



# After School & Summer Camp Parent Handbook

Dear Parents,

Welcome to Powersports After School & Summer Camp!

We are glad your child is enrolled in our after school or summer program. It is our hope that together we can make this a positive and enriching experience for everyone involved. This handbook was developed to inform parents of the After School & Summer Camp policies and programs. Parents will be given a new copy each year as well as be informed of any policy changes in writing as they occur throughout the year. Parents are expected to read and be familiar with the information contained within this packet. Note that this document serves as a contract between you, the parent, and Powersports stating that you are aware and agree to abide by our policies and procedures.

**The “Acknowledgement of handbook,” which is located at the end of the packet, must be signed, dated and returned before your child may attend our After School or Summer Camp program.**

## Our Mission

It is our mission to meet the needs of the community by providing a safe and fun After School & Summer Camp program for kids ages 5 and up.

## Our Staff

The typical Powersports After School & Summer Camp counselor is carefully selected from a variety of applicants. Our staff members are typically students with Texas A&M University or Blinn College, and a majority of them are education majors seeking to become teachers. We maintain a camper to counselor ratio of 15 to 1 ensuring that your child is always supervised, and enabling our counselors to better get to know your child. **You can find an up-to-date staff list posted in the parent check-in and check-out areas of Powersports.**

## Hours of Operation:

**Front Desk:** Monday – Friday, 9:00am – 12:00pm & 4:00pm – 7:00pm

**Powersports After School September - May:** Monday – Friday, 3:00pm – 6:45pm

**Summer Camp June - August:** Monday – Friday, 7:30am – 6:00pm

**\*After School** – It is very important that you inform the front office/leave a message by 2:30pm if your child will be absent from the program so we can ensure that the routes run as smooth as possible. It is up to the child to make sure that they are ready to go when the bus arrives. In order to maintain a schedule, the bus cannot be delayed so that counselors can go into the school to find a child. I understand that if my child misses the Powersports Bus, Powersports WILL NOT return to the school and it is my responsibility to find transportation for my child.

**\*Summer Camp** - For your child to fully enjoy our program it is necessary that you arrive on time. We leave at different scheduled times each day for our field trips. **I understand that in order for my child to participate in camp, they must arrive no later than 1 hour before the bus is scheduled to depart for the field trip (see Field Trip Schedule). If you have not arrived and signed your child in before the buses are loaded and ready to depart, your child will not be able to participate in the field trip for that day. After the field trip deadline has passed I understand that my child may not be dropped off until the bus returns from the field trip.**

**\*Should you have to pick up your child late, please contact the front office as soon as possible. A late pick-up fee of \$1 per minute will be applied after the program pick-up time.** Note that exceptions can and will be made as to whether or not the late fee is applied. One time offenders may or may not be charged the late fee, but persistent tardiness will result in late charges to be paid before your child can attend another day.

## Releasing Children:

**Summer Camp** - Each morning children must be accompanied by a parent or authorized adult. When signing in your child we ask that you please follow these steps:

1. If **prepaid**, locate the name of your child on the sign-in list, in the appropriate columns provide a contact number where you can be reached throughout the day as well as your signature. If someone other than yourself will be picking up your child, please provide their name in the appropriate column. **We will not release your child to anyone not authorized on his/her registration form.**
2. If **not prepaid**, please print the first and last name of your child in the appropriate space, and follow the instructions stated in Step 1, then make payment with the front desk attendee.
3. Make sure all your child's belongings are together and have their names or initials clearly labeled on them.
4. You may then release your child to a counselor who will direct them as to where to put their belongings. Note that you are allowed to accompany your child to where they place their belongings, but we do ask that you allow our quality staff to take them from there and get them associated in the camp they will be grouped with.
5. By state law children must be signed in/out on the attendance record.

