



**Parent Handbook
2018**

Table of Contents

Mission Statement of Child Care Programs.....	4
The Office of Child Care Programs.....	4
Allergies (food).....	5
Arrival.....	5
Bulletin /General Information.....	5
Cancellation.....	5
Cell Phones.....	5
Child Abuse and Neglect.....	6
Discipline and Guidance Practices.....	6
Dress Code.....	7
Drills.....	7
Emergencies.....	7
Enrollment.....	7
Gang Free Zone / Gun Free Zone.....	7
Health.....	8
Hours, Days, Months of Operation.....	9
Late Payments and Fees.....	9
Late Pick Up.....	9
Lice.....	9
Lunch and Snacks.....	10
Medication.....	10
Nap Time.....	10
Parent Concerns.....	10
Parent Notifications.....	10
Payment Options and Requirements.....	11
PROCARE.....	12
Release of Children.....	13
Sign-Out/ Child Pick-up.....	13
Visitors.....	13

This handbook contains information specific to Club 360 Summer Jr. but does not include all of MISD policies/procedures. It is meant to be a supplement, which outlines unique features of the after-school program and at times may be more restrictive than MISD policy/procedures. All employees are to abide by MISD policies/procedures and are required to read the main handbook available on-line at www.mckinneyisd.net. At any time, if you have questions or concerns regarding MISD policy/procedures, feel free to contact the Department of Human Resources at 469-302-4000.

	Dates	Theme
Week 1	June 11 th -15 th	Beach Time! Surf and Sand
Week 2	June 18 th -22 nd	Under the Sea Exploration
Week 3	June 25 th -29 th	Red, White and Blue Celebration
***** Closed July 2nd- July 6th *****		
Week 4	July 9 th -13 th	Camping – Under the Stars!
Week 5	July 16 th - 20 th	Summer Safari
Week 6	July 23 rd -27 th	Sensational Science!
Week 7	July 30 th - Aug. 3 rd	End of Summer Extravaganza!

Club 360 Summer Jr. is a childcare program developed by McKinney Independent School District. The program is designed to be fun and exciting while maintaining the similar structure of a normal school day. Children are divided by age into appropriate classrooms. Throughout the summer, children will be involved in a wide range of activities, art lessons, physical education and guest performances.

Club 360 Summer Jr. is required to be licensed by the Texas Department of Family and Protective Services. The program will follow the guidelines stated in the “Minimum Standards for Childcare Centers” as well as all MISD policies and regulations.

https://www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/746_Centers.pdf

For additional information please contact the Office of Child Care Programs at 469-302-2300 or <http://www.mckinneyisd.net/departments/club360/>

Mission Statement of Child Care Programs

MISD Child Care Programs is a safe, consistent environment for children in a structured, educationally enhancing programs and activities that are fun, engaging, and age-appropriate.

The Office of Child Care Programs

MISD Summer Jr. Phone Line
@ Lawson Early Childhood School: 469-302-2429

Office of Childcare Programs: 469-302-2300; fax 972-569-6233

Lead Teacher Helen O'Connell hoconnell@mckinneyisd.net

Director Dr. Pamela Parmley pparmley@mckinneyisd.net

Coordinator Cody L. Bell cbell@mckinneyisd.net

Coordinator/360 Daniel Gibson dagibson@mckinneyisd.net

Finance Specialist Patricia Carley pcarley@mckinneyisd.net

Office Assistant Lorie Harvey lharvey@mckinneyisd.net

Secretary Rosemarie Corrado rcorrado@mckinneyisd.net

Mailing Address:

Office of Child Care Programs
2107 W. Eldorado Pkwy. Ste. 109
McKinney, TX 75070

Lawson Early Childhood School
500 Dowell Street
McKinney, TX 75071

Allergies (food)

TX DFPS State Licensing is requiring that any child with a diagnosed food allergy have a Food Allergy Plan signed by their doctor. Children who do not have these will not be allowed to attend camp. Please plan ahead and get these prior to the 1st week of camp you need for your child to attend. Forms must be turned in with payment on the Wednesday prior deadline of the 1st week your child is scheduled to attend camp.

