**Campus Adventures, LLC
Parent Handbook**

**Fall 2022**

**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 parents/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.

Our STEAM and Club based curriculum is responsive to the students interests and lays the foundation future of 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.

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.

**Hours of Operation**

Hours of operation are: ( Subject to change based on the need of the campus)

**Afterschool**
Out of school time- 6:30pm.......................................................................................Monday – Friday

**Morning:**

6:00am- start of school

**Break and Summer:**

6:30am-6:30pm

We will be closed on January 1st, Memorial Day, July 4th, Labor Day, Thanksgiving and day after, Christmas Eve and Christmas Day. that we follow all school district closings.

**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:**

A late pick-up fee of $1 per minute will be charged when your child is left beyond the site’s operating hours and is charged directly to your account. This will be is due the next day at pick up. No cash will be accepted for this late pick-up fee. The late pickup fee does not constitute an agreement to provide after hours services, nor will the late pick-up fee be applied toward tuition. Chronic lateness at closing time may be grounds for termination of service.

**Enrollment Requirements:**

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

A registration fee of $50 per child is required.

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

 **Evacuation Procedures**

Campus Adventures has adopted an Emergency Preparedness plan, in accordance with the Minimum Standard Rules. A written summary of this plan which highlights our procedures in the event of an emergency along with an evacuation map has been provided to the parent. In addition, this plan and any additional written plans are available for review during our normal hours of operation and are located at the parent table.

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.

**Transportation/Outings:**

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

**Payment Procedures:**

All tuition is due prior to services. For weekly charges, payment will be due Friday prior to services. Monthly payments are due by the 3rd of each month. 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 or the 4th of each month for monthly payments.

Forms of payment currently accepted are Money Order, debit or credit card. These payments may be made at the site or online.

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.

**Registration Fee:**

An annual registration fee of $50/child is required upon enrollment. This fee is non refundable.

**Tuition:**

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

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

**Emergency Closures:**

Campus Adventures follow the guidance of the school when making decision to close for a weather event, flooding, natural disaster, or other local emergency.

**Signing in and out/Attendance Records Policy:**

During the school year, it is not necessary for a parent/guardian to sign a child in to our program. Children may arrive to school using various modes of transportation (walking, school bus, bicycles, personal vehicle, etc.) and will arrive to 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.

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.

**Health Checks**

Campus Adventures will preform health checks on students upon arrival into the program each day.

**2**

**Medical Emergency**

In the event of a medical emergency and serious injury. The site staff will first call 911 and then notify a parent. If a parent is unable to contacted, the emergency contacts will be contacted in order. If a child needs to be transported by ambulance, a Campus Adventures staff member will accompany the student until a parent or emergency contact has arrived.

**Topical Ointment**

Campus Adventures will only apply sunscreen and bug spray during Summer Camp. A topical ointment form will need to be completed for each topical ointment that is provided by the family. Child First and last name be on the bottle.

**Immunizations**

Students: Current child immunization must be on file at your child’s school.

Staffs: We do not require proof of immunizations from our staff.

**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 individuals. If we have reason to believe that any persons 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](http://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. After trying the above techniques and the behavior continues will notify the family and ask for your assistance and advice. A behavioral plan will be put in place with input in from both the site director and parent. If the behavior persists, the child will be suspended for one day to work on the behavior. After two suspensions, we will request a one-on-one behavior aid at the cost of the parent’s or the student would be disenrolled.

For behavior that pose 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 this behavior is repetitive, we will expedite the behavior plan and move directly to suspension or disenrollment.

**Snack and Meal Times**

A snack will be provided for before and afterschool programs. Summer and break programs require children to bring their lunch from home.

You have a right to choose to provide snack for your child from home. In that case, I 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 and lunches 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.

**Playground**

Campus Adventures uses the playground provided by the schools**.** Not all public-school playground equipment meets the licensing standards for child-care centers. I agree that my child may play on all of the licensed site’s public school playground equipment.

**Medications**

Campus Adventures only administers life saving medication. (Epi Pens, seizure medication, etc…). Medication Authorization forms will need to be completed and the prescription will need to be in it’s original packaging with the prescription label.

**Allergies**

Please ensure the allergy information in the registration is always correct and updated. **CA is a peanut free environment**. An Allergy Plan will need to be completed and signed by your child’s doctor.

**Telephone Communication**
If you need to contact the program for any reason please call the campus director or area manager. If you get our voicemail please do 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 do check messages regularly and return phone calls as soon as we get the chance.

**Policy Change and Communication**

In the event of a policy or tuition change, parent will be notified by a physical posting at the parent table. Communication will also be sent out be email and though messages on Procare.

**Parent Involvement**

Our doors are always open to parents who would like to be involved in their child’s education. You have the right come into the program and observes your child in program at any time during operational hours. We welcome any comments or suggestions from parents about programming or the care of their children.

**Child Care Licensing**

The Texas Department of Family and Protective Services Minimum Standard Rules for School Age and Before or After School Programs; along with all current licensing inspection reports; are located in the site’s licensing binder. This binder is located at the parent table during normal hours of operation.

Minimum Standards: https://www.hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing/minimum-standards

Child Care Licensing: https://www.hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing

**Withdrawal Of Services Policy**

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.

**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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                                 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                 Operator’s Signature                                                                               Date