



McKinney ISD
After-School Programs
Parent Handbook

Table of Contents

Locations and Contact Information	3
Expectations	4
Mission Statement	5
Fees and Payment Policy	6
Withdrawal from the Program	6
Hours of Operation	7
Absences/Sign Out and Pick-up Procedures	7
Release of Students	8
Food Allergies/Medications	8
Health and Safety Procedures	9
Immunizations	9
Lice	9
Insurance	9
Snack	9
Personal Property	9
Children with Special Needs	10
Behavior and Guidance	10
Discharge	10
Unscheduled Closings	11
Transportation	11
Preparedness Drills	11
Homework	12
Communication	12
Child Abuse and Neglect	12
Gang Free Zone/Gun Free Zone	12

The Office of Childcare Programs
510 Heard St
McKinney, Texas 75069
469-302-2300

Director	Amy Dawson	adawson@mckinneyisd.net	469-302-2306
Coordinator-Preschool	Jennifer Harris	jharris@mckinneyisd.net	469-302-2302
Coordinator-Club 360	Maggie Darden	mdarden@mckinneyisd.net	469-688-0499
Finance Specialist	Lorie Harvey	lharvey@mckinneyisd.net	469-302-2307
Secretary	Nicole Thompson	nthompson@mckinneyisd.net	469-302-2305

Club 360 at Bennett Elementary 7760 Coronado Dr McKinney, TX 75070 945-280-8619	Club 360 at Minshew Elementary 300 Joplin Dr McKinney, TX 75071 945-280-8637
Club 360 at Caldwell Elementary 601 W Louisiana St McKinney, TX 75069 945-280-8633	Club 360 at Press Elementary 4101 Shawnee Dr McKinney, TX 75071 945-280-8638
Club 360 at Eddins Elementary 311 Peregrine Dr McKinney, TX 75070 945-237-4943	Club 360 at Slaughter Elementary 2706 Wolford St McKinney, TX 75071 945-280-8636
Club 360 at Frazier Elementary 1600 N Sweetwater Cv McKinney, TX 75071 945-280-8631	Club 360 at Valley Creek Elementary 2800 Valley Creek Trail McKinney, TX 75070 469-823-9065
Club 360 at Glen Oaks Elementary 6100 Glen Oaks Dr McKinney, TX 75070 945-280-8631	Club 360 at Vega Elementary 2511 Cattleman Dr McKinney, TX 75071 945-280-8294
Club 360 at Johnson Elementary 3400 Ash Ln McKinney, TX 75070 945-237-4839	Club 360 at Walker Elementary 4000 Cockrill Dr McKinney, TX 75072 945-280-8640
Club 360 at McClure Elementary 1753 Ridge Rd McKinney, TX 75071 945-280-8632	Club 360 at Wilmeth Elementary 901 La Cima Dr McKinney, TX 75071 945-280-8634
Club 360 at McGowen Elementary 4300 Columbus Dr McKinney, TX 75070 945-280-8298	Club 360 at Wolford Elementary 6951 Berkshire Rd McKinney, TX 75070 945-280-8630
Club 360 at McNeil Elementary 3650 S Hardin Blvd McKinney, TX 75070 945-280-8639	

Enrollment in the after-school program constitutes an understanding that you will abide by the policies listed as follows:

Parents Expectations of the Program

Parents may expect that:

1. Their children are cared for in a safe, supportive environment.
2. They may visit with the site manager about concerns related to their child or the program.
3. Their notified about any misbehavior on the part of their child, and they can visit with the site manager to bring about improvement in the situation.
4. Their informed promptly if their child does not arrive at Club 360 according to his/her enrollment information.
5. The site manager will regularly inform them about Club 360 activities.

Programs Expectations of the Parents

Club 360 expects that parents:

1. Pay fees on time.
2. Keep the child's records up to date.
3. Pick up children on time.
4. Follow the health policy.
5. Contact the site manager if their child will not be attending on a scheduled day.
6. Pay attention to any communications from the site manager regarding their child's behavior and cooperate in efforts to bring about improvement in the situation.