Arrival

Students cannot be checked into Club 360 Summer Jr. before 6:30 AM and all children must be picked up by 5:30 PM. Students must be signed in by 8:30 AM daily to ensure participation in all daily events and special activities.

Bulletin /General Information

The following items will be available for parents and staff during regular hours of operation. They will be located on a table near the front office.

- (1) License issued by DFPS;
- (2) The letter or form from the most recent Licensing inspection or investigation;
- (3) The Licensing Notice *Keeping Children Safe*;
- (4) Emergency and evacuation relocation plans;
- (5) Licensing *Notice of Availability for Review of*:
 - (A) The most recent fire inspection report, if applicable;
 - (B) The most recent sanitation inspection report, if applicable;
 - (C) The most recent gas inspection report, if applicable; and
 - (D) The applicable Licensing minimum standards;
- (6) Telephone numbers specified in §744.405 of this title and
- (7) Any other Licensing notices with specific instructions to post the notice.

Cancellation

Parents wishing to cancel a week for which they have registered for Club 360 Summer Jr. must do so in writing no later than the Wednesday prior to the week of camp. The notice must be submitted to rcorrado@mckinneyisd.net. If notices are not given by the deadline your account will be billed for the week of camp. Payments will not be refunded or credited if this deadline is not met.

Cell Phones

We understand that many parents wish their child to carry cell phones for safety reasons. Your child may bring a cell phone to Club 360 Summer Jr., but it must be turned off and put away before entering the building. If there is a need for you and your child to communicate during Club 360 Summer Jr., office phones are available. Students will be given one warning by a teacher if a phone is out or used. If a student's phone continues to be a distraction, it will be given to administration.

Child Abuse and Neglect

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). Any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report within 48 hours of learning of the facts giving rise to the suspicion (www.txabusehotline.org).

Discipline and Guidance Practices

Program staff members are trained in positive strategies for preventing and managing inappropriate behavior. PROCARE electronic notes are used to document incidents. Guidance and discipline are individualized and staff members are to emphasize consistency for each child. Behavior will be managed age-appropriately, with teaching the child acceptable behavior and self-control through the process. In addition, staff members are trained to communicate with parents/ guardians regarding behavior through written and verbal feedback.

Should a concern arise regarding a child's behavior:

1. Parents will be contacted to discuss/review the situation. Staff will utilize a variety of appropriate interventions to address the inappropriate 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. Continual fighting or biting of any type will result in suspension.

In the event a parent is contacted to come and pick up his/her child due to behavioral concerns, the parent must make arrangements to come to the program as soon as possible, as we do not have "in-school seclusion" areas and cannot provide a one-on-one ratio of supervision.

2. Temporary suspension may be from a partial day to 3 days of the regular program. When a child is suspended, parents will be contacted to pick the child up from the program. A child who is suspended from MISD Child Care may not come to the program on the days he/she is suspended and parents must make other arrangements for care.
3. A meeting with the Preschool/Daycare Supervisor and/or Coordinator/Director of Child Care Programs will be held to determine dismissal from the program. In addition, if a child's needs are greater than can be met in a staff to child ratio of daycare licensing standards, MISD Child Care may not be a suitable option for care.

MISD Child Care staff members are not permitted to discuss children, other than your own, with you in regards to behavior or any other aspect of the MISD Child Care program – just as staff members are not permitted to discuss your child with other parents/ guardians of children in MISD Child Care. Please note that policies and procedures are consistent for all children enrolled in MISD Child Care.

Dress Code

Children are expected to conform to the MISD student dress code. In addition, they must wear tennis shoes at all times. In the event your child is wearing sandals, crocs or other shoes that are not deemed safe for gym games, your child may not be allowed to participate. To view the McKinney ISD dress code, please click this link. <http://www.mckinneyisd.net/parents/dress-code/>

Drills

Emergency drills will be conducted which include Fire, Tornado and Lock Down. Drills will be handled using the same procedures as MISD schools.

