



**Parent Handbook
2020**

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This handbook contains information specific to Club 360 Summer Camp, 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 policies/procedures.

	Dates	Field Trips/ Special Events <i>(Field trips are subject to change)</i>
Week 1	June 1-5	TBD
Week 2	June 8-12	TBD
Week 3	June 15-19	TBD
Week 4	June 22-26	TBD
Week 5	June 29-July 3	TBD
*****Closed July 6 - July 10 No Camp*****		
Week 6	July 13-17	TBD
Week 7	July 20-24	TBD
Week 8	July 27-31	TBD

Club 360 Summer Camp 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. Students are divided by age into appropriate classrooms. Throughout the summer, students will be involved in a wide range of activities, field trips, art lessons, physical education and guest performances.

Since Club 360 Summer Camp is operating during the summer break, we are required to be licensed by the Texas Health and Human Services. The program will follow the guidelines stated in the “Minimum Standards for School-Age and Before or After-School Programs” as well as all MISD policies and regulations.

<https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-744-school-age.pdf>

For additional information please contact the Office of Child Care Programs at 469-302-2300 or <https://www.mckinneyisd.net/childcare-after-school-programs/>

Mission Statement of Child Care Programs

MISD Child Care Programs offers children ages 5-12 (incoming Kindergartener-graduated 5th grade) safe, consistent environment for students in a structured, educationally enhancing program with activities that are fun, engaging, and age-appropriate.

The Office of Child Care Programs

MISD Summer Phone Line @ Slaughter School: 469-302-6195

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

Camp Manager

Daniel Gibson

dagibson@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

Lorie Harvey

lharvey@mckinneyisd.net

Finance Specialist Asst.

Carmen Alejos

calejos@mckinneyisd.net

Secretary

Azaleah Barreto

abarreto@mckinneyisd.net

Mailing Address:

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

Slaughter Elementary School
2706 Wolford Street
McKinney, TX 75071

Allergies (food)

TX DFPS State Licensing requires that any child with a diagnosed food allergy submit a Food Allergy Plan signed by their doctor. Students who do not have a Food Allergy Plan on file 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 Camp before 7:00 AM and all students must be picked up by 6:30 PM (late fees begin at 6:30pm). Students must arrive before 8:30AM daily to ensure participation in all daily events and special activities. When attending off-site field trips, employees will not stay behind to provide care for students who arrive late. All students in attendance the day of a field trip must go, no students will be allowed to stay on campus.

New Drop-Off Procedure

1. Parents/Guardians will pull up into the carpool lane in front of Slaughter Elementary.
2. Parents/Guardians and students WILL NOT exit the vehicle.
3. A Summer Camp Employee will approach the car and ask the parent/guardian for their 8-digit carpool number (numbers will be sent via email once their registration has been processed).
4. The Club 360 Summer Camp Employee will input the 8-digit carpool number into Procure and check-in each student.
5. The Summer Camp Employee will then grant permission for students to exit the vehicle.
6. The Summer Camp Employee will scan each student using a “non-contact” infrared thermometer (any temperature reading 100.00 or higher will not be granted access to the program and must reenter the vehicle).
7. Students will then enter the building and immediately report to a hand sanitizer station.

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. The DFPS Minimum Standards for School-Age and Before or After-School Programs and the most recent licensing inspection is also available for parents (hard copy and available online).

- (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 Camp must do so via email no later than the Wednesday prior to the week of camp. The notice must be submitted to childcare@mckinneyisd.net. If notices are not given by the deadline your account may 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, 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, office phones are available. Students will be given one warning by a staff member 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

MISD staff members are trained in positive strategies for preventing and managing inappropriate behavior. In addition, staff members are trained to communicate with parents/guardians regarding behavior through verbal feedback. Internal documentation is kept on severe behavior incidents.

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 inappropriate behavior.

If inappropriate behavior continues, or if a child's behavior becomes unsafe for him/herself or others, he/she may be suspended temporarily or permanently from membership. **Fighting or hitting 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 within one hour, as we do not have "in-school suspension" areas or staff to provide a one-on-one ratio.

Temporary suspension may be from 1 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 Club 360 Summer Camp may not come to the program on the days he/she is suspended and parents must make other arrangements for care. Refunds are not given for days missed due to suspension. A meeting with a Coordinator may be held to determine conditions for return to program.

