



**Parent Handbook
2021-2022**

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The Office of Childcare Programs

2107 W. Eldorado Pkwy. Ste. 109
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Director	Amy Plate	aplate@mckinneyisd.net 469-302-2306
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Finance Specialist	Lorie Harvey	lhavvey@mckinneyisd.net 469-302-2307
Finance Assistant	Carmen Alejos	calejos@mckinneyisd.net 469-302-2304
Secretary	Azaleah Barreto	abarreto@mckinneyisd.net 469-302-2305

Club 360 Program Phone Numbers

Club 360 at Bennett	469-302-5404	Club 360 at Minshew	469-302-7371
Club 360 at Caldwell	469-302-5585	Club 360 at Press	469-302-7690
Club 360 at Eddins	469-302-6602	Club 360 at Slaughter	469-302-6195
Club 360 at Glen Oaks	469-302-6486	Club 360 at Valley Creek	469-302-4892
Club 360 at Johnson	469-302-6591	Club 360 at Vega	469-302-5187
Club 360 at McClure	469-302- 9483	Club 360 at Walker	469-302-4697
Club 360 at McGowen	469-302-7590	Club 360 at Wilmeth	469-302-7473
Club 360 at McNeil	469-302-5283	Club 360 at Wolford	469-302-4791

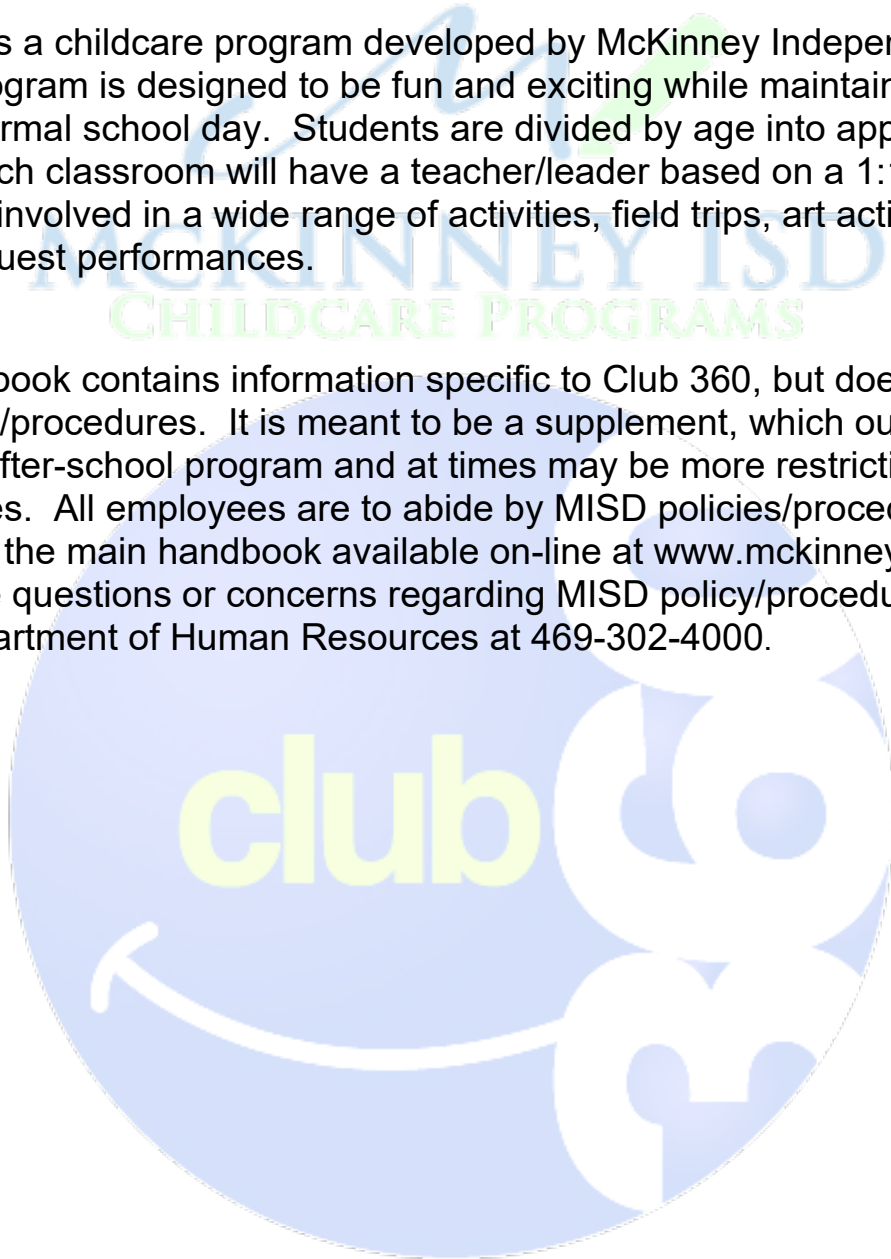
*The Campus Club 360 program phone line is only answered between 2:45 and 6:30pm. However, messages may be left at anytime.