Children's Expectations of the Program

Children may expect:

1. To have a safe, supportive and consistent environment.
2. To use all the program equipment, materials, and facilities on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair and non-punitive.
5. To receive nurturing care from staff members who are actively involved with them.

Programs expectations of the Children

Club 360 expects that children will:

1. Be responsible for their actions.
2. Follow guidelines set forth in the MISD Student Code of Conduct Handbook.
3. Remain with the group and childcare staff at all times.
4. Take care of materials and equipment properly and return them to their place when done, or before taking out new ones.
5. Arrive at Club 360 promptly, according to the enrollment information.

Mission Statement of Child Care Programs

Club 360 is an after-school program designed to provide children of working parents with a safe, home-like atmosphere. The program provides after-school care for children in kindergarten through grade five. Club 360 members are able to choose from a variety of recreational, social, and enrichment activities each day. The program is supported by parent fees and serves over 1,000 students at 17 elementary schools. Club 360 is not a license day care and has received exemption from the governance of childcare licensing.

Club 360 Summer Program is licensed and governed by the Minimum Standard Rules for School-Age and Before or After-school programs by the Texas Department of Health and Human Services.

Fees and Payment Policy

Club 360 salaries, supplies, and administrative expenses are supported by parent fees. Fees are as follows:

Fall Registration Fee	\$45.00 per child
Summer Registration Fee	\$40.00 per child
Full Time Tuition	\$300.00 per child per month \$290.00 per month for each additional child in the same family \$165.00 MISD rate per child per month
Part Time Tuition	\$206.00 per child per month (3 days per week)
Drop In Tuition	\$22.50 per child per day
Holiday Care Tuition	\$45.00 per child per day
Summer Tuition	\$35.00 per child per day

Other discounts may apply for those students on the Federal Free and Reduced Lunch Program. Please call the Club 360 office for more information. Verification required.

1. Registration fees are non-refundable.
2. Tuition payments are due on the 1st school day of each month. A system generated late fee of \$25.00 will automatically be charged on the 2nd of each month if payment has not been received.
3. McKinney ISD Club 360 accepts American Express, Discover, Mastercard, and VISA payments through the Eleyo auto payment portal.
4. Monthly tuition is determined on the number of days school is in session, and then divided equally by nine school months (September through May). Each month is the same rate, regardless of the number of days within each month. In-service days, holidays and breaks are optional, and an additional fee is required if services are utilized on those days.
5. Online enrollment and the \$45 registration fee must be completed before the child's start date. It is the parent's responsibility to keep all information up to date.

Withdrawal from the Program

Parents wishing to withdraw their child from the Club 360 program must provide at least a 24hour written notice. This notice can be submitted through your Eleyo account or send an email to lharvey@mckinnevisd.net.

Hours and Dates of Operation

Club 360 is also available on Teacher Staff Development days, breaks, holidays, and during the summer. View the Club 360 calendar to see a list of all dates available.

Club 360 office hours	8:00-4:00 Monday-Friday
Afternoon program hours	3:07-6:30
Holiday care hours	7:00-6:30
Summer hours	7:00-6:30

If your child attends Club 360 during a holiday or break, you will need to supply them with a “ready to eat” sack lunch and drink that does not require refrigeration. Club 360 will provide an afternoon snack on each of these days.

Club 360 closes at 6:30pm. Parents whose children remain past 6:30pm will be required to pay overtime fees to compensate an employee who remains with the child beyond 6:35pm. A late of \$1.00 per minute are assessed. Termination may occur after three occurrences. Staff will contact the McKinney Police department for support if parents are unreachable.

