

OPERATIONAL POLICIES



SHINE BRIGHT SUMMER CAMP

Shining through Affirmations

11200 Broadway Street, Unit 1070, Pearland, TX 77584

Phone: (713) 436-7827

Directors:

Stefany Thomas

stefanythomas@shinebrighttutoring.com

Mechelle Wilson

mchellewilson@shinebrighttutoring.com

Philosophy

Shine Bright Tutoring (SBT) is committed to providing a safe, loving, and fun learning environment for your camper, while ensuring they receive superior childcare at the Shine Bright Summer Camp. Your camper will also develop socially and emotionally, learn the importance of positivity, and build their confidence through positive affirmations. Your camper will grow diversely as our staff embraces their ideas and imagination.

Goal

We are here to keep campers learning and engaged in a healthy and safe way. We prioritize building an understanding trust with our parents through dependability and honesty in a professional yet "kid friendly" environment. Our morals and standards are not only reflective of the State of Texas Licensing Requirement and a team of educators with 85+ years of education experience, but that of caring parents such as yourself.

Curriculum Goal

Shine Bright Summer Camp uses a developmentally appropriate curriculum that aligns academically with state TEKS. The curriculum and planned activities address the cognitive, language, literacy, physical, and social-emotional developmental domains of each camper. The purpose of the activities and lessons are aimed at igniting the minds of young campers by fostering their academic, social and emotional growth. The curriculum encompasses science with experiments, phonics/word study, reading, writing, math, financial literacy, memorization, public speaking, spanish basics, songs and dance, fitness, theater-arts, art, games and other activities designed to stimulate each camper's imagination, helping to make each day at summer camp a brighter one!

Shine Bright Tutoring provides support to camp leaders for curriculum planning (i.e. planning time/resources/professional development). The Shine Bright Summer Camp is led by the Shine Bright Tutoring Director.

Indoor/ Outdoor Physical Activity

Shine Bright Campers will enjoy indoor and outdoor games and activities during their day at camp. For outdoor play, campers will be guided by three trained camp leaders to the designated play space (the pavilion and/or the awning). Playtime games and activities give campers opportunities to develop their motor skills further.

Comfortable clothing and closed toe shoes or tennis shoes are recommended for campers to participate freely and safely in physical activities. On days when extreme weather conditions prohibit or limit outdoor play, campers will have indoor physical activities.

Screen Time

Interactive media may be used to support planned activities that meet educational goals. Screen time activities will be age appropriate. Media with advertising, violence or adult content are prohibited while campers are in care. Use of non-interactive media shall not exceed 4 hours per week, per camper.

State Licensing Requirements

Shine Bright Summer Camp is licensed and complies with all licensing and compliance within the State of Texas. Copies of licensing standards are kept on site and available upon request. Parents may contact the Local Licensing Office at 713-287-3238, the DFPS Child Abuse Hotline at 1-800-252-5400 or <https://www.txabusehotline.org> and the DFPS website at <https://www.dfps.state.tx.us/>. The DFPS website may be accessed to review a copy of the childcare centers most recent licensing inspection report or the DFPS minimum standards.

Hours of Operation

Shine Bright Summer Camp
June 6, 2022 - August 12, 2022
Monday-Friday
7:30am - 4:30pm, CST.
*(Extended day: 7:30am - 6:00pm, CST)

Please note that the Shine Bright Summer Camp will be closed:

June 17, 2022

June 20, 2022

July 4, 2022

Campers should be present by 8:30am daily. This is to ensure a consistent learning environment and routines for campers and staff.

Communication

Shine Bright Summer Camp promotes communication between families and staff by conversation in person or by call, e-mail, and text. We ask that you verbally share any changes for your camper and record it in writing at check-in. As additional information options, we provide newsletters, handouts, and door postings to share all upcoming activities, comments or concerns regarding your camper. **Upon entering the center and at pickup/drop off please adhere to the policy of NOT talking on your cell phone as these are vital times of relaying communication regarding your camper.**

Visitors/Parental Concerns

We value your comments and concerns regarding the policies and procedures for our childcare center. SBT welcomes parents to visit the tutoring center at any time during Shine Bright Summer Camp hours of operation to observe their camper, the childcare center's program activities, the building, and the premises at SBT without having to secure prior approval. Parents are invited to participate in program related activities, including but not limited to, birthdays or other special occasions.