Emergencies

In the event of an emergency that requires assistance from the local fire or police department, a MISD staff member will immediately contact 911 to report the emergency. Childcare staff are responsible for assisting and transporting all children safely out of the building in case of emergency. Students with special needs or disabilities will be assisted out of any MISD building and into safety according to their specific needs. Once the group of children has arrived at the designated meeting location, the staff member will take attendance to ensure that all students are present. During any evacuation, a MISD Staff will collect a portable laptop or printed student records and carry it with them. This will enable staff members to have access to all student records for the duration of the evacuation.

In the event the children and staff must be evacuated and relocated from the campus, the students will be relocated to Slaughter Elementary School located at 2706 Wolford Drive, McKinney TX, 75071. Each Club 360 Summer Jr. staff will have a record of children in attendance for the day. All parents will be notified via email explaining the change in location immediately. Students will be released to parents or authorized pick-ups according to direction from MISD Administration, MISD Security and or McKinney Police Department.

Enrollment

Any child from the ages 3-4 may participate in Club 360 Summer Jr. All students must be fully “potty trained” in order to participate (no diapers or pull-ups). All Club 360 Summer Jr. enrollments can be completed online at <http://www.mckinneyisd.net/departments/childcare/registration/>. At the time of registration, the non-refundable registration fee and tuition for the 1st week of camp your child is attending, is due. Enrollment deadline for each week of camp you plan for your child to attend is the Wednesday prior to the week they are enrolled/registered to come.

Gang Free Zone / Gun Free Zone

A gang free zone is a designated area around every school in McKinney ISD where prohibited gang related activity is subject to increased penalty under Texas law. The gang free zone is 1000-foot perimeter around MISD property. The Gang Free Zone is communicated to parents during the registration process, perimeter signs, and handbook. All MISD Schools and properties are designated as “Gun Free Zones”.

Health

MISD Child Care recognizes that a child's health/immunization information must be kept current along with the enrollment forms and the MISD Health Form. Parents are also asked to include allergies, special diets, and/or emergency health information per the MISD Health Form located on the MISD website. At this time MISD does not offer health checks for enrolled children.

Parents may be called in the event a child becomes sick and is not able to participate in our regularly scheduled activities. A child who becomes ill will be separated and the parent will be contacted immediately to come for him/her. For the protection of all children in our program, your child may not return to MISD Child Care until he/she has been **symptom free for 24 hours**. The following is a list of symptoms that prohibits a child from being at the center:

- An illness that prevents the child from participating comfortably in the center.
- An illness that results in greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children in care.
- The child has one or more of the following symptoms, unless medical evaluation by a health-care professional indicates that you can include the child in the center's activities:
 - Intestinal disturbance accompanied by diarrhea or vomiting
 - Oral Temperature of **100.00** or greater; armpit temperature of 99.4 or greater
 - Any undiagnosed rash
 - Discharge from the eyes/ears or profuse nasal discharge
 - Symptoms of possible communicable disease (such as sniffles, red eyes, sore throat, headache and abdominal pain with fever)
 - Symptoms that prevent a child from participating comfortably in child-care center activities including outdoor play
 - A healthcare diagnosis of a communicable disease and the child does not have medical documentation to indicate that the child is no longer contagious.

In addition, we will not admit a child into our care that displays the above mentioned symptoms. Children must be well enough and able to participate in all activities, without restrictions, including outdoor recess.

In the event a child is sent home under our guidelines, please send an e-mail to your child's center director indicating that your child has been symptom free for 24 hours and is able to return to school and participate in all activities. If a doctor's note is obtained, please provide a copy to the center's director. *In the event of a medical emergency requiring 911, parents will be contacted along with school officials. A staff member will remain with the child until the parent arrives. Enrollment information on the child will be made available to the medical personnel treating the child.*

Head Injury Report

Injuries to the head are taken very seriously. In the event a child receives an injury to the head during Club 360 Summer Jr., the child will be examined closely for signs of complications. Any signs of dizziness, headaches, nausea, staggering, difficulty breathing or extreme drowsiness will be addressed immediately. Staff members will contact parents to make them aware of the situation and complete a Head Injury Report.

