



**MIDDLE SCHOOL
2009-2010 AFTER SCHOOL CLUB 360° PROGRAM
REGISTRATION PACKET**

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

Registration will begin on Monday, April 13, 2009 and continues year round.

Registration forms will **ONLY BE ACCEPTED** at the Club 360° Main Office.

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. There is a drop slot located on the door for after hours, lunch, and weekends.

The mailing address is:

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

Office Hours

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

Office Contact Information

The Club 360° phone number is 972-569-6235
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 14th no later than 6 p.m.** After August 14th, there is no a guarantee that the child enrolling 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 6th
 - If received Tuesday, July 7th or later, the registration fee increases to \$100 first child/\$140 per family

PROGRAM OVERVIEW

Club 360° is an after school program developed by McKinney ISD in order to provide quality, safe care for students. The middle school program is located on-site at each of the McKinney ISD Middle Schools:

- Evans Middle School, 6988 W. Eldorado Parkway
- Scott Johnson Middle School, 3400 Community Drive
- Dowell Middle School, 301 S. East Ridge
- Faubion Middle School, 2000 Rollins
- Cockrill Middle School, 1351 N. Hardin Road

Club 360° is fee based and program staff members are employees of McKinney ISD. They will serve student members at a 1:15 (staff to student) ratio. The program is managed by a Site Director, Site Assistant and Group Leaders as appropriate for enrollment numbers. Club 360° strives to employ teachers during the first hour of programming for academic support and enrichment activities. Club 360° offers a wide-range of activities that encompass a full circle of development for students involved. While activities are designed with educational enhancement in mind, the main vehicle for delivery is fun. Students are engaged and learning is masked within the programs.

Program Hours and Information

The program operates from 3:00 p.m. until 6:30 p.m. Late pick up fees are applicable beginning at 6:35 p.m. based upon the school clock and the parent will be charged \$1 per minute/per child. Members are provided a drink/snack and follow a schedule of planned activities. Students are grouped by age/grade and all activities are age-appropriate.

Featured Activities (may vary per site)

Homework Help - one hour of each day will be dedicated to starting/completing homework. Teachers will be employed at the 1:15 staff to student ratio, in addition to regular program staff. Students will be monitored as they complete homework and weekly reports will be sent home so parents will have information on progress. There is no guarantee that all homework will be completed during this time, although it is our goal.

Tech Club - twice a week, students will focus on technology through hands on activities. Utilizing computers, video equipment, or cameras, students will develop skills to enhance learning.

Rec It Up - each afternoon, time will be spent conducting large sports activities. Examples include: parachutes, jumbo jam basketball, target net volleyball, team building games (run mats, trust walks, etc.) and much more.

Study Skills - bi-weekly sessions will be held to improve test taking skills, organization, time management, note taking strategies, listening skills and other related topics.

Science This! - twice a week, students will participate in a variety of science games, projects, demonstrations and experiments.

Music City - students will take part in activities related to music (i.e. karaoke, handbells, rhythm sticks, etc.)

Teen Choice - a time students are allowed to choose their own activities and plan future projects.

Team Activities - students are engaged in team building/leadership games that foster community among peers.

Sample Site Schedule

3:00	Attendance/ Bathroom, Snack/ Drink				
3:30	Homework Help (students will participate in educational games/ reading if no homework)				
4:30	<u>Mon</u> - Study Skills	<u>Tues</u> - Team Activity	<u>Wed</u> - Study Skills	<u>Thurs</u> - Team Activity	<u>Fri</u> - Team Activity
5:10	Team Activity	Tech Club	Science This	Tech Club	Science This
5:50	Rec It Up	Rec It Up	Music City	Rec It Up	Teen Choice

Enrollment Options

There are two options for enrolling your child in the Club 360° Middle School Program. **Both options require the non-refundable enrollment fee. Initial enrollment and payment must take place at our main office.**

- 1) **Regular enrollment** – you enroll your child in the program and pay monthly, by the first of each month (September through May), regardless of the number of days your child attends.
- 2) **Drop-in enrollment** – you complete an enrollment form and pay, up front, \$50 to be utilized as a “drop-in” account. The \$50 payment is paid in advance for 5 days at \$10 per day. Parents must call in advance to notify the program when their child will be attending and using one of their “drop in” days. The site assistant will keep track of the days and when your account is depleted, another \$50 will be due to remain active. **The \$50 is non-refundable. We can alter the required amount to be less than \$50 if a parent notifies the main office in advance the specific amount of days their child will need the program. Once a payment is made, it is not refundable regardless of the reason, even if a parent pays for more days than needed. Any unused balance remaining at the end of the school year is not transferrable and will not carry over to the next school year.**

Registration Fee (non-refundable/transferrable) for either Regular or Drop-in Enrollment

The non-refundable registration fee is \$50 per child/\$90 per family if registration is received on or before July 6th, 2009. If registration is received on July 7th or thereafter, the non-refundable/transferrable registration fee increases to \$100 per child/\$140 per family.

Monthly Tuition for Regular Enrollment

Monthly tuition is assessed per child, per month. Monthly tuition is due on the 1st 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 6th through the 15th. If monthly tuition is received on the 16th 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 for the school year and then divided out by nine school months (September through May). Parents are NOT charged 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 20th and a parent does not contact the main office for a payment plan, his/her child will be dropped from the program.

Regular Monthly Tuition:

First Child.....	\$150
Second Child.....	\$140
Third Child.....	\$130
Fourth Child.....	\$120
Fifth Child.....	\$110

*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.

Tuition for Drop-in Enrollment

Fees are paid in advance at \$50 increments. The rate for drop-ins is \$10 per day/per child. Parents pay \$50 in advance and this is kept in a “drop-in” account. Parents will need to call the program to notify the date their child will be attending the program (notice can be given the same day). Children will not be accepted into the program without parent’s notifying staff of their attendance. Children enrolled in the drop-in program will not be accounted for on the days that we are not expecting them.

As the account is utilized (5 days), the parents will be asked to pay another \$50 to keep the enrollment active. Parents may pay for more than five days at a time, although \$50 is a minimum for enrollment. Be cautious in paying more than \$50, as it is not refundable. **The \$50 is non-refundable. We can alter the required amount to be less than \$50 if a parent notifies the main office in advance the specific amount of days their child will need the program. Once a payment is made, it is not refundable regardless of the reason, even if a parent pays for more days than needed.**

Receipts

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 payments; 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 several group leaders 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 bring personal games, CD players, toys, etc. to Club 360°, as staff will not be responsible for 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 spring break, and specific days over winter break. Members of the middle school program will be combined with Club 360°’s elementary school program during the day-camp, however, the members will be separated by grades and activities will be age-appropriate. 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 in Club 360.

Student Attendance/ Reporting Absences

If your child will not be attending Club 360° 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.

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

Club Reports are short notes provided to parents at the time of pick-up as needed for communicating positive/negative information 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. **Club Reports** will also be utilized 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. All staff members are trained in handling minor emergencies, but are not necessarily certified in first-aid care.

Program staff members are trained in positive strategies for preventing and managing inappropriate behavior. Should a concern arise regarding a member’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 student’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° Coordinator will be held to determine permanent suspension. In addition, if a student’s needs are greater than can be met in a staff to student 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 student records. Club 360° is not a part of the MISD academic program and, as such, student records reviewed by Club 360° staff 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 student application will be reviewed individually for acceptance. Parents will receive a post card notification in the mail to confirm enrollment in the program.

Club 360° welcomes your feedback and input. All questions and concerns regarding Club 360° should be addressed with the Site Director at the 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 Educational 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/>