



## **K2 Campus School Age Parent Handbook**

Welcome to Before/After School Care and 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 Before/After School Care and Camp Programs.

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,

K2 Campus School Age Admin Team

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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](mailto:frontoffice@k2academy.com)

Web [www.k2academy.com](http://www.k2academy.com)

### b. What Does K2 Academy & K2 Campus Offer?

K2 Academy and K2 Campus offer a wide range of activities for ages 15 months through 12 years old. We offer licensed after school care, preschool programs, recreational and competitive gymnastics, tumbling, open play/open gym, adaptive gymnastics, birthday parties, school holiday camps, summer camp, and Friday night fun.

### c. Hours, Days, and Months of Operation

K2 Academy and K2 Campus operate 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 open for private workouts and birthday parties as scheduled. We are open Sunday for private workouts only.

### d. Lost and Found

K2 Academy has a lost and found container located next to the men’s restroom 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. Admissions Information

### a. Admissions

#### **After School Care:**

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 Director and 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.

**Camp:**

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. Complete packets must be submitted on or before 12pm, the day before your start date. 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.

*c. Tuition***After School Care:**

Tuition rates are based on a school year, but are broken down into weekly payments for billing purposes. K2 Before/After School Care will not bill for full weeks of school closures (Example: Spring Break), but billing amounts will stay the same for weeks of school with one or two days off (Example: Presidents Day or Teacher Inservice Days). Tuition is due weekly on Friday for the time period 2 weeks in advance.

Clients that are more than 3 days past due may be dropped from the program.

**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.

**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 is due on Friday for camp dates 2 weeks in advance.

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 online at [www.k2academy.com](http://www.k2academy.com) for current tuition rates.

*d. Payment Options*

All clients of K2 must fill out a payment plan form and enroll in the Auto Charge program.

Your credit card on file will be charged for your Before/After School Care, Camp tuition, and extras such as: field trip fees, catered lunches, missed lunches etc.

*e. Membership Fees and Other Applicable Fees*

A \$40 membership fee (\$80 max per family) is due at time of enrollment. Your membership fee is valid for 12 months.

**After School Care:**

A supply fee is due at time of enrollment. The supply fee is used to cover the costs of materials throughout the year. These fees are due at enrollment and are good through the end of August the following year.

**Summer Camp Only:**

Field Trip/Activity Fees: Your child will be automatically enrolled in the monthly field trip if they are entering 2<sup>nd</sup> grade and up. If you do not want your child to attend the field trip, please let the front desk know by the Wednesday prior to the field trip. Field Trip/activity fees range from \$20-\$30 per child.

*f. Make-Up Policy*

Please note that we do not offer make-up classes, or a refund/credit for days missed which include but are not limited to: illness, vacation, inclement weather, and force majeure.

*g. Cancellation/Account Credit Policy***After School Care:**

We require a two week's written notice for all cancellations/drops. If you do not provide advanced written notice, and simply stop attending the program, you will be charged and responsible for payment of two week's tuition. When giving a two week drop notice, your child will be dropped from all enrollments for the current school year.

**Day Camps:**

Notification to cancel or drop a day camp must be given 24 hours in advance to receive account credit.

**Summer Camp:**

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 April 19<sup>th</sup>, 2024 in which change fees are waived. After April 19<sup>th</sup>, notification of a date change and /or drop must be received 14 days in advance. Account credit will be given for the value of the camp week minus a \$10 per day change fee. Notification any time after the 14 days 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 2 day, 3 day, or 5 day only situation.

**III. Program Information***a. Hours, Days, and Months including Holidays***After School Care:**

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

We operate from August 2024 to June 2025 in accordance with Cy-Fair ISD and Tomball ISD school calendars.

Please reference the K2 Campus Calendar for school holidays and in-service days.

On days that elementary schools are closed, there will be no after school care provided. If a Day Camp is offered, your child can register for Day Camp for an additional fee.