Mission Statement of Childcare Programs

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

Club 360 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. Each classroom will have a teacher/leader based on a 1:14-17 ratio. The students will be involved in a wide range of activities, field trips, art activities, physical education and guest performances.

This handbook contains information specific to Club 360, 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.



Section I – Enrollment, Cancellation and Payments

Enrollment

Any elementary student currently enrolled within McKinney ISD can make application to Club 360. All students must be fully “potty trained” in order to participate (no diapers or pull-ups). During the month of August, there will be deadlines for registration and payments that are listed on our website. At the time of registration, the Family Membership Fee and tuition for the 1st month your student is attending is due. If you have made the deadline then you should expect for your child to start on the 1st day as requested unless you hear differently from the Childcare Programs Office. During this high volume time of enrollment our office WILL NOT be sending out confirmation emails.

Beginning September-April, (no enrollment in May) applications will require a minimum of 2-3 days to process. Please allow 2-3 days for processing - this does not include weekends or holidays. Once your student's application is received and approved, a confirmation of your student's start date and the amount due will be sent to you by the Childcare Program's Office. Your student can not start Club 360 until you receive this confirmation email, and until the total amount due is paid.

All student enrollment is completed online through the Club 360 website at <https://www.mckinneyisd.net/childcare-after-school-programs/club-360/>. A computer on campus may be offered to a parent if needed for registration.

Cancellation/Withdrawal

A 24-hour written notice is required to withdraw a student from Club 360. Any consideration for refunds or credits for days not used will be based on the 24-hour written notice. This notice can be submitted to the Club 360 staff at your campus or emailed to lharvey@mckinneyisd.net or calejos@mckinneyisd.net

Payments and Fees – Options

- 1) Payment by credit card online – using MySchoolBucks
<https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>
- 2) Payment can be made at your Club 360 campus each month.
- 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-Friday.

Payments and Fees – Late Pick Up

All students should be picked up by the designated closing time. Should you anticipate you cannot meet this deadline, please call and let the Site Assistant or Manager know as soon as possible. Late fees will be assessed at \$1.00 per minute/per student beginning at closing time. All fees are due on the next day the student returns to the program. You are welcome to pay these fees by check or

online using My School Bucks. The campus manager has no 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 pickups of 3 or more times could result in additional fees of \$5.00 per minute or being dropped from enrollment. Students with unpaid balances will not be allowed to attend Club 360 the last week of school until the balance is paid in full.

Payments and Fees – Overview

Annual Family Membership Fee: \$25 *Returning Families*

Annual Family Membership Fee: \$75 *New Families*

PLATINUM PLAN - No Membership Fee!	
<i>194 days of care (173 school days + 21 Holiday Care days). <u>Platinum Plan will not be available for purchase after December 1st.</u></i>	
Platinum <u>August-May</u> (per month, per child) (No enrollment in May)	\$415
Platinum Free & Reduced Lunch (through Food Services) <u>August - May</u> (per month, per child) (No enrollment in May)	\$329

GOLD PLAN - Membership Fee Required	
<i>173 school days. <u>Holiday Care days are not included. You will need to register separately.</u></i>	
Gold <u>August - May</u> (per month, per child) (No enrollment in May)	\$331
Gold Free & Reduced Lunch (Through Food Services) <u>August - May</u> (per month, per child) (No enrollment in May)	\$245

CLUB 360 CLUB PASS - Membership Fee Required	
<ol style="list-style-type: none"> 1. Club Pass allows for 10 pre-paid days of afterschool drop-in care per year. Can purchase up to 5 passes. 2. Club Passes can be purchased per year/per child and any unused days expire at the end of the school year. 3. Club Passes cannot be shared - A Club Pass must be purchased for each child in the family. 4. Club Pass days not used by the end of the school year are non-refundable and non-transferable to the next school year or any other program. 5. Club Passes cannot be used as an option for switching back and forth between it and our regular full-time plans. The Club Pass is only intended to be used for families who need care for no more than 50 drop-in days per year. 6. Club Passes cannot be used for Holiday Care or any other program. The Club Pass is exclusively for after school care only. 	
<p>NOTE: Parents are responsible to notify their child's teacher on the day their child will attend Club 360 using their Club Pass. If a Club Pass student arrives to Club 360 and is checked into our program your Club Pass will be charged for the day, regardless of the amount of time the child spends in the program. If there was a communication error between the parent and the teacher, Club 360 cannot be responsible to decide if the Club Pass student should or should not be checked into the program.</p>	\$275
Club 360 Club Pass 10 Prepaid Days- (pre-payment due before the first day of care). 1 Pass Required Per Child	

* Please Note: MISD Childcare Programs will not credit or refund for any days closed due to inclement weather, illness or for days missed.