Absences

If your child will not be attending the Club 360 program because of a scheduled appointment, vacation, or other planned absence, please notify the Site Manager in advance. If your child is ill, you may also leave a message with the school secretary to put a notice of the child’s absence in the Club 360 mailbox. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. If a child does not arrive on time to the program as intended, the site manager will contact the parents. Staff will contact the emergency contacts for support if parents are unreachable.

Sign out/Pick-up Procedures

Parents must check students out daily. A picture I.D. will be required from all persons picking up your child (including the parent). Parent must add to the child’s enrollment information all names of individuals that may pick up. Staff will not allow a child to leave with anyone not listed. Staff will notify parents if someone tries to pick up and are not included on the child’s enrollment form. Club 360 must receive verification from a parent to release a child.

If your child attends extracurricular activities or has changes in arrival/departure, you must provide the site manager with a completed change of Arrival/Departure Procedures form prior to the date the change is effective.

Children may not walk home from our program. List minor siblings in the enrolled child’s enrollment information if you plan on them picking up your enrolled child.

Release of Students

Parents are able to designate persons allowed to pick up in the child's enrollment information. 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. The primary parent must provide written notice when making changes to the list. A person may not pick up if not listed in the enrollment information and staff members are unable to contact primary parent. If a parent or authorized individual smell of alcohol at the time of pick, staff will not release the child/children.

Food Allergies

A food allergy action plan must be completed and kept on file if your child has food allergies.

Medications

All medication whether prescription or nonprescription, needed during Club 360 hours must be kept with Club 360. The parent must provide a Medication Authorization Form if the child needs medication during Club 360 hours. Only authorized employees may administer medication under the following conditions:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with an MISD Medication Request and Authorization form. No blister packs, plastic bags, or expired medication.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with an MISD Medication Request and Authorization form. Any student requesting to take an over-the-counter medicine more than three times per school week may be required to submit a signed doctor's authorization stating the name of the medication, the dosage and number of days that the medication is required...
- Products containing aspirin with written instructions and authorization from the student's physician or other licensed health care provider.
- You may not leave more than a one-month supply at the site.

Please make sure that any medication necessary is available (on site) and that the appropriate forms are completed. Club 360 does not have access to the nurse's office. You must provide Club 360 with additional medication.

Health and Safety Procedures

Club 360 does not maintain a nurse or other health professional on staff. If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) you must complete an action plan located in the parent portal.

The parent will be notified to pick the child up immediately if a child has any of the following conditions: contagious disease, fever over 100 F, vomiting or diarrhea, and any accident requiring medical attention.

If an accident or illness arise, staff will notify parents immediately. For emergencies, staff will call 911.

Staff will notify parents if a child soils his/her clothes. Staff encourage parents to send an extra set of clothes in the child's backpack to provide them with a change of clothing.

Immunizations

Only children attending MISD are eligible to enroll in the Club 360 after-school program. Immunizations records are located at the home campus.

Lice

If a child goes home due to lice, he/she must have at least one treatment before returning to school. Club 360 employees will notify campus nurse.

Insurance

Club 360 carries minimal liability insurance but has no financial resources of its own. Families are encouraged to provide their own insurance coverage. The parent's policy at work, and/or their own private policies cover many families. Public school students may sign up for accident insurance in the fall of each school year. Parents who wish to enroll should check with the school office during regular school hours.

Snack

ARAMARK is McKinney ISD's food service provider and provides an after-school 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 the School Nutrition account and claiming purposes only. No deductions will be taken from any student's meal/general account.

Children's Personal Property

Children must take all personal items home each day, i.e. coats, clothing, school bags, etc. Check the lost and found area for items left behind. Although Club 360 attempts to help children stay organized, Club 360 cannot be responsible for lost personal property.

Children with Special Needs

Staff members are aware and trained how to handle special requirements of children enrolled; for example, allergies, learning difficulties, physical or mental limitations, behavior difficulties, etc.