Dress Code

Students 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. <https://www.mckinneyisd.net/wp-content/uploads/2017/03/Student-Dress-Code.pdf>

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 students 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 students 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.

In the event the students and staff must be evacuated and relocated from the campus, the students will be relocated to the Lawson Early Childhood School located at 500 Dowell Street. Each Club 360 Summer Camp staff will have a record of students 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 incoming Kindergartener (must be 5)-graduated 5th grade may participate in Club 360 Summer Camp. All students must be fully “potty trained” (no diapers or pull-ups) and have a current immunization record on file at their elementary school in order to participate. All Club 360 Summer Camp 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 (see week 6 deadline on the Club 360 Summer page) prior to the week they are enrolled/registered to come. NO EXCEPTIONS.**

Field Trips

Club 360 Summer Camp will take several field trips during the summer. Durham Transportation Services will be providing transportation by school bus, which is the regular bus company of MISD.

All students must arrive by 8:30 a.m. on scheduled field trip days and are required to wear the Club 360 field trip t-shirt. If parents forget to dress their child in their green field trip t-shirt on a designated field trip day, the student will be given a new one. The parent/guardian must then go online and make a \$5.00/per shirt

payment. Once the buses are loaded, we do not wait for students arriving late. Club 360 Summer Camp at Slaughter Elementary School will be closed for the duration of each field trip. Field trips are subject to change based on availability and inclement weather. **All field trip information will be posted on Monday of each week.**

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”.

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 Camp, 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. A MISD nurse will assess all injuries during the hours of 8-4 daily.

Hours, Days, Months of Operation

Club 360 Summer Camp is a fee-based program located at Slaughter Elementary School. The program opens at 7:00 a.m. and continues until 6:30 p.m., Monday through Friday. The first day of operation will be June 1, 2020 and the last day will be July 31, 2020. Club 360 Summer Camp will be closed July 6th – July 10th.

Illness Exclusion Criteria

Parents will 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 isolated and the parent will be contacted immediately and should be picked-up within an hour. **For the protection of all students in our program, your child must be “symptom free” for 72 hours before returning to the Club 360 Summer Camp Program:**

Symptoms of illness are:

- Intestinal disturbance accompanied by diarrhea or vomiting
- A temperature of 100.00 (infrared non-contact thermometer) that is accompanied by behavior changes or other signs or symptoms of illness;
- 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)
- Untreated Head Lice

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 (**see week 6 deadline on the Club 360 Summer page**), 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

Late fees will be assessed at \$1.00 per minute beginning at 6:30pm. Late pick up fees are due on the next day the child returns to the program. All fees must be paid online. Credits on your account cannot be used to pay late pick up fees. Consecutive and or excessive late pickups of 3 or more could result in additional fees of \$5.00 per minute or being dropped from enrollment.

Meals 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 breakfast and lunch will be served each day by Aramark in the cafeteria for all Club 360 participants. An afternoon snack will also be provided. Water is available at all times.

Medication

Club 360 Summer Camp will have access to the nurse on duty. Regular/on-going medication can be administered on site once arrangements are made with the nurse on duty. Temporary medications for specific health conditions (i.e. asthma) will only be administered on an emergency basis. Sunscreen and insect repellent is considered a type of medication.

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

Clinic

A parent/guardian will not be called for each clinic visit. A parent/guardian will be notified by phone call, or clinic information form of the following types of injuries or illnesses:

- Head Injury - potential for delayed repercussions/possible concussions
- Vomiting, Diarrhea, and/or Fever greater than 100.0 degrees-potential for a contagious condition/illness
- Ineffective Medication regime-such as but not limited to asthma inhaler, diabetes management, ADHD
- Life threatening occurrences
- Orthopedic injuries that are not relieved with rest and ice
- Any injury/illness deemed necessary by the nurse

The following over the counter medications are kept in the clinic with standing physician orders: antifungal cream, caladryl clear, calamine, first aid cream, hydrocortisone cream, mentholated rub, moisture eye drops, saline solution and petroleum jelly.

McKinney ISD Registered Nurses have standing physician orders for the emergency use of an EpiPen®/ EpiPen Jr.® that may be administered after and ONLY upon a District RN assessment. Any resulting EMS or 911 fees based on the RN assessment or the administration of albuterol or EpiPen® Jr.® would be the responsibility of the parent or guardian. The administration of EpiPen® Jr. ® whether provided by parent or guardian, or from stock medication requires an EMS/911 call anytime administered. To help prevent the spread of communicable disease, MISD Staff have been informed not to accept Nebulizers for students.