Payments and Fees – Late Fee

Tuition Date	Action	Action/Fee
1st School Day of Month	Tuition Due	Monthly Tuition Rate
2nd School Day of Month	Tuition is Late on this date. Payment should include the \$25 late fee. Late Fee Notice to inform parents of \$25 late fee applied to their account.	Tuition rate + \$25 late fee
3rd School Day of Month	Reminder that payment is due.	
4th School Day of Month	Drop Notice – Last day to pay all tuition and fees.	
5th School Day of Month	Student can not attend if all tuition and fees have not been paid.	

All tuition and fees are due by the 1st school day of each month. A late fee of \$25.00 will be assessed if not paid on the 1st school day of each month. Accounts not paid in full before the 5th school day of the month will be DROPPED. In order to return, the full amount is due including all fees and a new family membership fee of \$75.00 is required. All families are required to pay tuition and fees before their student can start Club 360. You are allowed to switch plans once a school year.

* Please Note: MISD Childcare Programs will not credit or refund for any days closed due to inclement weather, for illness or days missed.

Section II - Club 360 Program Policies

Academic Specialists

As an extra support, Club 360 strives to employ certified teachers to support the program. The role of the Academic Specialist is to assist in completion of homework and provide educationally related activities to those not having homework. They serve as a resource for the students and encourage brains to “keep working”. Academic Specialists are not counted in the regular student to staff ratio. The majority of our Academic Specialists are also teachers at the same school as the program, although are considered Club 360 employees while working with the students.

Attendance

If your student 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 student is ill, or being picked up early from school, please call the Club 360 line at your student’s school to leave a voicemail and request that the school office staff put a notice of the student’s absence in the Club 360 mailbox. **Absences without prior notification may be mistaken for a missing student and cause unnecessary concern and time searching for the student.**

If a student does not arrive at the program as intended, Club 360 staff members 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 Procure 4) contact the local police department if the student is deemed “missing” from Club 360 (*a Coordinator and principal will be involved at this level).

Being that Club 360 is open later in the evening than regular school, we do not allow students to walk home from our program. Should a parent request that a student 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 student to be picked up by a sibling who is a minor, we recognize this may be the only option for parents.

Allergies (food)

Club 360 requires any student with a diagnosed food allergy to have a [Food Allergy Plan](#) (provided during registration) signed by a physician. Students who do not have these will not be allowed to attend Club 360. Please plan ahead and get these prior to registration.

Arrival

MISD Elementary schools release students at 3:07pm each school day. The students will then be guided to the appropriate dismissal area. Parents are encouraged to communicate any changes to their student’s dismissal plan to the teacher and the Club 360 staff.

Communication

Club 360 welcomes your feedback and input. All questions and concerns regarding Club 360 should be addressed with the Site Manager at each program, or a Coordinator/Director at the Childcare Programs office (469-302-2300). 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 Childcare licensing. It is a part of MISD and is operated by MISD employees; therefore, Club 360 is governed by the regulations of the Texas Education Agency.

Each Club 360 program has a direct line to speak with staff. This phone line is only answered during Club 360 hours, although messages may be left at any time. Parents are encouraged to use this line for Club 360 and not the main school phone number, which may not be answered after school hours. Student absences from Club 360 may be reported by leaving a message on this line.

Cell Phones

We understand that many parents wish their student to carry cell phones for safety reasons. Your student may bring a cell phone to Club 360, but it must be turned off and put away before entering the program. If there is a need for you and your student 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 the Site Manager and parents will have to pick it up from the office.

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 student'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 student'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 student 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 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 student is suspended, parents will be contacted to pick the student up from the program. A student who is suspended from Club 360 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 student is wearing sandals, crocs or other shoes that are not deemed safe for gym games, your student may not be allowed to participate. [McKinney ISD 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 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 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 via bus alternate location. Each Club 360 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.

