will get a parent/pick-up person's signature on the incident report prior to the child leaving our building. This signature is a Child Care Licensing requirement. Upon request, a copy of the incident report can be sent home with the child.

c. Allergy Wristbands

Due to the large number of new students we have at K2 over the summer, children with allergies are asked to wear a yellow allergy band each day of camp. Please write your child's allergy on the yellow band. Unless your child takes it off, the same band may be worn several days in a row

d. Illness

If your child becomes ill at our facility you will be notified immediately. If your child is running a fever of 100.4 or higher, he/she will not be allowed to stay at our facility. Vomiting, and 3 diarrheas' will be treated the same. In situations that a child is sent home for the day, a parent or designated person should pick up the ill child within 1 hour.

Your child must be free from fever (without medication), vomiting, and/or diarrhea for at least 24 hours before they will be readmitted. Therefore, if your child is sent home they are not allowed to return the next day. This is a licensing requirement that we are required to follow to ensure the health and safety of all the children who are in our facility.

e. Lice

K2 has a no live lice and a no nit policy. Although some schools allow kids with nits, we follow the recommendation of the National Pediculosis Association which is that schools do not allow children with nits. Children that are sent home with lice will be checked each time upon their return. If nits are found, you will be asked to come and pick up your child within a timely manner. We understand the effort to rid your child of nits can be very time consuming, however, for the health of other students and our staff we have this procedure in place.

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

f. Immunization/Hearing/Vision Requirements

Preschool Campers (18 months – Kindergarten): We are required to have a copy of your child's current immunization record on file. Your child must be current on all immunizations in order to participate in our Summer Camp Program. Your child's physician is also required to sign a statement of health specifying the results of your child's hearing and vision screening once age appropriate. These documents may be emailed to frontoffice@k2academy.com.

School Age Campers (1st – 7th grade): 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 Immunization Waiver stating that these results are on file with your child's public/private school.

g. Emergency Drills

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

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

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

K2's Emergency Evacuation and Relocation Plan is as follows:

Emergency Evacuation and Relocation Plan

1. Relocation Areas
 - a. All classrooms have a posted emergency evacuation route that ends at the playground to the south of the building.
2. The teacher should be the last person out of the room and should shut the door behind them.
3. The lead teacher in each room should grab their classrooms emergency backpack and ipod when leaving.
4. Students should walk in a single file line to the closest, safest exit.
 - a. Students 18 months to 24 months will walk out with their teacher, or be carried if they are not able to walk.
 - b. Students in a wheelchair will be wheeled out in their chair, or carried out if the wheelchair is not easily accessible.
5. No talking, running or jumping steps. No one can break the line for any reason.
6. No stopping for coats.

7. The Director, or designated person in charge should grab the school's emergency backpack and their cell phone.
8. Building should be thoroughly checked by Director and personnel assigned by the director to thoroughly inspect the building for any missing children.
9. In the event children cannot return to the building, parents may pick up children from Parsons House Assisted Living located south of our building at 15055 N. Eldridge Pkwy.
10. Notifying the Authorities
 - a. The Director or person in charge is designated to contact the fire department once the children have been relocated.
11. Attendance Information
 - a. The Director, or person in charge, must verify that all children in attendance are accounted for by checking tadpoles and taking attendance.
12. Emergency Backpack Contents
 - a. Flashlight
 - b. Children's Emergency Contact Numbers
 - c. Children's Emergency Medical Authorizations
 - h. *Required Vaccines for Employees*
 - i. K2 does not require any vaccines for employees.
 - i. *TB Testing Requirements*
 - i. Harris County does not require TB testing of employees.

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 counselor, our K2 Campus Director, Christi Rinn, or one of our front desk personnel. You may speak to them in person, by phone, or by email.

K2 Phone: 281-655-7272

Email: frontoffice@k2academy.com or crinn@k2academy.com

b. *Observation and Visitation*

Parents are allowed to observe or visit their child any time during operating hours. We suggest that these visits are planned unless there are extenuating circumstances.

c. *Parent Participation*

You will be notified in advance by email of any activities requiring or suggesting parent participation.

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

b. Licensing Inspection Report

You may view a copy of the most recent Childcare 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

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

d. Signs of Suspected Child Abuse

At K2 Campus our employees are trained annually on how to recognize and report child abuse and neglect.

Outlined below are signs of grooming, signs of abuse and how to report suspected abuse or neglect to the authorities.

Grooming

Abusers often use a subtle and gradual process known as grooming on children and their families. Grooming is a systematic process typically done over weeks, months or years to slowly gain trust and lure and manipulate a child into an abusive situation. There is no “checklist” that can be used to identify an offender. However, there are red flags that can help us recognize predatory behaviors that sometimes lead to abuse.

Grooming techniques can include the following:

- Befriending the youngster and their family to slowly gain trust.
- Giving gifts, money, trips.
- Performing special favors for youngster.
- Promoting the notion that the relationship with the boy or girl is special.
- Encouraging harmless secrets, laying the foundation for future sexual secrets.
- Taking pictures/video of the child.
- Communicating with the boy or girl excessively; texting, emailing or calling.
- Desensitizing the child through nonsexual touching, “accidental” touching of privates and/or walking in on bathroom or dressing time.
- Testing a child’s boundaries by using inappropriate language and/or telling dirty jokes.
 - Playing body contact games with children.
- Tickling, back rubs or wrestling.
- Making alcohol/drugs available to the youth.
- Introducing pornography to initiate sexual interest or normalize the behavior.
- Offering to babysit, including overnight trips or sleepovers.

It must be noted that not all behaviors above occur with an intent to abuse. Regardless, such behaviors are to be identified and stopped.

Signs of Abuse

In addition to understanding grooming, watching for signs of abuse can help distinguish a proper adult-child relationship from a predatory behavior.

Physical signs of sexual abuse are usually not observable but may include pain, injury, bleeding, discharge or disease in the private parts and/or mouth.

Behavioral and emotional signs are typically more evident and can include:

- Sudden withdrawal from close ties.
- Disinterest or sudden inability to concentrate.
- Uncharacteristically aggressive or disruptive behavior.
- Sudden change in eating habits; drastic weight loss or gain.
- Marked fear or reluctance to be at a certain place, or alone with a certain person.
- Repeated health complaints, e.g., stomach aches, headaches.
- Depression, lethargy and weepiness.
- Noticeable change in dress; may include baggy, dark clothing.
- Interest in or knowledge of sexual matters beyond the boy's or girl's years.
- Using sexual language or acting out sexually.
- Touching other kids sexually.

Signs of Neglect

- Child is very underweight or overweight
- Is developmentally delayed
- Is sick or tired most of the time
- Is dirty or has poor personal hygiene.
- Does not have the right clothes for the weather.

e. How to report suspected abuse or neglect

If you suspect abuse report it IMMEDIATELY by dialing 911 to report it to authorities, by contacting the child abuse hotline 1-800-252-5400 or online at www.txabusehotline.org.

f. CPS Addendum

K2 Academy cooperates with Child Protective Services in all matters of safety regarding children. In the event that CPS requests an interview with your child we will not deny access to the child unless we have written notice from a parent or guardian stating not to allow access. By denying them access to speak with your child, K2 Academy would be interfering with an ongoing investigation.

*Please note, CPS does not share findings with us and we will not have any information to share with you regarding their investigation. K2 Academy will not contact the parent or guardian if an investigation does take place. CPS is responsible for contacting the parent or guardian after they have interviewed a child. We will get the investigators name, their supervisor's name, and method of contact at the time of the visit.