Tomball ISD occasionally has early release days. \*We will pick up your children on these days, just like a normal release day at no additional charge.\*

### **Summer Camp:**

2024 Summer Camp begins Monday, June 3<sup>rd</sup>, 2024 and ends Wednesday, August 14<sup>th</sup>, 2024

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 7:00 am - 6:00 pm. Students may choose from a variety of camp packages to help them create a customized camp day.

**K2 will be closed Thursday, July 4th 2024 and Friday, August 9<sup>th</sup> 2024.**

#### *b. Transportation, Drop-Off and Pick-Up*

##### **After School Care:**

K2 Academy 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.

*Drop-Off Times:* Before School Care may begin to arrive at our facility at 6:30 am when our building opens.

*Pick-Up Times:* Students arrive at our facility immediately after they are picked up from their school, generally in the timeframe from 4:00 pm to 4:30 pm. Dismissal for students is any time between their arrival and 6:30 pm. Students picked up after 6:30 pm will be charged at a rate of \$1/minute for each minute after 6:30 pm.

All children must be checked out via Tadpoles upon their departure.

### **Summer Camp and Day Camp:**

K2 Academy does not provide transportation to or from its facility for day camp.\* It is the parent's 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 – 4:00 pm program that is dropped off prior to 8:50 am will incur an AM Camp charge of \$15/hr. Full time campers may be dropped off as early as 7:00 am when our Camp opens.

*Pick-Up Times:* Students may be picked up any time throughout the day. Camp day ending times are 4:00 pm and 6:00 pm. Any student that is still at K2 more than **5 minutes after** their scheduled or 4:00 pm end time will incur a charge of \$15/hour. Students picked up after 6:00 pm will be charged at a rate of \$1/minute for each minute after 6:00 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*

**After School Care:**

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, an absence or early pick up from school, please notify the front desk via email, phone call, or written note by 2 pm on the day of the absence. Advance notice of absences is extremely helpful to our drivers, front desk staff, and teachers. Advance notice of absences ensures that we are on time for our next school pick-up which is essential for our children's and staff safety.

**Summer Camp and Day Camp:**

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. \*

*d. Meals and snacks*

**After School Care:**

**Breakfast:** We provide a light breakfast each day from 7:15am to 7:45am. Please refer to the snack calendar posted on the parent information board outside the K2 Campus office to see what breakfast is being provided. You may pack a different breakfast for your child if you know that they will not eat the scheduled breakfast.

**Snack:** A snack will be provided to your child between 4:30pm and 4:45pm each day, depending on their arrival time at K2. A monthly snack calendar is posted on the parent information board outside the K2 Campus office so you and your child can know what snacks to expect. You may pack an extra, or alternate snack for your child if they do not want to eat the scheduled snack.

**Day Camp:**

**Breakfast:** We provide a light breakfast each day from 7:15am to 7:45am. If your child is not here in time for breakfast, they can still bring their own. You may pack a different breakfast for your child if you know that they will not eat the scheduled breakfast. 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:** K2 will provide a lunch each day at camp. You may pack a different lunch for your child if you know that they will not eat the scheduled lunch.

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

Kinder-5<sup>th</sup>: All Kinder - 5<sup>th</sup> Campers snack between 10:00 am & 10:30 am  
 All Kinder- 5<sup>th</sup> Campers snack between 2:00 pm & 2:30 pm  
 All PM Kinder - 5<sup>th</sup> Campers snack at 4:30 pm

\*Snack times may vary depending on age groups

**Summer Camp:**

**Breakfast:** We provide a light breakfast each day from 7:15am to 7:45am. If your child is not here in time for breakfast, they can still bring their own. You may pack a different breakfast for your child if

you know that they will not eat the scheduled breakfast. 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 food. (In the event of a medical need, K2 can make accommodations to heat up lunch). 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 provide lunch on Wednesday and Friday. These lunches are built into 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:

