



2009-2010 CLUB 360°  
AFTER SCHOOL PROGRAM  
ELEMENTARY REGISTRATION PACKET

*\*Please carefully review all information in the attached packet for details regarding the program as information may change from year to year.*

Registration will begin on **Friday, April 30, 2009** and continues year round\*. Registration forms will **ONLY BE ACCEPTED** at the Club 360° Main Office. Parents will receive a confirmation call, email or postcard regarding the status of their registration.

Our office is located at the northeast corner of White Ave. and Hwy. 75 in the shopping strip. Forms can be mailed or delivered in person and there is also drop slot located on the door for after hours, lunch, and weekends.

**The Club 360° Main Office Mailing Address is:**

Office of Child Care Programs  
1434 N. Central Expressway, Suite #103  
McKinney, Texas 75069

**Office Hours**

The Main Office of Child Care Programs is open from 8:30 a.m. to 6:30 p.m. Monday through Friday, and closed for lunch from 11:30 a.m. to 1:00 p.m.

**Office Contact Information**

972-569-6235 Main Office Number  
club\_360@mckinneyisd.net

\*Enrollment forms may be turned in at any time, however to make sure that your child is enrolled and ready to start on the first day of school, we must have all forms in by **August 14<sup>th</sup> no later than 6 p.m.** After August 14<sup>th</sup>, there is not a guarantee your child will be ready to start Club 360° on the first day of school. Once school begins, please allow at least two-three days for processing, as we do enroll year round.

**A complete enrollment packet includes:**

- ❑ A registration form for each child
- ❑ A tuition statement signed for the child/ family
- ❑ A registration fee (**non-refundable/ non-transferable regardless of the reason**)
  - \$50 first child/\$90 per family if paid on or before Monday, July 6<sup>th</sup>
  - If received Tuesday, July 7<sup>th</sup> or later, the registration fee increases to \$100 first child/\$140 per family

**\*\*\*Note:** Tuition is based upon 177 school days at \$12.75 per day (includes snack, supplies and staffing/training). Tuition is paid for nine months, from September through May. A payment WILL NOT BE MADE in August or June. If a child enrolls in the middle of a month, the month will be prorated. Although initial registration must take place in our main office; regular monthly tuition payments are to be made on site with the front office Club 360° Site Assistant.

## **CLUB 360° PROGRAM OVERVIEW**

Club 360° is an after school program developed by McKinney ISD in order to provide quality, safe care for children at all of the elementary schools. The program is located on site at each elementary school and is a fee-based program. Program staff members are employees of McKinney ISD and will serve children at a 1:15 (staff to child) ratio. Each site is managed by a Site Director, Site Assistant and Group Leaders. Club 360° strives to employ teachers during the first hour of programming for academic support.

Club 360° offers a wide-range of activities for members that encompass a full circle of development for your child. Themes include: Citizen & Leadership, Healthy Living, Arts & Culture, Science/ Math, Literacy and Recreation. While activities are designed with educational enhancement in mind, the main vehicle for delivery is fun. Students are always engaged and learning is integrated throughout the program.

### **Morning Care Details**

Club 360° Morning Care is developed by McKinney ISD in order to provide quality, safe care for children. The Morning Care program is fee based and located at all of the elementary schools. The program operates from 7:00 a.m. until morning school activities begin at 8:15 a.m. Parents are asked to bring their children into the main office and sign them into the program. However, there is a permission slip on site to use the front circle drive and supervise your children walking in the main entrance. Students are grouped by age/grade and will be provided an activity (i.e. board games, puzzles, books, etc.). Program staff members are employees of McKinney ISD and will serve children at a 1:22 (staff to child) ratio.

*If your child is enrolled in the Club 360° after-school program, he/she is automatically enrolled in morning care at no extra charge.*

For morning care only, tuition will be \$45 per month, September through May, regardless of the number of days in a month. There are no reduced, part-time, or sibling rates. Parents are NOT CHARGED in August or June. In the event a child begins in the middle of a month, the tuition will be prorated for that month.

Fees are assessed per child, per month and tuition is due the first day of each month regardless of when the first day falls. A late fee of \$20 will be assessed if monthly tuition is received on the 6<sup>th</sup> through the 15<sup>th</sup>. If monthly tuition is received on the 16<sup>th</sup> or thereafter; an additional late fee of \$20 will be assessed (total \$40). ***Late fees apply regardless of when the first day of the month falls or the reason it is late.***

If your child is enrolled in morning care only, please review additional sections of this packet for policies. The same policies apply to both parts of our program, before and after school care.

### **Afternoon Program Details**

The program operates from 3:45 until 6:30 p.m. Late pick up fees are applicable beginning at 6:35 p.m. based upon the school clock and parents will be charged \$1 per minute/per child. Members are provided a healthy drink/snack and follow a schedule of planned activities. Students are grouped by age/grade and all activities are age-appropriate. During homework time we strive to have teachers on-site in addition to program staff, to provide support. There is no guarantee that all homework will be completed during the program, although it is our goal.