SBT strongly discourages visits during the tutoring hours of 4:30 p.m. - 7:30p.m. Please check in with the Assistant Director or Director at time of arrival. Parents are welcome to volunteer and participate in the child care center's operations and field trips with the Director's approval. Parents who are frequently present at SBT are required to comply with the same Minimum Standards as Employee's, including background checks.

Cameras

Video surveillance systems are installed in the front reception, student lounge, hallways, and near the back door. Parent access/recording is NOT allowed due to the privacy of other campers.

Severe Weather

Safety is always top priority at SBT. Our facility will be closed in accordance with Pearland Town Center or when local authorities mandate evacuation. This is also effective for extreme weather conditions. Please monitor the local news and radio stations and consistently check for emails regarding camp closures.

Enrollment/Enrollment Procedures

There is a \$75.00 non-refundable enrollment fee for the first camper, and \$25 for each additional camper, up to three campers per household. The Admission Information Form should be completed/received upon your camper(s) admission to SBT.

Camp Fees, Payments, and Discounts

All Camp Fee, Add-on, and Penalty Fee Payments are Non-Refundable.

\$135/week	Summer Day Camp	7:30 am - 4:30 pm
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\$175/week	Summer Extended Day Camp	7:30 am - 6:00 pm
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\$50/day	Summer Day Drop-In	7:30 am - 4:30 pm
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\$62/day	Summer Extended Day Drop-In	7:30 am - 6:00 pm
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Add-ons:

\$15/shirt	Shine Bright Summer Camp spirit t-shirt Required for field trip participation
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\$80/week*	Customized SBT Traditional Program Includes a diagnostic assessment, (2) 60-minute 1-1 tutoring sessions w/ a certified teacher or experienced
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tutor, customized plan tailored for the individual student, progress test after 20 sessions, student SHINE shopping, and 1 free homework session during the 2022-2023 academic school year.

*Must be enrolled in this add-on for at least 8 of the 10 summer camp weeks.

+\$10/occurrence

No lunch fee

+\$20/occurrence

Late payment fee

Tuition is due for the upcoming week every Friday before 5:00pm. A \$20.00 late fee will be added for all payments made after Monday 5:00pm. Your camper will NOT be allowed to attend on Wednesday if payment is not made upon arrival Wednesday morning.

**Payments can be made online via Wave. No cash is kept at SBT for safety reasons. Overpayments will be credited to your account. There will be a \$35 charge for Wave transactions returned due to insufficient funds. After two failed Wave payments, only cashier's check and money orders will be accepted.

Drop-In Payments: Drop-ins are based on student enrollment and student attendance. Parents MUST call ahead to receive approval from the Director before arriving with a drop-in camper. Payment must be made before or upon arrival. NO EXCEPTIONS.

Discounts: 10% Military Discount, 10% Teacher Discount, 10% Sibling Discount. Only 1 discount may be applied toward tuition.

Transportation

SBT does not provide transportation. For our off-site field-trip, a third-party licensed and bonded transportation company can transport campers to and from the field trip location. Parents will also be allowed to transport their camper to and from the field trip.

Behavior, Discipline and Guidance Policy

SBT is committed to maintaining a safe and fun learning environment for all of our children. Disruptive behavior that interrupts the instruction of other campers and students will not be tolerated. You will be notified when this occurs as we are willing to work with the parents in correcting behavior. Behavior that causes physical harm to other children or staff will be handled on an individualized basis. Campers may be sent home with OOPS notes, behavior notices to explain, document, and hopefully rectify the behavior. Please note that Child Protective Services will be called if your camper is NOT picked up (within 1 hour during non-traffic times and within 1 ½ hours during peak traffic times) after notification of an incident that requires exclusion. Depending on the severity, campers may be withdrawn at the discretion of the Director as safety is a top priority.

