Campus Adventures, LLC
Family Handbook
Fall 2025

Welcome / Philosophy

Welcome to Campus Adventures. This handbook has been created so that there are no misunderstandings, and so that everyone is aware of the requirements of Campus Adventures, as well as the requirements of you, the family/guardians. This handbook covers our philosophies, business policies and expectations. Please read this handbook carefully, and we are here to answer any question you may have.

Our experienced team, is committed to engaging in professional development and reflection to ensure that the curriculum is evolving and lays the foundation for future growth.

We recognize individual differences and seek to celebrate diversity because we know diversity, inclusion and equality has the potential to disrupt and transform, entrenched practices and thinking

We understand that a child is most successful when there is a strong partnership between students, families, and communities. Family and community involvement are encouraged and valued on all levels.

Mission:
Campus Adventures provides high quality educational experiences in a safe and an affordable environment. Our mission is to develop the whole child by focusing on social emotional learning and physical and cognitive development.

Vision:
To make Campus Adventures the first choice in extended day learning by providing high quality educational experiences that focus on the whole child.

Curriculum Goals:
Our STEAM and Club based curriculum is responsive to the students interests and lays the foundation for future learning. By working together outside the classroom setting students learn the value social emotional competencies such as self and social awareness, and relationship and decision-making skills.

Hours of Operation

Afterschool:
Out of school time - 6:30pm.....Monday – Friday
Morning:
6:30am - start of school……...Monday - Friday
Break and Summer (programs offered contingent on campus approval):
6:30am-6:30pm

*Some campuses may have shortened hours based on the needs of the campus. Please review times sent out by your specific campus.

Holidays and School Closures
We will be closed on January 1st, MLK Jr. Day, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving and day after, Christmas Eve and Christmas Day. We follow all school district closings according to their academic calendar unless otherwise notified through our communication systems.

Inclement Weather Policy
In the event of inclement weather, we will follow the policy and decision of the school district. If a late-start decision has been made, we will not provide morning care for that day. If an early-release decision has been made before 12:00 pm, we will not provide after-school care on that same day. We will work with the campus staff members to ensure the safety of each student until they have been released to an approved pick-up person. During these times of closure, tuition will not be prorated.

Full day, Early Release and Camps
There will be an additional charge per day on all early-release days and late-start days (half days of school, weather delays, etc.), as set forth in the site's tuition and fee schedule. There will be a special daily tuition rate for in-service days and breaks. You must reserve a slot for your child. On these days, site programs will be open based on need and school district policies. You will be notified in advance if your site is providing care.

Late pick-up

We understand that unexpected delays can happen However, children must be picked up by the site's licensed closing time of 6:30PM. A $1.00 per minute late fee will be charged for each minute a child remains after closing. The fee will be added to your account and must be paid before the start of the program the following day. Cash payments are not accepted. Late fees do not extend program hours. Repeated late pick-ups may result in an earlier required pick-up time or termination of child care services.

Enrollment Procedures
Before your child can be officially enrolled in Campus Adventures you must complete and provide the required documents. These documents can be found on our website; www.campusadventures.org or from your campus director.

A registration fee of $50 per child or $75 per family is required.

Campus Adventures is a group childcare company; your child must be able to participate in a group care setting.

Payment Procedures:
All tuition is due prior to services. For weekly charges, payment will be due Friday prior to services. A late fee of $15 will be charged if payment has not been received by the close of business on the Tuesday of the week that services are provided.

Forms of payment currently accepted are ACH, debit or credit card. These payments can be made through the Procare Connect App.

Payments from customers with outstanding insufficient, uncollected or otherwise ineligible Credit/Debit payments must be submitted using a different payment option. Accounts containing returned Credit/Debit payments are subject to immediate termination of service; however upon payment of applicable tuition and registration fees we may choose to reinstate your child's enrollment. Campus Adventure is unable to accept cash or check payments.

Accounts in arrears 1 week will result in immediate termination of service; however, upon payment, enrollment may be reinstated with applicable paid tuition and re-enrollment fee of $15. Accounts in arrears may be referred to a collection agency. In the event an account is sent to collections, you will be responsible for the balance of your account and any reasonable collection and attorney fees and costs associated with the collection of the account. In the event that an account is in arrears or shared payment of an account is in dispute any part of the arrears payment not paid will be the responsibility of the primary sponsor.