### ***Sample Site Schedule***

3:45 Attendance/ Bathroom, Circle Time (share time from the day) & Snack					
4:15 Brain Waves (homework time) – students participate in educational games if no homework					
5:15 First Wave <sup>1</sup>	<u>Mon</u> – Recreational Activities	<u>Tues</u> – Science/ Math	<u>Wed</u> – Recreational Activities	<u>Thurs</u> - Healthy Living	<u>Fri</u> – Tournament Time <sup>2</sup>
5:50 Second Wave <sup>1</sup>	Citizen & Leadership	Arts & Culture	Literacy	Recreational Activities	Kids Pick <sup>3</sup>

<sup>1</sup> Waves include a rotation between themes/activities/areas.

<sup>2</sup> Tournament time is a planned group activity for displaying skills in a variety of areas (spelling bees, multiplication basketball, Connect four contests, obstacle course, relay race, etc.)

<sup>3</sup> Kids Pick is a time in which the staff posts a choice of activities and members choose what they would like to play.

### **Registration Fee (non-refundable)**

The non-refundable registration fee is \$50 for the first child/ \$90 per family if registration is received by Monday, July 6<sup>th</sup>, 2009. If registration is received on Tuesday, July 7<sup>th</sup> or thereafter, the non-refundable registration fee increases to \$100 first child/\$140 per family.

### **Monthly Tuition**

Monthly tuition is assessed per child, per month. Monthly tuition is due on the 1<sup>st</sup> of each month. There is not a part-time rate for the program, although children are not required to attend every day. Monthly tuition reserves a space for the child regardless of the time actually spent in the program.

A late fee\* of \$20 will be assessed if monthly tuition is received on the 6<sup>th</sup> through the 15<sup>th</sup>. If monthly tuition is received on the 16<sup>th</sup> or thereafter; an additional late fee\* of \$20 will be assessed (total \$40).

*\*Late fees apply regardless of when the first day of the month falls or the reason it is late.*

Tuition is calculated based on a total number of days for the school year and then **divided out by nine school months (September through May).** Parents **DO NOT** pay tuition in August or June. All months, September through May, will be charged at the same rate, regardless of the number of days within the school calendar.

\*\*In the event the account continues to hold a balance due to late tuition, or other assigned fees (i.e. late pick up, late tuition fee) by the 20<sup>th</sup> and a parent does not contact the main office for a payment plan, his/her child will be dropped from the program and will not be able to enroll in any other child care programs services.

### **Regular Monthly Tuition:**

First Child.....	\$250.75
Second Child.....	\$230.75
Third Child.....	\$210.75
Fourth Child.....	\$190.75
Fifth Child.....	\$170.75

\*Special discounts are available for MISD employees and for students who qualify for free or reduced lunch. A special section marked “discounts” must be completed on the application in order to receive a discount. MISD Employees will begin at the second child rate. Students who qualify for reduced or free lunch will begin at the fourth and fifth child rates, respectively.

Parents may request a monthly receipt for tuition and an annual print out of accounts (for tax purposes) will be available upon request. All fees must be paid by check or money order, as cash will not be accepted. Club 360° utilizes Check Smart, a check collection company that processes all returned checks. In the unlikely event that your check is returned unpaid by your bank, Check Smart may redeposit your check electronically and may collect a fee of \$30 plus applicable sales tax. All questions regarding this service will need to be directed to Check Smart at 1-888-851-6634.

### **On-Line Payment Option**

Monthly tuition payments can be made online however; initial registration must be completed at the main office.. There is a 3.99% charge per transaction for this service. To find out more about online tuition payment; please visit <http://www.mckinneyisd.net/departments/club360/>

### **General Information**

Due to budgetary, staffing and programmatic restrictions, Club 360° does not maintain a school nurse or other health professional on staff. Club 360° Site Directors and Site Assistants are trained in administering medication, First Aid/CPR and defibrillator use. All staff are trained in procedures for handling incidents and monthly drills are conducted in fire, tornado and lock downs. **Parents with students who have medications must complete an “Authorization for Dispensing Medication Form” prior to the child attending the program.** Medication forms may be obtained from Club 360° staff.

**Students may not use cell phones in the program or bring personal games, CD players, toys, etc. to Club 360°, as staff will not be responsible for damaged, lost or stolen items.** Students will have a designated place to keep belongings, but they are not able to keep items locked. In the event a personal item becomes a distraction, it may be taken and given directly to the parent at a later time.

### **Day-Camps**

Day-Camps will be offered at 2-3 schools during teacher in-service days, as well as fall/spring break, and specific days over winter break. Information will be provided through each site at least two weeks prior to the break or by viewing the MISD website. A separate, daily fee will be charged per child for this extra service.