Discipline will be individualized and consistent for each camper; appropriate to the camper's level of understanding; and directed toward teaching the camper acceptable behavior and self-control. There will be no harsh, cruel, or unusual treatment of any camper. There is an emphasis on Positive Behavior Intervention and Support (PBIS) strategies. Please review the handout included in your camper(s) enrollment packet and sign to acknowledge.

When a camper is experiencing behavior challenges the Director, Camp Leader, & parent shall collaborate to address the challenging behavior: The plan to address the behavior will include the following: an assessment, intervention strategies, consequence strategies, and plans for success. If the camper's behavior does not improve, the camper will not be able to attend the Shine Bright Summer Camp.

Parent Conferences

Parent/Director conferences can be held in person or by phone. Please speak with a Camp Leader and/or the director to schedule a conference.

Suspension and Expulsion of Children

Our goal at SBT is to build student confidence, close learning gaps, prepare children to be successful in school, and help them reach goals during their academic journey. We do this with engaging, fun learning activities and direct instruction. For the Shine Bright Summer Camp, there may be times when suspension and/ or expulsion may be necessary. However some reasons for suspension and/or expulsion include but are not limited to: biting, or other behaviors that cause physical harm to children or staff, spitting on or at others, disrespecting staff, foul or obscene language, bullying, refusal to follow directions, or when all attempts to correct disruptive behavior have failed. Shine Bright Camp Leaders will follow the Disciplinary procedure below:

1. Incident/ Injury report and 1st written behavior notice
2. 2nd Written behavior notice, 1 day suspension and parent conference
3. Final written behavior notice resulting in indefinite expulsion

Withdrawal

We reserve the right to withdraw campers at any time. Also, parents reserve the right to withdraw their campers at any time. If the director decides a camper needs to be withdrawn, notification will be given 48 hours prior.

Check In, Release of Campers & Late Fee

Campers can only be checked in and out of the facility by his/her parents or authorized individuals listed in the camper's file. Campers should be present by 8:30 a.m. The significance of consistent arrival time should be before the educational portion of the day begins; this prevents an impact of disrupting other camper's learning and promotes the importance of consistent routines in preparing campers for success. Upon checking in or out, the adult must show proper ID that they are one of the listed pick up persons. A late fee of \$5 will be assessed 5 minutes after pick up time (4:35pm or 6:05) and \$1 per minute thereafter per camper. This late fee should be paid at the time of pickup or upon arrival the following day or your camper will not be allowed for attendance. Please note that Child

Protective Services will be called if your camper is NOT picked up by 6:30 pm.

Custodial Disputes

SBT will NOT be in the middle of custodial/ parental disputes. Changes in authorized pick up persons must be done in person and updated on admission forms in writing. If a non-custodial parent is NOT authorized to pick up a camper or has pickup restrictions i.e. days, times, etc., a copy of your most recent custody and visitation orders must be provided to SBT to verify the custodial agreement. SBT Summer Camp Leaders will exhaust all efforts to only release campers to authorized pickup persons. If a dispute arises at SBT, 911 will be called. SBT, including Shine Bright Summer Camp, will NOT be responsible for the erroneous release of campers involved in custodial disputes.

Medical Emergencies

In case of an emergency with your camper, you will be notified immediately. If you are not available, the next emergency contact will be notified. If necessary, emergency services will be dispatched.

Emergency Preparedness Plan

Shine Bright Summer Camp has an Emergency Preparedness Plan that consists of written plans in the case of emergency events. The plan includes how the staff will evacuate along with other essential information. This plan will be shared with employees during orientation and is available for parents in their enrollment packet. The plans are also posted throughout the SBT Center.