Hours, Days, Months of Operation

Club 360 Summer Jr. is a fee-based program located at Lawson Early Childhood School. The program opens at 6:30 a.m. and continues until 5:30 p.m., Monday through Friday. The first day of operation will be June 11, 2018 and the last day will be August 3, 2018. Club 360 Summer Jr. will be closed July 2nd – July 6th.

Late Payments and Fees

If a parent has not paid for a camp or cancelled a camp that they have enrolled their child in by the Wednesday prior deadline, Child Care Programs must cancel their enrollment in that camp. Any camp not cancelled by the parent, by the Wednesday prior deadline, will be billed to their account. Cancellations made after the deadline are non-refundable/nor transferrable and the parent is responsible to pay for the week of camp even though their child did not attend.

Late Pick Up

All children should be picked up by the designated closing time. Should you anticipate you cannot meet this deadline, please call and let the site supervisor or manager know as soon as possible. Late fees will be assessed at \$1.00 per minute **beginning at closing time**. All fees are due on the next day the child returns to the program. You are welcome to pay these fees by check or online using My School Bucks. The campus staff do not have cash on hand for change; so exact fees are appreciated. Credits on your account cannot be used to pay late pick up fees. Credits can be used toward tuition only. Consecutive and or excessive late pick-ups of 3 or more times could result in additional fees of \$5.00 per minute or being dropped from enrollment.

Lice

If it is determined that your child had Head Lice (Pediculosis), you must follow the guidelines listed below.

1. Child must be picked up and remain home for 1 school day.
2. Parent must provide proof of treatment given.
3. Nurse must check child before they are readmitted.
4. Staff will send the MISD Lice Fact Sheet to all parents.

Lunch and Snacks

ARAMARK is McKinney ISD's food service provider. ARAMARK offers breakfast and lunch meal programs, after-school snacks, catering, nutrition education, and retail design and operations. Under the direction of the food service professionals with ARAMARK, McKinney ISD is able to focus on providing an excellent education to students, while ARAMARK ensures that the district is in compliance with all federal and state regulations. The ARAMARK team is devoted to helping students flourish!

A hot breakfast and lunch will be served each day. An afternoon snack will also be provided. Water is available at all times.

Medication

Regular/on-going medication can be administered on site once arrangements are made with the staff on duty. Temporary medications for specific health conditions (i.e. asthma) will only be administered on an emergency basis.

Students who require medications must have a MISD "Authorization for Dispensing Medication Form" on file. All medications administered at Club 360 Summer Jr. must be brought in the original container. Forms for medication administration may be found at <http://www.mckinneyisd.net/departments/childcare/forms/>.

Nap Time

State licensing guidelines requires a supervised rest or sleep period to be provided after the noon meal. Parents are asked to provide a blanket or one "lovie" for their child/children.

Mats will be provided. The mats are child specific and labeled, to ensure each child remains on his/her assigned mat. The sheets are washed weekly, unless it is necessary to wash sooner. The blankets may be kept in the child's cubby, although we ask that you take them home on Fridays for washing.

Please label all items sent with your child with first and last name, as we want to ensure they are kept separate.

In the event a child is not sleepy or is "growing" out of a nap, we are required to have them rest for at least one hour. After this initial hour, if he/she is not sleeping they will be given an alternative quiet activity. We do ask that parents talk with their child about this needed rest time and how rest is important for their growing bodies.

Parent Concerns

Club 360 Summer Jr. welcomes your feedback and input. All questions and concerns regarding Club 360 Summer Jr. should be addressed with the Lead Teacher, or a Coordinator at the Child Care Programs office (469-302-2300). The Club 360 Summer Jr. has a direct line to speak with staff. This phone line is only answered during Club 360 Summer Jr. hours, although **messages may be left at any time**. Parents are encouraged to use this line for Club 360 Summer Jr @ Lawson Early Childhood School (469-302-2459).