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 student receives an injury to the head during Club 360, the student 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 is a fee-based program located at Bennett, Caldwell, Eddins, Glen Oaks, McClure, McGowen, McNeil, Minshew, Press, R. Johnson, Slaughter, Valley Creek, Vega, Walker, Wilmeth and Wolford Elementary. These programs open at 3:07 p.m. and continue until 6:30 p.m. on school days. The first day will be August 12, 2021 and the last day will be May 20, 2022. Club 360 will be closed the following dates:

September 06, 2021	All Programs Closed	January 03, 2022	Holiday Care Available
October 11, 2021	Holiday Care Available	January 17, 2021	Holiday Care Available
October 25, 2021	Holiday Care Available	February 21, 2021	Holiday Care Available
November 08, 2021	Holiday Care Available	March 07, 2022	Holiday Care Available
November 22, 2021	Holiday Care Available	March 08, 2021	Holiday Care Available
November 23, 2021	Holiday Care Available	March 09, 2021	Holiday Care Available
November 24, 2021	Holiday Care Available	March 10, 2021	Holiday Care Available
November 25, 2021	All Programs Closed	March 11, 2021	Holiday Care Available
November 26, 2021	All Programs Closed	April 25, 2022 (BWD)	Holiday Care Available
December 20, 2021	Holiday Care Available	May 23, 2022	All Programs Closed
December 21, 2021	Holiday Care Available		
December 22, 2021	Holiday Care Available		
December 23, 2021	All Programs Closed		
December 24, 2021	All Programs Closed		
December 27, 2021	Holiday Care Available		
December 28, 2021	Holiday Care Available		
December 29, 2021	Holiday Care Available		
December 30, 2021	All Programs Closed		
December 31, 2021	All Programs Closed		

Illness Exclusion Criteria

Parents will be called in the event a student becomes sick and is not able to participate in our regularly scheduled activities. A student who becomes ill will be isolated and the parent will be contacted immediately.

It is important to note that Club 360 is designed to take care of well children, not children that are acutely ill. For the protection of all students in our program, your student must be “symptom free” for 24 hours before returning to the Club 360 Program:

Symptoms of illness are:

- Intestinal disturbance accompanied by diarrhea or vomiting

- Temperature of 100.0 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)
- Untreated Head Lice

Inclement Weather/ Emergencies

In the case of inclement weather and McKinney ISD closes, Club 360 will also be closed. If the weather begins to worsen throughout the day and road conditions are poor, we ask that you try to pick up your student up as soon as possible. This will allow our staff to also get home safely, before the conditions are not suitable for driving.

Staff members are trained in basic emergency procedures. Should the electricity go out during Club 360, staff members will move students into a lighted area and continue the program. Parents will only be called to pick up their student(s) early, should the facilities be deemed unsafe.

Medication

Club 360 will not have access to the nurse. Regular/on-going medication can be administered on site once arrangements are made with the Site Manager 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 must be brought in the original container.

Parent Notifications

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

- (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 student 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 will notify the parent of less serious injuries when the parent picks the student 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 will notify all parents of students in the operation in writing and within 48 hours of becoming aware that a student 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 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.

Personal Belongings

Students are discouraged from bringing personal toys, cell phones, iPads, tablets, money, or other items not necessary for school activities. In the event a student'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 are not responsible for lost, stolen or damaged items.

PROCARE

Procare is server-based software program that MISD utilizes for student and staff tracking. This software will allow parents to check their own student out digitally. Each parent or authorized pick-up will need to be registered by a Club 360 staff member on their student'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 student. In the case of shared custody or visitation rights, we must have a copy of the court document(s) to determine who can add/change information and the custody schedule. Corrections or additions to the information must be made in writing by the primary parent. Staff members will not allow a student to leave with a person who has not been given parental permission. In the event a person not listed arrives to pick up a student, 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 / Student Pick-up

All students should be dropped off and picked up in the school (near the office) using PROCARE. All authorized pick-ups must provide a photo ID when picking up a student from Club 360 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 student up. If the form of I.D. does not match the information on the student'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 staff will register the person on the PROCARE Child Tracking System.

Snacks

ARAMARK is McKinney ISD's food service provider and provides an afterschool snack and drink each day. 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.

McKinney ISD Food Service Department has a new system in place in order to document Club 360 snacks per USDA regulations. You may notice on your student's Meal Pay Plus account the following: "Club 360 Reimbursable Snack" and a dollar amount. Please note that this is for School Nutrition accounting and claiming purposes only. No deductions will be taken from any student's meal/general account.

If you have further questions or concerns, please contact the School Nutrition office at 469-302-2263.

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 Site Assistant in the office. A Club 360 Manager 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 students 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.