Families who are disenrolled due to non-payment and later re-enroll will be charged a re-enrollment fee of $15/child.

Tuition:
Please refer to the tuition agreement for tuition rates and policies.

Tuition fees are not subject to proration for illness, holidays, or emergency closure of the site.

Refund Policy:
All refund requests will be reviewed by Campus Adventures administration. If approved, a refund will be issued through the Procare App or with a mailed check.

Absences/Exclusion and Illness
If your child experiences any of the issues listed below, please keep them home until they are feeling better or are well enough to participate in normal everyday activities.

In the event a child becomes ill during the course of the day, to the point where they are not capable of participating in regular activities, the parents/guardians will be contacted immediately and be required to come pick the child up. If the parents/guardians can't be reached the alternate emergency contact person will be called to come pick up the child. Allergy related as well as non-communicable diseases/illnesses do not require that the child be excluded from care.

If any of the below conditions are present, it is required that children be excluded from care. Children may return to care when they are free of symptoms or are approved to return by the facility operator or in some extreme cases, by a medical doctor.

- Pain - any unexplained or undiagnosed pain
- Difficulty in breathing - wheezing or persistent cough
- Fever (100.1 or higher) – child must be free from fever (without being medicated) for 24 hours before returning to care at the facility
- Sore Throat or trouble swallowing
- Infected skin or eyes (mucus/pus draining) or an undiagnosed rash
- Severe body or scalp itching
- Children with a known or suspected communicable disease/illness
- Vomiting - 2 or more times in 24 hours - may return to care after 24 hours without vomiting
- Diarrhea (as defined by an increase in frequency and loosening of stool) - 2 or more times in 24 hours - may return to care after 24 hours without loose stool/diarrhoea

***Parents are required to inform staff of any serious illness or communicable /contagious disease (with their child or within their family) within 24 hours to allow other families within the program to be alerted.

Withdrawal Procedure/Separation from Care
A **MINIMUM 2 WEEKS WRITTEN NOTICE** is required for termination of services. Even if your child does not attend during that two week period, payment is still required. Any fees not paid on time with regards to termination of services will also be subject to daily late fees, until full payment is received. If

fees are not paid, the unpaid bill will be placed into collections.

In the event of any concerns (raised by staff, parents/guardians or even children) a meeting can be scheduled to address the issues. The meeting will involve members of the executive team, involved staff member and the parents/guardians involved. The concerns will be clearly stated (ex. late payment, failure to adhere to centre policies, behavioural problems etc.) and discussed. Meeting minutes will be taken, and solutions will be sought in a non-judgmental manner. A plan will be designed to resolve the issue. A second meeting will be scheduled to review the situation within a reasonable time frame. In the event the issue cannot be resolved to everyone's satisfaction, a 2 week written notice of termination of services will be given.

Family Orientation
Each campus will hold a family orientation at a determined date and time that will be communicated to families through our Procare App.

Hearing/Vision Screening Requirements
We refer to the school district and their policy for vision and screening requirements for students who attend their schools. We can request records from campus staff as needed for hearing/vision screenings.

Notification of Policy Changes/Policies Updated Annually
Any changes to our policies will be communicated out using our Procare App or from our site directors around site specific information. Our Family Handbook is reviewed annually to ensure our policies and procedures are up-to-date.

Dropping off and Picking Up/Attendance Records Policy:
During the school year, it is not necessary for a parent/guardian to sign a child into our program. Children may arrive at school using various modes of transportation (walking, school bus, bicycles, personal vehicle, etc.) and will arrive at Campus Adventures from their classrooms. If a summer program or full day care is offered at your site, an authorized parent/guardian must sign their child into Campus Adventures upon arrival. It is always necessary for an authorized parent/guardian to sign their child out of our program upon leaving. It is at the discretion of the parent/guardian to determine the mode of transportation once departing the Campus Adventures.

Specific dropping off and picking up details related to locations on the campus will be provided by your site director.

We ask that if your child is not going to attend care as per usual that you inform the campus as well as the child's school.