An MISD Registered Nurse is on duty Monday-Friday 8:30am-3:30pm.

Parent Concerns

Club 360 Summer Camp welcomes your feedback and input. All questions and concerns regarding Club 360 Summer Camp should be addressed with the Camp Manager, or a Coordinator at the Child Care Programs office (469-302-2300). The Club 360 Summer Camp has a direct line to speak with staff. This phone line is only answered during Club 360 Summer Camp hours, although **messages may be left at any time**. Parents are encouraged to use this line for Club 360 Summer Camp @ Slaughter Elementary School **(469-302-6195)**.

Due to increased caution regarding the spread of communicable diseases, parents/guardians will not be allowed in the building without an appointment. Appointments must be made 24hrs in advance by contacting childcare@mckinneyisd.net or calling 469-302-2300. Once the appointment has been made, a Summer Camp Manager will escort the parent/guardian through a separate entrance. The meeting will then take place in space that is never used by staff or students.

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 Camp 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 Camp will notify all parents of students 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 Camp will provide written notice within 48 hours to the parents of all students 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 (online only)

Summer Membership Fee: \$25.00 per family

Club 360 Summer Rates:

Weekly Tuition Rate: \$185 per child

Free/Reduced Lunch Tuition Rate \$155 per child (must be able to provide proof of eligibility)

Payment Options:

- 1) Payment by credit card online - <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>. Select the Summer option and enter the amount due.

Payment Requirements

Each week's tuition payment deadline is the Wednesday prior (**see week 6 deadline on the Club 360 Summer page**) 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 (see week 6 deadline on the Club 360 Summer page). 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 (**see week 6 deadline on the Club 360 Summer page**) 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 pickups, and/or missed deadlines for cancellations of camps.

Personal Belongings

Students are discouraged from bringing personal toys, cell phones, iPads, money, or other items not necessary for school activities to Summer Camp. In the event a child's personal items become a distraction to others or the program, they can be taken by staff members and stored until parents arrive to claim them. MISD and Club 360 Summer Camp are not responsible for lost, stolen or damaged items.

PROCARE

Procure is a 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-Camp 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 Students

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. Students will not be released to a parent or an authorized pick-up smelling of alcohol/intoxicated.

Sign-Out/ Child Pick-up

New Pick-Up Procedure

- Parents/Guardians will pull up into the carpool lane in front of Slaughter Elementary.
- Parents/Guardians WILL NOT exit the vehicle.
- A Summer Camp Employee will approach the car and ask the parent/guardian for their 8-digit carpool number (numbers will be sent via email once their registration has been processed).
- The Club 360 Summer Camp Employee will input the 8-digit carpool number into Procure and check-out each student.
- The Summer Camp Employee will then ask the parent to pull forward into specific loading zone (# 1-8).
- The Summer Camp Employee will then contact the student's teacher to inform them that the student has been successfully checked out and relay the corresponding loading zone number.
- The Summer Camp Teacher or Assistant will walk the student to the Summer Camp Carpool Manager and relay the loading zone number.
- The Summer Camp Carpool Manager will then escort the students to the appropriate loading zone number/vehicle.

Visitors

Due to increased caution regarding the spread of communicable diseases, visitors will not be allowed in the building without an appointment. Appointments must be made 24hrs in advance by contacting chidcare@mckinneyisd.net or calling 469-302-2300.

Emergency Preparedness Plan

Evacuation (On Site): Slaughter Elementary Park
Relocation Point: Lawson Early Childhood School
500 Dowell Street, 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 students 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 students 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 Camp staff will have a record of students 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 assistance is required from the local police department, a MISD Staff member will immediately contact 911 to report the emergency. Childcare staff are responsible for assisting all students to the closest lockable room. The students will be instructed to sit on the floor and remain absolutely silent.

Important Numbers

Slaughter Address:	2706 Woford Street, McKinney, TX 75071
Emergency Number:	911
Slaughter Telephone Number:	469-302-6195
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
Sabrina Jones (Lic. Rep.):	469-229-6900
Tiffany Hall (Lic. Super.):	469-229-6929