## Pick-up:

When picking up your child we ask that you please follow these steps:

1. Sign your first and last name in the appropriate space provided on the sign-out sheet. If someone is picking up your child who is not authorized on their registration form then a notification from the parent/guardian must be provided to Powersports. All persons picking up children must have a valid photo ID. **We will not release your child to anyone not authorized on his/her registration form.**
2. Make sure all your child's belongings are together and accounted for, and most importantly are **their** belongings. Although our staff will help each child gather up their belongings, please note that you as the parent are allowed to step back into our facility and assist your child in packing up their belongings as well as helping our staff find anything they may have misplaced throughout the day.
3. By state law children must be signed in/out on the attendance record.
4. **Children may not be picked up and signed out at the field trip location.**

## Illness & Exclusion Criteria

We ask that parents please keep your child home if he/she has:

1. A temperature of more than 100 degrees Fahrenheit in the morning. Children should be free of fever for 24 hours (without medication) before returning to camp.
2. Conjunctivitis, an eye infection commonly referred to as Pink Eye. The eye is generally red with some burning and there is thick yellow drainage being secreted.
3. Bronchitis; hoarseness in the throat, cough, and slight fever.
4. Rashes that you cannot identify or that have not been diagnosed by a physician.
5. Impetigo of the skin (reddish pimples). A blister may form and then burst leaving the skin surface irritated and raw.
6. Vomiting, must not have vomited in the last 24 hours before returning to camp.
7. A severe cold with fever, sneezing, and/or a runny nose.
8. A contagious disease (measles, chicken pox, Mumps, etc.). Please let us know if your child becomes ill with a communicable disease, we are required by law to notify the parents of other children attending our camp. Privacy will be kept.
9. Been diagnosed by a doctor as having an ear or throat infection. Children must be medicated for at least 24 hours before returning to the camp.
10. Head lice; a child must be free of **head lice/eggs** before returning to class. A doctor's note and assessment by the After School & Summer Camp director will be required upon your child's return. This also applies to **ringworm**.

\*If a condition develops during the day, a parent will be notified and the child must be picked up as soon as possible. A sick child will be attended to and kept comfortable in the counselor's office until the parent arrives. **It is required by law that any child sent home due to illness may not return until they have been symptom free for 24 hours.**

\*Only prescription medications and "emergency medications" prescribed by a doctor (i.e. asthma, insulin, Epi-pen, etc.) will be administered by Powersports employees. You must fill out and return a "Permission to administer medication" form before any Powersports employee can administer medication to your child.

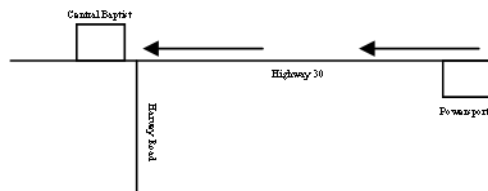
## Medical Emergency Procedures:

\*Powersports is extremely concerned and cognizant of our role in correctly managing situations that require first-aid and/or emergency care. Our staff is required to be certified in CPR and basic first-aid training. Specific safety and emergency procedures are posted throughout our facility and within the staff handbook. Fire drills occur once a month and severe weather drills are held each session.

**Medical Emergency:** In the event of an actual medical emergency, EMS (911) will be called and first-aid protocol will be followed. If transportation is necessary the program director or director's assistant will accompany the child to the hospital. Parents will be notified by phone at the number specified on the enrollment form and/or sign-in sheet.

**EMERGENCY PREPAREDNESS:** In the event of an actual evacuation due to fire, severe weather, flooding, terrorist attack, etc., all parents will be notified and given one hour to pick up their children. All children left after one hour will be transported to our emergency shelter located at Central Baptist Church in one of our school buses. Once at Central Baptist Church, the staff will do a name to face roll call every 15 minutes using the daily attendance records brought from our facility and the director will communicate with CCL, local authorities, and parents using a personal cell phone or a land line provided by the church. In addition, all parent emergency contact numbers, authorizations for emergency medical care and registration forms will be transported and available for use.

**Central Baptist Church  
1991 FM 158 Rd.  
College Station, Tx. 77845  
(979) 776-9977**



## Parental Notification Procedures:

**Medical Notification:** Parents are notified of any accidents. Accident reports are filled out by the attending staff member and signed by the director or supervisor. Parents are also asked to sign the accident report as proof that they were notified. Although accidents do unfortunately occur, safety is our number one priority in all of our activities.

**Notification of Policy Changes:** Parents will be notified in writing of any change to our operational policies and enrollment agreement. Once changes have been enacted parents will need to sign a form indicating they are aware of the changes that were made.