Parent Notifications

Parents will be notified after one or more of the following circumstances regarding their child:

- (1) Is injured and the injury requires medical attention by a health-care professional;
- (2) Has a sign or symptom requiring exclusion (see Illness Exclusion Criteria)
- (3) Has been involved in any situation that placed the child at risk. Or
- (4) Has been involved in any situation that renders the operation unsafe, such as a fire, flood, or damage to the operation as a result of severe weather.

(b) Club 360 Summer Jr. will notify the parent of less serious injuries when the parent picks the child up from the operation. Less serious injuries include, but are not limited to, minor cuts, scratches, and contusions requiring first-aid treatment by employees.

(c) Club 360 Summer Jr. will notify all parents of children in the operation in writing and within 48 hours of becoming aware that a child in our care or an employee has contracted a communicable disease deemed notifiable by the Department of State Health Services as specified in 25 TAC Chapter 97, Subchapter A

(d) Club 360 Summer Jr. will provide written notice within 48 hours to the parents of all children in a group when there is an outbreak of lice or other infestation in the group. Staff will send an individual note to each parent.

Payment Options and Requirements

Summer Membership Fee: \$25.00 per family

Club 360 Summer Jr. Rates:

Weekly Tuition Rate: \$185 per child

Free/Reduced Lunch Tuition Rate \$155 per child

Payment Options:

- 1) Payment by credit card online - <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>
- 2) Payment can be made at Club 360 Summer Jr. at Lawson Early Childhood School once camp begins.
- 3) Payment by check may be dropped off in person at our main Childcare Programs Office, 2107 W. Eldorado Pkwy, Suite 109, McKinney, TX, 75070 between the hours of 8AM and 4PM Monday-Thursday.

Payment Requirements

Each week's tuition payment deadline is the Wednesday prior to the week your child is enrolled to attend. If payment is not received by the deadline, registration will be cancelled. Even though Child Care Programs must cancel enrollment because payment has not been made, it is the parent's responsibility to cancel weeks of enrollment in writing to the Child Care Programs office by the Wednesday prior deadline. Weeks not cancelled by the deadline will be charged to the parent's account. Account balances must be paid in full by the Wednesday prior deadline for students to attend camp on Monday.

The person listed on the online summer application as the primary parent/guardian will be the person responsible for the full payment of this account and any fees incurred due to late payments, late pick-ups, and/or missed deadlines for cancellations of camps.

Personal Belongings/Clothing

Parents should bring, for their child/children, a change of clothes, and a sleep toy/blanket each day to the program. The sleep toy must not be larger than a loaf of bread and must be a soft item. Please label all items brought from home with child's first name – last initial.

- Due to health reasons, Preschool aged children are not permitted to bring sippy cups to the program. They cannot store used sippy cups in their cubbies or utilize the center's refrigerator. Please keep these items at home. Children are allowed to bring a small water bottle with a secure lid. All water bottles must be labeled with the child's first name and last initial. Please fill with water only.
- Please label all items brought from home.
- Each child will have a designated cubby/ locker to keep personal items. Although, MISD Preschool Staff members attempt to help children stay organized, the program cannot be responsible for lost personal property. Children are discouraged from bringing personal toys, money, or other items not necessary for program activities. In the event a child brings a personal item and it becomes a distraction, the item will be taken up by the staff member on duty and returned to the parent at the end of the day.
- During certain times of the year, parents may want to send spray on sunscreen or insect repellent. The item must be clearly labeled for your child and include a note giving staff members permission to use the item. It is helpful if parents apply the first application prior to arriving at school.
- Parents are asked to send children in comfortable clothing – as our activities will have a lot of movement and fun. Please make sure children are not sent in their best attire, as at times, art supplies may include paint. Staff will do their best to ensure clothing is protected from program supplies. Children must wear tennis shoes in order to fully participate in all of the center's activities.
- As we prepare children for entering into elementary school, we must keep the MISD Dress Code in mind. While children in preschools are not required to follow the same guidelines, we will monitor dress for appropriateness. We do ask that shorts be worn with any skirts or dresses, and that all shorts are fingertip length.