Child Maltreatment

Any apparent incidence of child maltreatment (defined as "non-accidental infliction or threat of infliction of physical, emotional, or mental harm to a child") will be reported to the DFPS Child Abuse Hotline at 1-800-252-5400 or via the website: <https://www.txabusehotline.org>. At Shine Bright Summer Camp, our staff is required to complete annual training in the area of child maltreatment. This training increases awareness, prevention techniques,

provides strategies for coordination with community organizations, and actions to assist parents of a child who may be a victim with assistance and intervention. If you are a parent of a child who is a victim of child maltreatment you should report it by calling the DFPS Child Abuse Hotline at 1-800-252-5400 or visit the website: <https://www.txabusehotline.org> to report child maltreatment or to obtain assistance and intervention. See the attached flyer to increase parent awareness of issues regarding child maltreatment, including warning signs that a child may be a victim of child maltreatment and factors indicating a child is at risk for child maltreatment.

Illness and Exclusion/ Health Checks

The health and wellness of all students is important. Shine Bright Summer Camp staff may conduct health checks on an as-needed basis. Campers who are sick with any of the symptoms below must be excluded from care and will NOT be allowed to attend daycare until 24 hrs. symptom free and/or with a doctor's release.

- Rash or ringworm (i.e. head, foot, and mouth disease)
- Fever
- Diarrhea/Vomiting within 24 hours
- Head Lice
- Vomiting within 24 hours
- Severe cold/cough/runny nose
- Pink eye
- Any contagious diseases including but not limited to measles, chicken pox, mumps, strep throat, etc.
- Any illness or condition that results in a greater need for care than Camp Leaders can provide without compromising the health, safety, and supervision of the other children in care.
- Any illness that prevents the camper from participating comfortably in program activities.

Please note that Child Protective Services will be called if your camper is NOT picked up (within 1 hour during non- traffic times and within 1 ½ hours during peak traffic times) after notification of an illness that requires exclusion. Please see the detailed Illness Policy included with the enrollment packet.

Medication Authorization/ Diaper Ointments

Parents are encouraged to dispense medication outside of the center; however, when necessary the staff will ONLY administer prescription asthma and/ or allergy medications, including Epipens. All medication must be in the original prescription container marked with the camper's name, date, and directions for use. Please place all medicines in a labeled zip lock bag and give it to the director or assistant director along with a new completed medicine authorization form. We do not accept responsibility or liability for an error or omission of medication. Shine Bright Summer Camp WILL NOT apply powders, creams, ointments, or lotions without the parent's written permission. If the parent supplies these items, permission is implicit and you DO NOT need to obtain permission for each use. Label powders, creams, ointments, or lotions with the individual camper's name. NO homemade creams, ointments, or sprays are allowed.

Immunization, Hearing and Vision Screening

Current immunization records and Health Statements are required at the time of enrollment for campers who are NOT enrolled in school, and must be compliant with state requirements. The Texas Dept. of Health Services audits files periodically. Please bring an updated record when your camper receives a new immunization. These are required to be kept current during your camper's tenure at SBT. In accordance with the Texas Dept. of Health Services, all children who are enrolled in a licensed facility and are 4 years of age (by Sept. 1st) must have a Hearing and Vision Screening on file at Shine Bright Summer Camp. At this time, employees are NOT required to be vaccinated from vaccine-preventable diseases.

Meals, Snacks, Food Service & Program Nutrition Practices

A pre-packaged breakfast will be provided for campers (7:30am - 8:30 am). Parents are allowed to bring their camper with breakfast. Lunch will NOT be provided; campers are REQUIRED to pack a lunch. We do have a microwave and refrigerator for our campers to use if needed. We will allow parents to provide a meal via Uber Eats and Doordash for campers. In the rare case a parent forgot to send their camper with lunch,

we will have an emergency sack lunch they can eat. The emergency sack lunch will result in a \$10 fee.

Three pre-packaged snacks are provided at 10 am, 2 pm, and 4:45 pm. During the day, campers will receive healthy snacks (as listed by the Texas Department of Agriculture). 100% fruit juice and Caprisun will also be present at meal times, and water will be supplied throughout the day.