## Discipline and Guidance Practices:

**Redirection/Discipline:** One of our goals at the Powersports After School & Summer Camp programs is to help develop and build a child's self esteem and confidence. We believe that every child should learn to take ownership of their actions and learn to make appropriate choices before acting.

Our counselors follow a 3 step process when disciplining a child.

1. A verbal correction is given followed by verbally telling the child the correct behavior.
2. A second verbal correction is given by the counselor and the child will sit out from the activity for 1 minute times the age of the child (i.e. a 5 year old would sit out for 5 minutes). When the time is up the counselor will communicate to the child why they were sitting out from the activity, what the right choice should have been, and what they can do next time to prevent acting in the wrong behavior.
3. A third verbal correction is given by the counselor, the child will be placed in the director's office and sit out for 1 minute times their age, and a discipline write up will be issued. When the parents arrive to pick up their child a parent conference will be held with the child present to ensure that they understand the behavior for which they are being disciplined, as well as be warned of the more serious consequences for further misbehavior.

**Dismissal:** While it is always regrettable to dismiss a child from the After School & Summer Camp programs there are times when such an action is necessary. After a child's initial write-up, the consequences for further misbehavior are as follows.

1. Second write-up, a parent conference is held, accompanied by a 1 day suspension.
2. Third write-up, a parent conference is held, accompanied by a 3 day suspension.
3. Fourth write-up, a parent conference is held, accompanied by a 1 week suspension.
4. Fifth write-up, a parent conference is held and the child is expelled from the program.

\*During each parent conference the parent is expected to work with the director and other counselors in helping to address the behavioral issues of the child, so as to avoid any further suspensions and ultimately expulsion from the program. Powersports is deeply committed to seeing your child grow in their time here and we want to greatly avoid having to use these more serious discipline actions. Please be aware though that we do hold the right to bypass any of these steps and act immediately with the more severe consequences such as suspension and expulsion.

## **Meals and Food Practices**

### **After School**

Powersports After School program will provide your child a healthy, prepackaged snack each day. A daily snack menu can be found on the bulletin board in the after school parent pick-up area.

### **Summer Camp**

**Lunch:** Powersports Summer Camp **does not provide a meal during lunch time.** Parents are responsible for providing a nutritional lunch for their child.

\*We ask that you please try to pack easy-to-eat foods such as finger foods. We ask that you please do not send your child with any food that requires the use of a microwave.

\*You can find a posting of your child's lunch time on the Summer Camp bulletin board located in the parent pick-up area.

\*Please label your child's lunch kits and items with their full name.

**Snack:** Powersports Summer Camp **does not provide a snack during snack time.** Parents are responsible for providing a nutritional snack for their child. We have two snack times, one during our mid-morning activities before lunch, and a second immediately after arriving back from the field trips in the afternoon.

\*If a child is not packed the appropriate number of meals then the parents will be contacted and instructed to come and provide them with the appropriate food. If a parent cannot be reached then a snack or meal will be provided for the child **at the cost of the parents.**

### **Food Allergies**

The safety and well being of our participants is our number one concern. We must not only keep this in mind during our field trips and planned activities, but as well during our meal times. Due to some children's severe allergic reactions to nuts and other food allergens, all children will be required to wash their hands before/after each and every meal time. **If your child has a food allergy please make sure to note it on their registration form as well as provide Powersports with any medication meant to treat a reaction (i.e. Benadryl, Epi-Pen).**

\*During meal times children with food allergies will be sat separately at a table without any food that is harmful to them.

## **Powersports Enrollment**

**Enrollment Information:** During the enrollment process parents **must completely fill out their child's registration form.** If you have any questions you may ask the front desk or program director. The parent handbook must be read and the "Acknowledgment of Handbook" must be signed, dated, and returned to the front office. Along with these two items, all other registration fees and paperwork **must be completely filled out and turned in to the front office before your child may attend any of our programs.**

\*Note that the After School & Summer Camp programs are for school-age children ages 5 and up.

\*It is extremely important that you list any medical issues your child has or does have so as to better keep our staff informed about any potential complications.