Club 360 can accommodate most children as long as we can meet those needs in a child to staff ratio of 1:22, and they can toilet and feed themselves. After consulting with the child's parent(s) and ideally the child's classroom teacher. Once the nature of a child's special needs is determined, Club 360 staff can typically make the necessary accommodations (with direction from parents) to help the child make a smooth transition into the program.

If a child attempts to leave the facility by him/herself, staff will follow these steps:

1. If a child tries to leave a facility, staff will position themselves at each exit of the program to prevent a child from leaving.
2. If a child exits the facility, the staff will attempt to catch the child and return them to the facility.
3. If a child struggles with the staff to leave the facility, the staff will restrain the child in a way to prevent the child and the staff from harm.
4. If a child leaves the property and staff members are unable to catch them staff will call administrative staff, parents and 911.
5. Parents must pick up immediately if a child leaves the premises.
6. Club 360 may terminate a child for attempting to leave the property or for refusing to move with group.

Behavior and Guidance

The goal of our discipline policy is to guide children in becoming happy, responsible, and cooperative participants in this program. Effective discipline should increase children's self-respect by:

1. Developing self-control and responsibility for one's own actions.
2. Fostering respect for the rights and feelings of others.
3. Teaching skills for resolving conflicts.

Staff will utilize positive techniques for guiding children. It is our policy never to resolve conflict by use of emotional or physical abuse. We cannot allow others, including the children, to do so at the Club 360 site. Positive attention from staff rewards children for appropriate behavior. When conflict arises, it is our goal to work with individual children by listening to what each has to say and helping children to resolve conflicts by use of effective communication. In the event that staff has exhausted all discipline measures: termination from the program is considered.

Discharge

Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, and ignores or disobeys the rules which guide behavior during program hours. We will contact parents should a concern arise regarding a child's

behavior/needs. Staff will utilize a variety of appropriate interventions to address the inappropriate behavior.

1. If the severity of a problem is great enough that it could endanger the safety of the child, other children or staff members in the program.
2. Temporary suspension can be anywhere from 1-10 days of regular program time and parents must pick up immediately.
3. A suspended child may not come to the program on the days he/she is suspended, and parents must make other arrangements for after-school care.
4. Club 360 does not have any type of “in school suspension” available.
5. Tuition is non-refundable for missed days due to suspension.
6. Not following the guidelines and rules set forth in the MISD Student Code of Conduct will result in suspension.
7. If a child’s needs are greater than can be met in a staff to child ratio of 1:15, Club 360 may not be a suitable option for after-school care.
8. Any situations regarding behavior during Club 360 is separate from the school day. Club 360 notifies MISD personnel should a child’s behavior lead to permanent suspension or is a violation of the MISD code of conduct.
9. Club 360 works with school resource officers and local police in the event a situation of that nature occurs during program hours.
10. Privacy laws restrict Club 360 personnel from discussing anything relating to other children with anyone other than that child’s parent or legal guardian,
11. If a child is placed at Alternative School Club 360 services are temporarily suspended.
12. If a child has been placed in ISS it is at the discretion of the school principal and the Club 360 Director to suspend the child from afterschool care.
13. A child may be discharged for non- payment of fees or persistent late pick up.

Unscheduled Closings

Club 360 is not available if school closes due bad weather such as snow and ice and other circumstances such as power outages or other utility problems. Club 360 will not credit or refund any days closed due to inclement weather, for illness, or days missed.

Transportation

Students who attend Malvern will be transported to Valley Creek for after-school services. Students who attend Burks, Finch, and Webb will be transported to Caldwell for after-school services.

Preparedness Drills

McKinney ISD adheres to the recommendations of the Texas Schools Safety Center as it applies to drills and emergency procedures. Drills: Lockdown, Lockout, Evacuate, and Shelter.

Homework

Club 360 will provide the opportunity to complete homework and receive assistance and support on most days. Club 360 is not responsible for student homework completion. It is the responsibility of the child and parent to define homework expectations.

Communication

Club 360 welcomes you 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.

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).

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".