Kinder-5<sup>th</sup>: All Kinder - 5<sup>th</sup> Campers snack between 10:00 am & 10:30 am  
 All Kinder- 5<sup>th</sup> Campers snack between 2:00 pm & 2:30 pm  
 All PM Kinder - 5<sup>th</sup> 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. It is vital that we are aware of all food allergies to ensure that we provide your child with the best care possible.*

*e. Schedule/Daily Activity*

**After School Care:**

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

Arrival – 4:30 pm	Arrival Time
4:30 pm - 4:45 pm	Snack
4:45 pm - 5:15 pm	Outside or Large Motor Game
5:15 pm - 6:30 pm	Inside Activity Time/Kids Choice Time

Kids Choice Time generally includes, but is not limited to: Legos, play dough, crafts, coloring/drawing, journaling, building blocks, and board games.

**Summer Camp and Day Camps:**

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

\*4<sup>th</sup> graders and up can watch PG rated movies and Kinder-3<sup>rd</sup> will watch only G rated movies\*



*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*

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.

If time-out is not effective, the child will be asked to write classroom or gym safety rules. The child is always given an explanation as to why he/she is being disciplined. In addition to time out and writing rules, other privileges may be removed depending on the individual situation.

**\*K2 Campus has the right to terminate enrollment of any child immediately that poses safety concerns to themselves, students, teachers in the classroom, and/or displays behavioral patterns that prevents or disrupts others from learning or puts others at risk of physical harm.\***

*h. Electronics*

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.

Children will not be allowed to text or make phone calls from their cell phones to parents while on K2 property. If a child needs to call a parent for any reason, they need to obtain permission from their teacher and will be escorted to the front desk personnel for assistance.

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

#### IV. **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 students 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.

**Summer Camp:**

*Evening Curbside Pickup*

K2 offers an afternoon curbside pickup for children ages 3yrs and up at 4pm only. 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*

**Summer Camp:**

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.

*d. Field Trips: In House and Off Campus*

**Summer Camp Only:**

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 \$20-\$30 per child.

Students who attend 2<sup>nd</sup> grade and up for summer camp will have an opportunity to participate in a Thursday 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.

\*Leadership offsite field trips that are not on Thursday are MANDATORY. This is a part of the program's curriculum and attendance for those in care is not optional. Times for the field trip are sent out on Friday and if you choose for your child to not to attend then they will need to be dropped off after the Leadership group returns.

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

***School age campers must wear their K2 Summer Camp shirt on Thursday. If your child does not wear a camp t-shirt on Thursday, 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. 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*

We suggest that your child wear comfortable clothes while at K2. We will be playing outside and having gymnastics activities in the gym. So, shorts or pants with elastic waistbands and t-shirts are perfect, all clothing should be free of buttons and zippers whenever possible. If your child chooses to wear a dress, we ask that they wear shorts under their dress. We ask that your child wear closed toe shoes for safety and to be comfortable playing outside in them.

Please dress for the weather and remember to send your child with socks, shoes, and a jacket if it is cold outside.

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. EpiPen*

Any child whose allergy action plan requires an EpiPen must be on site at all times. The EpiPen must be dropped off to K2 on or before their first day of camp. EpiPens will accompany all children to all Field Trips.

### *e. Illness*

If your child becomes ill at our facility you will be notified immediately. If your child is running a fever of 100 or higher, he/she will not be allowed to stay at our facility. Vomiting and diarrhea 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.**

*f. 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.

*g. 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 Immunization Waiver stating that your child's immunization record, hearing, and vision screening results are on file with your child's primary school.

*h. 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 teacher in each room should grab their classrooms emergency backpack and ipad when leaving.
4. Students should walk in a single file line to the closest, safest exit.
  - a. Students 15 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
    - i. *Required Vaccines for Employees*  
K2 does not require any vaccines for employees.
    - j. *TB Testing Requirements*  
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 School Age Director, 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](mailto:frontoffice@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:

<https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.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](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](http://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.