Please notify the director or assistant director of any allergies or specific dietary restrictions. All liquids and foods hotter than 110 degrees Fahrenheit are kept out of the reach of children. All staff and camp leaders are educated on food allergies and they take precautions to ensure campers are protected. While SBT strives to be a nut-free facility please be advised that pre-packaged food given here may contain these ingredients: Milk, Eggs, Wheat, Soybean, Peanuts, Tree Nuts, Fish and Shellfish. For additional support and resources regarding the overall health and safety of children please visit the link below.

<https://www.myplate.gov/>

Insect Repellent and Sunscreen

Insect repellent and sunscreen should be applied prior to arrival. We will NOT apply or provide these items.

Animals and Water Activities

SBT does not allow animals on the premises, however the Pearland Town Center is pet-friendly. There may be animals outside at the mall. Campers will not be allowed to pet or engage with animals for safety purposes. We will not offer water activities with standing water (lakes, ponds, beaches, etc.). During summer months, the Pearland Town Center often has sprinkler water in their splash pad area. If there is a day we allow sprinkler play or water toys, prior to that day, parents will receive notification.

Parties and Celebrations

Birthdays and Holidays can be an exciting time and worthy of celebration. Our staff is happy to help you and your camper achieve this during

childcare hours. To avoid scheduling conflict, please discuss any celebrations with the camp director in advance. In accordance with licensing regulations, birthday candles are not permitted. For any other celebrations, we will send out parental notifications. Please avoid bringing items containing peanuts or tree nuts.

Field Trips

One off-site, educational and fun field trip will be scheduled in the summer for campers. There will be at least a 1-week notification for parents. Permission slips for your camper to attend must be signed by the parent. Parent chaperones are welcomed and strongly encouraged.

Gang-Free Zone

Gang related criminal activity or engaging in organized criminal activity within 1000 feet of Shine Bright Summer Camp is a violation of law and is subject to increased penalty under state law. For more information, please see the handout included in your camper(s) enrollment packet.

Non-Discrimination

At SBT, we foster diversity and incorporate it in our daily curriculum and activities. Campers and staff of all nationalities, races and religions are welcome. We are an Equal Opportunity Employer.

Parental Notifications/Policy Changes

The center at its discretion may change any of its operational policies at any time. All important communication will be sent to parents in an email. Parents will be notified of any changes in operational policies via written notice. At least one copy of the updated operational policies or child-care enrollment agreement must be signed and dated for each family and kept in the camper's record. Please call, email or stop by the front desk to review and/or discuss any questions or concerns about the policies and procedures of Shine Bright Summer Camp.

Feedback

In an effort to continue to offer our families the best child care possible, we ask you to share your thoughts by placing suggestions in the suggestion box that is located in the lobby. In addition, a Feedback Survey will be emailed out at the end of the Shine Bright Summer Camp program. These questions, comments, concerns and thoughts are just a starting point. Feel free to add any other information that you feel we need to know to maintain the quality of care you are receiving. All suggestions or comments are appreciated. Thank you for your time.

Operational Policy Acknowledgement

I (Please Print), _____, have received a copy, read and understand the Operational Policy for Shine Bright Summer Camp. This includes the Illness Policy and the Emergency Preparedness Plan.

Camper's (Child's) Name: _____

Parent's Signature: _____

Parent Email: _____

Director's Signature: _____

Date: _____

Picture Consent

I, _____, the undersigned parent or legal

guardian of _____ does hereby grant permission for videotapes and or photographs of my camper (child) to be used by Shine Bright Summer Camp & Shine Bright Tutoring (LPOH, LLC) for the purpose of identification or promotion in the following ways:

- Photos on Cubbies or around the classroom
- Parent Newsletters
- Website or Social Media
- Pictures for documentation of achieved skills.
- Marketing Materials

Or

_____ I DO NOT grant permission for videotapes and/or photos to be used (internally or externally) by Shine Bright Summer Camp & Shine Bright Tutoring (LPOH, LLC).

I understand I can change this at any time by asking to sign a new form.

Signature

Date