**Registration for day-camps is separate from regular membership.**

### **Student Attendance/ Reporting Absences**

If your child will not be attending the afternoon 360° program because of a scheduled appointment, vacation or other planned absence, please notify Club 360° staff well in advance. If your child is ill, or being picked up early from school, please request that the school office staff put a notice of the child’s absence in the Club 360° mailbox or call the Club 360° line at your child’s school to leave a message. **Absences without prior notification may be mistaken for a missing child, and cause unnecessary concern and time searching for the child.**

If a child does not arrive at the program as intended, Club 360° staff will utilize the following procedures: 1) check with school office staff/ teacher for absence 2) contact the parent using the numbers listed on the enrollment form 3) contact emergency numbers listed on the enrollment form 4) contact the local police department if the child is deemed “missing” from Club 360° (\*the Coordinator and principal may be involved at this level). Since Club 360° is open later in the evening than regular school; we do not allow children to walk home from our program. Should a parent request that a child be checked out of Club 360° by a minor/sibling, he/she will be asked to complete a special permission slip. Although it is not recommended by Club 360° staff for a child to be picked up by a sibling who is a minor, we recognize this may be the only option for parents.

In the event a child is participating in an after-school club or other activity by a separate organization (not related to MISD), the parent must complete a separate permission slip indicating person/driver’s license that will be responsible for signing out/in the child. This form can be obtained from the main Club 360° office. Examples may include, but are not limited to, scouting, dance, music, etc. It is imperative that a parent inform the Site Assistant regarding other arrangements/programs that are part of MISD (i.e. tutoring, clubs, talent

shows, rehearsals, etc.) as your child may be mistaken for a missing child and cause unnecessary concern and time searching for your child.

### **Communication**

Club 360° has developed a Parent Handbook in order to outline policies and procedures. The handbook is available on-line or distributed the first week of the program on site. This packet to the enrollment form provides the parent with an overview. Parents who enroll their children in Club 360° are held responsible for the information provided in the Parent Handbook. The site will have a phone number in order for parents to communicate with staff. The phone numbers are listed in the Parent Handbook. In the event a parent wishes to drop his/her child from Club 360° services, a 7 day – advanced written notice must be turned into the site assistant at the actual program, or to the main office by fax at 972-569-6233 or by email to club\_360@mckinneyisd.net.

Parents may pick up Club 360° students at any time once the program starts, using the main doors of the school. All doors are secure and parents will need to “buzz” in, identify themselves and present picture identification (driver’s license or similar) in order to pick up their child. Parents must sign their child out before leaving.

**Choice Reports** are short notes provided to parents at the time of pick-up as needed for communicating positive/negative notes to parents. Club 360° believes parent communication is of utmost importance in the development of children, and staff will do their best to notify parents of accomplishments as well as concerns. Parents are encouraged to talk with program staff if questions arise. Safety is a major priority at Club 360°, although we recognize that at times students will get minor scrapes, bruises, etc. **Ouch Reports** are a way for staff to communicate should an incident occur. These are short reports in which the incident is documented, along with how it was handled and the care your child received.

Program staff members are trained in positive strategies for preventing and managing inappropriate behavior. Should a concern arise regarding a child’s behavior/needs, parents will be contacted to discuss/review the situation. Staff will utilize a variety of appropriate interventions to address the behavior. If inappropriate behavior should continue, or if a child’s behavior becomes unsafe for him/her self or others, he/she may be suspended temporarily or permanently from membership. A meeting with the Club 360° Director and/or Coordinator will be held to determine permanent suspension. In addition, if a child’s needs are greater than can be met in a staff to child ratio of 1:15, Club 360° may not be a suitable option for after-school care.

Club 360° staff members are employees of MISD and, as such, are school officials who have access to MISD child records. Club 360° is not a part of the MISD academic program and, as such, student records reviewed by Club 360° staff members will be utilized for reference only. Club 360° administration will engage in an individual and thorough review and assessment of any student’s special needs or requests for accommodation. Club 360° does not discriminate against applicants on the basis of race, color, national origin, sex, age, religion, or disability status. Due to staffing, budgetary, and programmatic restrictions, and because Club 360° is not a part of the MISD academic program, certain restrictions apply for enrollment and each child’s application will be reviewed individually for acceptance.

Club 360° welcomes your feedback and input. All questions and concerns regarding Club 360° should be addressed with the Site Director at each program, or feel free to call the main office for Club 360° at 972-569-6235. Please do not contact the campus staff or principal, as the program is managed separately from the school. Club 360° is not a licensed day-care and has received exemption from the governance of Child-Care licensing. It is associated with McKinney ISD and is operated by McKinney ISD employees; therefore, Club 360° is governed by the regulations of the Texas Education Agency.

**For more information on Club 360°, please read the Club 360° Parent Handbook or view our website at: <http://www.mckinneyisd.net/departments/club360/>**