If someone else will be picking up your child they must be on the pickup list, be 18 years old and supply a valid ID.

Children will not be released to unauthorized individuals.

Child Abuse/Neglect
If there is any abuse or neglect suspected of any children in our care, we are required to report it to Child Protective Services. Please be aware also that children will not be released under any circumstances to an impaired individual. If we have reason to believe that any person picking up a child is under the influence of drugs or alcohol, an emergency contact will be called to pick up the child. The incident will also have to be reported to the proper authorities.

To report suspected child abuse, please call the Child Abuse Hotline at 800-252-5400. Their website address is: www.dfps.state.tx.us.

Discipline Policy
We use positive guidance techniques in the following order: Ignore the behavior, redirect the behavior, verbal correction and discussion, and lastly logical consequences. If the behavior continues after implementing the above techniques, or more challenging behavior is exhibited - we will notify the family and ask for assistance and advice. Our Mission and Vision is to provide safe and high-quality childcare for students in our programs, so we will use behavior plans, ongoing family communication, and progress tracking to help support challenging behaviors. If behavior continues after several behavior strategies have been implemented with support from the parent, the student will be suspended or possibly expelled from our program to ensure the safety and quality of programming for all students. See the above section on Separation from Care for more details.

For behavior that poses a harm to your child, other children, our staff or damage to property, the family will be called immediately, and the child will need to be picked up. If the behavior continues, we may move forward with further disciplinary action up to disenrollment.

Gang Free Zone
All campuses are gang free zones. Any gang related activity will be communicated to the campus staff and/or the proper authorities as needed.

Family Participation
Our doors are always open to families who would like to be involved in their child's education. We welcome any comments or suggestions from parents about programming or the care of their children. Special events and volunteering options will be communicated out by the site directors at each campus. Family conferences will be held twice a year, once in the fall and once in the spring with dates announced each year.

Each year we will send out a survey for families to return asking for feedback on how we can improve our program.

Clothing Guidelines
Students will wear the clothing designated by the school district guidelines to our before and after-school programs.

For programs during breaks or summer, students will follow these guidelines:
- Shirts must cover the stomach area at all times
- Shorts must be to mid-thigh or longer
- No open-toed shoes (ex: flip flops, sandals, slides, etc.)
- Dresses must have shorts underneath

For students 5 and under, please provide the director with an extra pair of clothes for accidents that may happen.

Nutrition
A snack will be provided for after-school programs.
Summer and break programs require children to bring their lunch from home. You will be asked to sign a special form for these additional programs. Campus Adventures is 100% nut free and nut oil free environment.

Food provided by Campus Adventures comes from commercially prepared and inspected sources. Please check our parent board for monthly rotating snack options.

For food prepped on campuses, the Texas Wellness Policy guidelines are followed for all meals. You can find a copy of this in our Parent Resource Binder located at the end of this handbook or available on campuses.

You have a right to choose to provide a snack for your child from home. In that case, you understand that the Campus Adventures program is not responsible for its nutritional value or for meeting your child's daily food needs. You understand that you are also responsible for providing adequate storage and cooling for the snack you provide from home, and to make sure that the snack is non-perishable. If you wish to provide snacks for the entire program, the snack must meet the needs of children who require special diets.

More information on healthy meal and snack options can be found in our Parent Resource Binder located at the end of this handbook or available on campuses.

Physical Activity
Children greatly benefit developmentally from being outdoors. Outdoor education and play support emotional, behavioral and intellectual development. Studies have shown that students who learn outdoors develop: a sense of self, independence, confidence, creativity, decision-making and problem-solving skills, empathy towards others, motor skills, self-discipline and initiative.

Duration for outdoor activities happen in 30 minute blocks either on the campus playground or in an open space with guided activities. On rainy days, we utilize indoor space to play active games or participate in active follow-along videos. Unless otherwise communicated, students will wear their daily clothing to participate in all activities.

During summer programs, we may have days that include water activities. Clothing for this will be communicated by the site director, but must include water shoes at all times.

Sunscreen and Insect Repellent must be applied before a student arrives at school, or the ointment permission form must be signed with the sunscreen/insect repellent listed for staff to apply on the student. All sunscreen and insect repellent must be provided by the parent.