PROCARE

Procare is server-based software program that MISD utilizes for child and staff tracking. This software will allow parents to check their own child out digitally. Each parent will need to be registered by a Club 360

Summer Jr. staff member on their child's first day. If the parent has been previously registered, they will not need to be re-registered.

Release of Children

During the registration process parents will be able to designate who is able to pick up their child. In the case of shared custody or visitation rights, we must have a copy of the court document to determine who can add/change information. Corrections or additions to the information must be made in writing by the primary parent. Staff members will not allow a child to leave with a person who has not been given parental permission. In the event a person not listed arrives to pick up a child, we will call the parent listed. Children will not be released to a parent or an authorized pick-up smelling of alcohol/intoxicated.

Sign-Out/ Child Pick-up

All students should be dropped off and picked in the back of the building (Door #19) using PROCARE. Parents will need to "Buzz In" in order to enter the building. All authorized pick-ups must provide a photo ID when picking up a child from Club 360 Summer Jr. their first time. After the ID has been verified, a biometric scan (fingerprint) will be set up for that individual in our system. After the first time the individual will use the biometric scan system to pick a child up. If the form of I.D. does not match the information on the child's account or if the person does not have an I.D., a parent must be contacted to obtain direction. Once their pick-up authorization has been confirmed, the Club 360 Summer Jr. Staff will register the person on the PROCARE Child Tracking System.

Visitors

If a parent would like to visit the program, meet with a staff member, or observe the program, they must sign-in with the Lead Teacher. A MISD staff will escort and accompany the parent visitor. The parent must sign-in and sign-out to document the visit. Parents have the right to visit the program, as long as they are not interacting with other children and participating in the program as a volunteer. In addition, visitors must not engage in any activity that would make them appear to be a district representative. Prior appointments/arrangements are greatly appreciated.

Emergency Preparedness Plan

Evacuation (On Site): Lawson Parking Lot
Relocation Point: Slaughter Elementary School
 2706 Wolford Drive
 McKinney, TX 75071

Evacuation and Relocation Procedure

In the event of an emergency that requires assistance from the local fire or police department, a MISD staff member will immediately contact 911 to report the emergency. Childcare staff are responsible for assisting all children safely out of the building in case of emergency and to MISD relocation vehicles if necessary. Students with special needs or disabilities will be assisted out of any MISD building and into safety according to their specific needs. Once the group of children has arrived at the designated meeting location, the staff member will take attendance to ensure that all students are present. During any evacuation, a Summer Camp Manager will collect a portable laptop or printed student records and carry it with them. This will enable staff members to have access to all student records for the duration of the evacuation.

Each Club 360 Summer Jr. staff will have a record of children in attendance for the day. All parents will be notified via email explaining the change in location immediately. Students will be released to parents or authorized pick-ups according to direction from MISD Administration, MISD Security and or McKinney Police Department.

Sheltering/Lock-Down Procedure

In the event of emergency in which requires assistance from the local police department, a MISD Staff member will immediately contact 911 to report the emergency. Childcare staff are responsible for assisting all children to the closest lockable room. The children will be instructed to sit on the floor and remain absolutely silent. After the room is secure, the staff member will place the “Green” or “Blue” card under the door to communicate to the police officers arriving on scene.

Important Numbers

Lawson Address:	500 Dowell Street, McKinney, TX 75071
Emergency Number:	911
Lawson Telephone Number:	469-302-2420
Office of Child Care Programs:	469-302-2300
Poison Control:	1-800-222-1222
Child Abuse:	1-800-252-5400 http://www.txabusehotline.org/
Texas DFPS Intake #:	1-800-582-6036
Child Care Licensing:	550 E. 15 th Street, Suite 120, Plano TX, 75074
Lauren O’Roark (Lic. Rep.):	469-229-6911
Tiffany Hall (Lic. Super.):	469-229-6929