### **Program Cost**

#### **After School Program:**

Tuition - \$140 per month (August – May)

Registration Fee - \$30 (1<sup>st</sup> child); \$25 (for each additional child) due at time of registration and is good through end of summer.

#### **Summer Camp:**

Tuition - \$35/day or \$140/week (June – August)

Registration Fee - \$15 (1<sup>st</sup> child); \$5 (for each additional child) due at registration and for those not already enrolled with Powersports.

**Discounts:** Additional family members will receive a 10% discount off their tuition.

**Refund Policy:** There are no refunds or proration of tuition for missed days. Missed camp days cannot be transferred from one day to another.

## **Parental Visitation**

Powersports offers an open door policy for parents to come in and visit their child throughout the day, even during the field trips.

\*If visiting while at the Powersports facility, you must sign in at the After School or Summer Camp office. We do ask that while visiting your child you do not distract from any activities going on. If visiting at the field trip location you must sign in with the director or supervisor on site. **Our best times to come for visitation are during the snack and/or lunch times, or during the field trip.** See the After School & Summer Camp bulletin board for daily schedules.

\*Throughout the year we host events that require parent volunteers. If you are volunteering for a special event you must fill out the event sign up form when it is available. Volunteers are utilized on an as needed basis. We do not accept volunteers as walk-ins.

\*We do have to state though that excessive visitation within a period of time is not allowed, unless you fill out and pass a criminal background check. We strive to provide a safe and secure environment for your children, this is why our staff are thoroughly screened and trained. If you would like more information on filling out paper work please see the After School & Summer Camp director or front office.

## **Miscellaneous Information**

**Field Trips:** The Powersports Summer Camp takes a field trip every day of the week. All field trip locations and times can be found posted on the Summer Camp bulletin board located in the parent pick-up area. **Parents will be notified in writing of any changes to field trip location and times as well as they will be clearly posted within the check-out area.** Please make sure to pack appropriately for the particular field trip we will be attending that day (i.e. extra money for games, pants, socks, & jacket for ice skating, towels, extra clothes, sunscreen, etc.).

**Transportation:** We only transport the children back and forth between Powersports and the schools/field trip location.

**Water Activities/Swimming:** Twice a week our camp swims at two of College Station's local swimming pools. These pools are staffed with lifeguards as well as with the counselors that work for Powersports (life jackets are provided). You must designate on your child's registration form their level/area of swimming ability, or they will not be allowed to participate in these two field trips. It is most convenient to send your child already dressed in their swimsuit on these days because we leave relatively early. Also, parents are required to provide sunscreen for their children. **If your child does not have sunscreen, they will not be allowed in the water and must remain in the shaded areas.**

**\*IMPORTANT: When picking up your child, please make sure that all items are accounted for and are theirs. All contents within the lost and found bend will be discarded every other Friday.**

**Animals:** There are two dogs on location at Powersports. They always remain in the front office area behind the counter. They are vaccinated and trained, and belong to the owner.

**Questions/Concerns:** One thing we value is the feedback from parents.

\*If you have any questions or concerns regarding your child's experience in our After School & Summer Camp programs please contact the After School & Summer Camp director at (979) 776-

0018. If you have any questions about tuition or payments please contact the front office staff at (979) 776-0018.

**State Licensing Contact:**

**\* It is our top priority to keep your child free from harm.** In Texas each person is required by law to report even the suspicion of abuse or neglect. The Child Abuse Hotline is 1-800-252-5400. The local licensing office number is 979-774-6779, and the website is [www.dfps.state.tx.us](http://www.dfps.state.tx.us). Please remember anytime you see something that appears suspicious, makes you feel uncomfortable, or violates policy; please bring it to the attention of the After School & Summer Camp director.

**Notification of Policy Changes:** Parents will be notified in writing of any changes to our operational policies and enrollment agreement. Notifications will also be clearly displayed for all parents to see view within the parent check-in and check-out area.

**Viewing of the Minimum Standards Rules and Licensing Reports:** A copy of the Minimum Standard Rules for Licensed Child-Care Centers and the latest report from the Department of Child Care Licensing is displayed for view of bulletin board located in the hall close to the main entry. A copy of either document can be provided upon request. Additional copies of the Minimum Standards are kept with the director and owner.