Field Trips
During summer programs, we may participate in off-site field trips. Permission forms will be sent home with all information prior to the field trip for parents to review and sign.

Transportation/Outings
No child will be permitted to go on an outing without written parental consent.

Screen Time
Screen Time is limited to special occasions with continued learning in mind. All screen time must provide additional context to previous learning and is not a part of our daily program. Students are not allowed on personal electronic devices, including cell phones, unless otherwise communicated by the Campus Adventures staff. Students who violate this policy will have their device picked up and returned to the parent upon arrival.

Communication
Communication methods will be conducted through the Procare App, phone call, text, email, or in-person. Whole program messages will go out through the Procare App to notify all parents. The site director will share their contact information and procedures for how to get in touch when your student enrolls. If you need to update your contact information at any time, you can do so through the Procare App under your profile.

If you need to contact the program for any reason please call or text the campus director or area manager. If you get our voicemail please leave a message, as often we are out at a site or busy with the children and unable to get to the phone at that moment. We check messages regularly and return phone calls as soon as we get the chance. You may also contact us though the Procare Connect app.

At the beginning of each month we will send out a Newsletter with information about school holidays, curriculum, staff information, and highlights from the program. You will receive a link to this newsletter through the Procare App.

Medications
Campus Adventures only administers life saving medication. e.g. Epi Pens. Medication Authorization forms will need to be completed and the prescription will need to be in its original packaging with the prescription label.

Medical Emergency
In the event of a medical emergency, we will contact local emergency services to examine the child. Parents will be notified and will take over decision making with emergency services upon arrival. If emergency services advise to take the child to the emergency room for further treatment, a staff member will ride with the child and stay until a parent arrives to take over. Campus Adventures is not liable for expenses in the event of a medical emergency.

Allergies
Please ensure the allergy information in the registration is always correct and updated . **CA is 100% nut free environment**. An Allergy Plan will need to be completed and signed by your child's doctor.

Immunization Requirements
During the registration process, you are required to make sure your child's up-to-date immunization record is on file at the campus. We can request a copy of the immunization record as needed from the campus staff. Employees are not required to provide immunization records as a condition of employment. It is recommended that staff stay up-to-date on all immunizations, but not required. The employee accepts the risk that comes with not having current immunizations.

Inclusion Services
Campus Adventures works to support any student who may need additional accommodations. If your child has accommodation needs, please let your site director know so they can get the proper documentation to provide those services. If your student receives outside services, we work with all professionals to provide time and space for them to work with your student during the operating hours of our program.

Emergency Preparedness Plan
All campuses have emergency preparedness plans on site. You can request to review it with the site director at any time.

Evacuation Procedures
In case of emergency (fire/flood/otherwise), children and staff will be evacuated to the nearest Church, or business. Emergency contact information will be transported along with us, so you will be contacted to pick up your child at the alternate location.

Child Care Licensing
Campus Adventures is a licensed child care facility. Licensing information can be found where you sign your student out each day posted on our information board. All contact information is included on the board and any additional information can be requested from our site directors.

Family Resources
For families who may need assistance with child care, we do accept subsidy payments. You can visit the Workforce Solutions website for more information on how they can help.

Our Family Resource Binder can be found at the link below or requested at each campus.
Link: https://www.smore.com/xpzw9-family-resource-binder
*Policies are reviewed annually and updated if necessary

Parent/Family Handbook Agreement

Child(ren)'s Name(s): _____

I/We (the undersigned) have read the parent handbook for Campus Adventures, LLC and understand all the information, policies and procedures outlined in the handbook. We (the undersigned) have also received a copy of these policies and procedures for our own records and reference.

By signing this agreement we consent to all the handbook policies and procedures and agree to them, including payment policies and late fee procedures. By signing this agreement, we acknowledge that the information supplied in the registration form regarding our child(ren) and the information supplied below is true and accurate to the best of our knowledge.

By signing this agreement, we also consent to pictures being taken of our child(ren) for updates and promotions of the program.

_____ _____
Parent/Guardian Signature Date

_____ _____
Parent/Guardian Signature Date

_____ _____
Opertator's Signature Date